

**LIMESTONE COAST LHN
GOVERNING BOARD
MEETING MINUTES**

Meeting Date: 29 March 2021 10:30am – 4:15pm

Location: Lacepede Bay Motel, Kingston SE and via Microsoft Teams

Acknowledgement of Country Limestone Coast Local Health Network acknowledges Traditional Custodians of Country throughout the region and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islander cultures; and Elders past and present.

Board Members: Chair: Grant King (GK) Glenn Brown (GB) Lindy Cook (LC) John Irving (JI) Dr Anne Johnson (AJ)
Dr Andrew Saies (AS)

Members: Ngaire Buchanan (NB) Kristen Capewell (KC) Dr Elaine Pretorius (EP) Paul Bullen (PB) Hannah Morrison (HM)
Angela Miller (AM) Ravinder Singh (RS) Sally Foster (SF)

Guests: Andrew Birtwistle-Smith, Chief Executive Officer, Pangula Mannamurna Aboriginal Corporation
Tanya Lehmann, Associate, LeadersHP
Mia Handshin, Director, LeadersHP

Secretariat: Emily Baker, Senior Administration Officer, Governance & Planning

1. STRATEGIC PLANNING WORKSHOP		
Item		Discussion
1.1		Tanya Lehmann, Associate, LeadersHP and Mia Handshin, Director, LeadersHP, joined the meeting to facilitate a workshop to support the ongoing development of the Draft Limestone Coast Local Health Network (LCLHN) Strategic Plan 2021-24.
2. MEETING OPENING		
Item		Discussion
2.1	Acknowledgement of Country	Dr Andrew Saies provided the Acknowledgement of Country.

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2.2	Apologies	An apology was provided for Grant King, Governing Board Chair, LCLHN, Dr Elaine Pretorius, Executive Director of Medical Services, LCLHN, and Ravinder Singh, Director Corporate Services, LCLHN.
2.3	Introduction	Dr Andrew Saies provided an introduction to the meeting of the LCLHN Governing Board.
2.4	Director Conflict of Interest Disclosures	Nil Conflicts of Interest disclosed.
2.5	Confirmation of previous meeting minutes and actions	The minutes of the meeting held on 22 February 2021 were accepted, out of session, as a true and accurate reflection of the meeting held and an update on actions was provided.
3.	BOARD CHAIR REPORT	
3.1	Report from Grant King, Board Chair	Dr Andrew Saies provided an update, on behalf of the Governing Board Chair, in relation to work progressing between the LCLHN and the Minister for Health and Wellbeing (MHW) to extend the current interim funding agreement for Keith & District Hospital (KDH), anticipated to provide financial support to the KDH, at a funding level of \$1.5 million per annum to 31 December 2022.
4.	LIMESTONE COAST LHN REPORTS	
4.1	CEO Report a) General update	<p>The Chief Executive Officer report was noted, and an update was provided in relation to the commencement of Service Planning for the Mount Gambier and Districts Health Service (MGDHS), incorporating consultation via focus groups and correspondence with hundreds of stakeholders.</p> <p>An update was provided in relation to the successful rollout of the COVID-19 Vaccination Program within the LCLHN, including:</p> <ul style="list-style-type: none">• Confirmation of the completion of phase 1A and the commencement of phase 1B.• Complexities in relation to the internal and external communications, and with managing the logistical aspects of program• The anticipated commencement of community COVID-19 Vaccination clinics provided by various General Practitioners (GPs) across the region was noted.

