



Minutes for Flinders and Upper North Governing Board Agenda 29 July 2022

29/07/2022 | 09:00 AM - 03:00 PM - AST

Port Augusta Yacht Club

Attendees (4)

Mark Whitfield; Geri Malone; Suzy Graham; Shamus Cogan

Craig Packard (CP) - Chief Executive Officer Lisa Taylor (LT) - Director Governance and Performance

Agenda - Port Augusta Yacht Club

1. MEETING OPENING

Meeting opened at 09:15

1.1 Official Acknowledgement to Country

Chair provided Acknowledgement to Country and welcomed all present.

Chair welcomed invited Guests Garnett Brady, Sandra Plew and Ann Screen.

1.2 Present and Apologies

Apology received from John Lynch (JL) and Karyn Reid (KR)

1.3 In Camera Board Discussion

In camera session occurred from **11:19 to 11:27**, Chief Executive Officer and Director Governance and Performance present.

1.4 Declarations of Interest & Potential conflicts

Conflict of Interest Disclosure register tabled, amendments required for removal of Garnett Brady. Suzy Graham has requested removal of information relating to Business SA as no longer active.

Action: (LT) to remove details and update register

1.5 Confirmation of Previous Minutes

Minutes from Board meeting 27 May 2022 tabled. Minutes endorsed as a true reflection by all present.

1.6 Chief Executive Officer Report

Chief Executive Officer report tabled and discussed.

Craig Packard provided an overview of the current impacts to staffing within the LHN.. There has been an increase in staff furlough due to the current wave of Covid. Junior staff are being supported with an increased commitment to recruitment of staff inclusive of overseas applicants occurring.

Discussion around staff well-being raised, the Board providing suggestions to support staff wellbeing. Suggestions of a wellness day and opportunity to engage with private health funds to assist supporting this.

Action: LT to investigate opportunities for wellness day

Craig Packard provided an update in relation to promotion of growing leaders within the organisation and encouraged leadership to escalate and promote staff within their teams for future successional planning opportunities.

Craig Packard provided an update on the Electronic Medical Record (EMR) project, advising the board the project team are attending the LHN Thursday and Friday 4 August 2022. The project team will be scoping a business case to present back to treasury to fund the roll out of EMR in rLHN's.

Mark Whitfield requested an update on excess leave and definition of this. Craig Packard provided an overview on the reporting percentages tabled.

Discussed mandatory training compliance and current register of required training. Craig Packard advised that this is currently being reviewed and streamlined to assist improvements in this area.

Mark Whitfield discussed employee without registration. Craig Packard updated that this staff member is not currently working until registration is finalised and that there is no risk to the organisation.

Discussion around creation of the Aboriginal Child Health and Development team, this was created by Rural Support Service for a rLHN's and is a new incentive.

1.6.1 Actions arising from previous minutes (Action register discussion by exception, advised prior to meeting)

Action Log updated / Completed actions to be removed and archived.

Mark Whitfield requested that only actions the board are currently reviewing are tabled, completed actions can be archived and removed.

1.6.2 Action 2021-065 Accommodation Project

Brief tabled for noting as requested by the board as an outstanding action. Craig Packard provided an overview of the components of the project that are still in process of being completed like the gardens and outdoor areas of the facilities. These improvements have been scheduled for completion during the next few month's.

1.7 Presentation to the Board - HAC Gap Analysis

Sandra Plew and Ann Screen presented to the Board a presentation of the Gap Analysis carried out during 2019/2020.

Discussed the role HAC's play in the local communities and the legislative responsibilities applied in the development of the Partnership Framework. Sandra provided an overview of the working group formed to drive the implementation of the framework.

Ann Screen provided detail on the eleven (11) objectives in relation to Strategy one "Partnership between FUNLHN and the HAC's". Details were also presented on Strategy two "Partnerships between HAC's and their communities", which consisted of eight (8) objectives.

The board were provided detail on strategies that the HAC had been engaged in ranging from service planning, concerns of transport in the LHN, accommodation and access to Patient Assistance Transport Scheme.

Ann Screen and Sandra Plew presented the identified needs and recommendations relevant to the HAC's to function which included consistent administrative support, communication approaches, HAC orientation. it was identified that most of these gaps had been rectified.

Mark Whitfield thanked Ann Screen and Sandra Plew for their presentation and acknowledged the value of the board seeing this.

1.7.1 Director Governance & Performance - Internal / External Communications Plan

Summary report tabled with FUNLHN Communications plan 2022/23.

Communications Advisor Merima Boric attended and provided an on screen presentation of the strategy with opportunity for the Board to provide feedback and ask questions.

Director Governance and Performance provided recognition of all the Communications developed since Merima has been with the LHN and also the quick turn around of the strategy.

Suzy Graham acknowledged the improvement of communications and would like in the future to see some LHN developed communications around Community health and Health wellbeing promotions inclusive of links to available services in the LHN.

Morning Tea Break

Morning tea break occurred 11:28 to 11:38.

2. MATTERS FOR DECISION

2.1 2022-019 SA Health Policies

Summary report tabled for noting by the Governing Board. All in attendance endorsed report.

2.2 2022-012 Internal Audit Charter - Endorsed by Circular Resolution {22 June 2022}

Tabled for formal process. Endorsed by circular resolution 22 June 2022.