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		<p>Further progress updates were provided on key topics, including:</p> <ul style="list-style-type: none">• Acknowledgement of the additional pressures as a result the ongoing fluctuation of COVID-19 on Business As Usual (BAU), and the need to monitor and manage fatigue for staff across all levels of the organisation.• Work progressing for a cultural emersion, to be attended by Governing Board Members and Executive Leadership staff, expanding on the existing Cultural Sensitivity and Awareness training within the LHN.• The first meeting of the newly formed committee of the Barossa Hills Fleurieu Local Health Network (BHFLHN) Governing Board and the anticipated transition of governance and oversight for the Rural Support Service (RSS).• Ongoing development of Service Plans across the LHN and the overarching approach for a hub and spoke model, with consideration for the varying needs of the individual communities within the Limestone Coast region, anticipated to improve access to services closer to home.
	b) Performance Reporting Summary January 2021	<p>The Chief Finance Officer (CFO) provided a summary of key points from the January 2021 Finance Report, including:</p> <ul style="list-style-type: none">• The Year to Date (YTD) December financial position (excluding revaluations), reported to be \$0.2m unfavourable to budget.• The End of Year (EOY) forecasted Net Adjusted Result (excluding revaluations), reported to be \$1.5m unfavourable to budget.• A recent meeting with the Department for Health and Wellbeing (DHW) to discuss the current performance commissioning bids, with the outcome anticipated to be provided to the LCLHN in early April.• An update in relation to a recent request submitted to the Department of Treasury and Finance, in relation to an adjustment to the allocation for depreciation of assets for the current budget period.• A review of the Financial Delegations Procedure (FDP), recently tabled at the LCLHN Strategic Leadership Meeting, and the anticipation for the FDP to be tabled at the Finance and Performance Committee meeting, and additionally at Governing Board meeting to be held in April 2021.• New software to audit coding, and the current delay to progress to the implementation stage, as a result of issues experienced by the Digital Health SA team.

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- National Weighted Activity Unit (NWAU) EOY forecasted result favourable to target, as a result of the improved coding of activity
- Allocation of resources to facilitate progressing investigations into current and future Residential Aged Care (RAC) budgeting models.

The improved result in relation to coding activity was discussed, including the positive impact for the MGDHS Emergency Department (ED) as a result of implementing a Patient Flow Co-ordinator, trialling of a daily scorecard and the introduction of a Bed Manager. Additionally, a report currently in development, detailing improvements to Access and Flow for the LCLHN, and to compare Health Round Table data, were discussed.

An increase in Workplace Injury claims YTD was noted, including the similarities with data reported across other public sectors, and in private sectors, over the past twelve months.

An update was provided in relation to preparation for the National Disability Insurance Scheme (NDIS) audit, scheduled for 17 & 18 May 2021, across all LCLHN Country Health Connect (CHC) and Residential Aged Care (RAC) sites.

The SA Consumer Experience Surveillance System (SACCESS) data results were noted, and an update was provided in relation to work progressing to clarify and improve data sources.

Improvements in relation to communication and escalation of shared learning experiences, following patient incidents, since the implementation of the Clinical Governance structure were discussed.

The Risk Management Report was discussed, including:

- The ongoing monitoring of Governance Transition and Implementation Strategic Risk
- The introduction of a new risk to be monitored in relation to Document Control.
- An upcoming review of the Risk Appetite Statement (RAS), previously adopted from SA Health, with an LCLHN specific RAS to be developed.
- Ongoing implementation of risk management software, Risk Console.

The Aged Care Reporting was discussed, including the expansion of the Mandatory Quality Indicators expected in July 2021, with the impact for the LCLHN anticipated to be minimal due to the effectiveness of current internal auditing processes.

A review of the operational governance structure for Aged Care was discussed and an update was provided in relation to anticipated accreditation against the Aged Care Quality and Safety Commission Standards.

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		Aboriginal Health Reporting was noted, and an update was provided in relation to strategic planning activities to improve health services for Aboriginal people in the Limestone Coast community.
	c) Key Performance Indicator (KPI) Summary January 2021	The Key Performance Indicator (KPI) Summary for January 2021 was noted, and key areas were discussed, including Excess Leave and Mandatory Training.
5.	ENGAGEMENT STRATEGIES	
5.1	Engagement Strategy Update	<p>An update was provided on the Consumer, Carer & Community Engagement Strategy (CCCES), including work progressing to interpret the feedback received from consultation in March 2021.</p> <p>An update was provided on the Clinician & Staff Engagement Strategy (CSES), including the plans progressing for consultation through online platforms including a World Café event, and additional consultation to ensure successful engagement with Medical Officers and external General Practitioners.</p>
6.	GOVERNING BOARD COMMITTEE UPDATES	
6.1	Audit & Risk Committee Summary	<p>An update on key topics from the meeting of the Audit & Risk Committee on 22 February 2021 was provided, including:</p> <ul style="list-style-type: none">• Work progressing to review and refine standing agenda items for the Audit and Risk Committee to reflect key focus areas of action and compliance.• Ongoing monitoring of strategic risks, assessed against the risk matrix• Work progressing to develop a LCLHN Risk Appetite Statement
6.2	Clinical Governance Committee Summary	<p>An update from the Clinical Governance Committee was provided on key issues, including:</p> <ul style="list-style-type: none">• Results against Key Performance Indicator (KPI) targets, in relation to Quality and Safety• A review of the Clinical Governance Committee agendas, from various regional LHNs, and the plans to include Accreditation and Clinical Competencies as standing agenda items for discussion at future meetings

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6.3	Finance & Performance Committee Summary	The meeting of the Finance & Performance Committee meeting on 22 February 2021 was noted.
7.	MATTERS FOR DISCUSSION	
7.1	Governing Board Briefing – LCLHN 2021-22 Service Imperatives	<p>The Governing Board Briefing – LCLHN 2021-22 Service Imperatives was noted.</p> <p>Key points from the report were discussed, including:</p> <ul style="list-style-type: none"> • The constraints of the current funding model on the LCLHNs ability to ensure the continued provision of safe and appropriate care, close to home, for the Limestone Coast and surrounding communities. • The impacts for both consumers and staff as a result of receiving the lower National Efficient Price (NEP) for commissioned activity. • The proposed stepped increase to the full NEP, over a period of three years, and the potential for the LCLHN to provide equitable, safe and cost effective care, whilst reducing costs for the whole of State healthcare. • The unique demographics for Mount Gambier, located approximately half way between Adelaide and Melbourne, and the opportunity for the MGDHS to operate as a mini-metropolitan site. <p>The Governing Board resolved to provide feedback in relation to the report, with a revised briefing to be tabled for discussion at the next Governing Board meeting, to be attended by Dr Christopher McGowan, Chief Executive (CE), Department for Health and Wellbeing (DHW).</p>
8.	MATTERS FOR APPROVAL	
8.1	Nil	N/A
9.	MATTERS FOR NOTING	
9.1	LCLHN Payment Performance Report February 2021	The LCLHN Payment Performance Report February 2021 was noted.

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9.2	LCLHN Late Payments of Interest (LPI) February 2021	The LCLHN Late Payments of Interest (LPI) February 2021 were noted.
9.3	Audit & Risk Committee Minutes - 22 February 2021	The Audit & Risk Committee Minutes - 22 February 2021 were noted.
9.4	Finance & Performance Committee Minutes – 27 February 2021	The Draft Finance & Performance Committee Minutes – 22 February 2021 were noted.
9.5	Ministerial Briefing – Keith & District Hospital Funding Proposal.	The Ministerial Briefing – Keith & District Hospital Funding Proposal was noted.
9.6	Governing Board Briefing – National Disability Insurance Scheme	The Governing Board Briefing – National Disability Insurance Scheme was noted.
10.	OTHER BUSINESS	
10.1	Any other business	<p>The need to progress the current Questionnaire, evaluating the performance of the Diligent software, and the Committee Evaluation Surveys were discussed noting the desire to include the results for discussion at the next meeting of the Governing Board.</p> <p>.</p> <p>An update was provided in relation to recent correspondence between the Department for Health and Wellbeing (DHW) and the LCLHN in relation to an anomaly identified regarding budget outyear allocations at the devolution of Country Health SA Local Health Network (CHSALHN) on 30 June 2019 and the impact on the budget in subsequent financial years., The request from Barossa Hills Fleurieu LHN (BHFLHN) for reallocation of the revenue target, from BHFLHN to the other regional LHNs, was noted</p>
11.	SUMMARY AND CLOSE	
11.1	Meeting Evaluation	LC provided an evaluation of the LCLHN Governing Board Meeting.
11.2	Next Meeting & location	<p>Tuesday 27 April 2021, Mount Gambier.</p> <p>Discussion was held in relation to the next meeting date immediately following a Public Holiday, and an alternate date of Monday 3 May 2021 was proposed,</p>

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and was agreed, subject to consideration for the availability of the Chief Executive, DHW as an anticipated guest to the meeting.

11.3

Meeting Close

4:15 pm