2.3 2022-013 FUNLHN Reconciliation Plan

Brief tabled for endorsement for escalating plan to Reconciliation Australia. Garnett Brady guest attending the board meeting and retired FUNLHN Aboriginal Board member provided feedback on the strategy. Garnett provided recommendations for the strategy moving forward prior to submission to Reconciliation Australia.

Suggestions provided were as follows:

- Needed to identify cross sectoral engagement of Aboriginal communities in the plan.
- Wellbeing needs to be acknowledged in the KPI and measurables.
- Consider collaboration of across government agencies for inclusion in the plan, for example, health, housing, education, child protection and SAPOL.

Garnett suggested review to occur to identify who it is catering for, acknowledging the plan is the Charter for Aboriginal Health in FUNLHN.

Craig Packard provided further update on the process to formalise the plan and what this consists of for approval by Reconciliation Australia, including registration process.

Recommendation unsupported by the Governing Board, request for the RAP content be reviewed taking on board feedback and returning RAP to the Governing Board for endorsement.

2.4 2022-015 FUNLHN Annual Report

Brief tabled for endorsement of the Annual report to occur out of session.

Recommendation endorsed by the Governing Board.

2.5 2022-021 FUNLHN Security Review

Brief tabled. Discussion held in relation to report provided and staff wellbeing identified through survey process.

Recommendation endorsed by the Governing board to continue with security services for a further twelve months.

2.6 2022-018 Extension of Consumer and Community Engagement Framework

Brief tabled with recommendation to extend the framework date to align with the Strategic Plan.

Governing Board endorsed the recommendation as tabled.

2.7 2022-016 FUNLHN Annual Compliance Certification

Brief tabled, Governing Board endorsed the recommendation as tabled.

2.8 2022-020 Appointment Audit and Risk Chairperson

Brief tabled, Governing Board endorsed the recommendation as tabled.

Action: LT to contact Paul Prestwich to commence onboarding and orientation process.

2.9 2022-022 Appointment to FUNLHN Board person with Medical Background

Brief tabled, Recommendation unsupported. Discussion around options available with further exploration requested by the board.

Action: Shamus Cogan to provide details to Mark Whitfield of prospective member.

2.10 2022-017 FUNLHN Governing Board Staff Recognition of Service

Brief tabled, recommendation endorsed. Governing Board will provide a letter of recognition for all employees resigning with 25 years and over of service.

Action: Lisa Taylor to notify People and Culture to progress and advise of employees that resign and fit this criteria

2.11 2022-023 FUNLHN Asset Sustainment

Brief tabled, recommendation endorsed.

Action: Mark Whitfield to table at rLHN Board Chair committee for appetite to escalate as a collaborative.

LUNCH BREAK

Lunch Break occurred from 12:40 to 13:00

3. STRATEGIC DISCUSSION

Nil Discussion held

4. BOARD COMMITTEE REPORTS

4.1 Consumer and Community Engagement Committee

Summary report tabled for information. Report noted by the board.

4.2 Finance and Performance Committee

Summary report tabled for information. Report noted by the board.

Shamus Cogan provided an update to the Board on the recent Draft Financial Statement and what this meant.

“To be noted is the loss stated in the report is due to the medical model budgeted versus locums charges and an increase in costs of local supplies and services. Additionally, \$6.5 million of the projected deficit is due to COVID-19 costs.”

4.3 Audit and Risk Committee Summary Report

Summary report tabled for information. Report noted by the board.

4.4 Clinical Governance Summary Report

Summary report tabled for information. Report noted by the board.

5. MATTERS FOR INFORMATION (Discussion by exception, advised prior to meeting)

5.1 FUNLHN Performance Report

Report tabled for information. Mark Whitfield requested clarification on the NDIS data tabled and sought confirmation on the reported date criteria. Craig Packard provided a response, dates to be clarified with Regional Business Support Officer as accurate for reporting period.

Action: Clarify reporting dates are accurate for reporting period.

5.1.1 Work Health Safety Performance Report

Quarterly report and new KPI report tabled for feedback. Governing Board requested report includes further analysis of data. Requested report includes trending with detailed explanation of why and what action has been under taken to mediate the risks with clear language for understanding of all board members.

Action: Craig Packard to discuss with Senior Work Health Safety Consultant.

5.2 Review & Recommendations of the Healthcare Act 2008 - Document in Resource Folder

Report tabled for Information.

5.3 Review of Diligent for Boards

Brief tabled for information. Discussion around other options available either in house or other portals.

Action: LT to investigate other options available

5.4 Integrity Care - Disability and Aged Care

Correspondence received and tabled for information. Further clarification sought on the level of indemnity for the Governing Board and provided by South Australian Government Financing Authority (SAFA).

Discussion around audits and reports provided through Board Clinical Governance Committee and Audit and Risk Committee appeased the board on this matter. Governing Board felt that they have a broad lens over the LHN which satisfied them to have been proactive in driving the LHN in the right direction.

5.4.1 FUNLHN Integrity Care

LHN processes tabled for information to the Governing Board. The processes identified what the LHN has in place when employees are assisting consumers in their homes and the process to identify and report deteriorating patients living in isolation.

5.5 QRS Summary Report

Report tabled for information.

5.6 FUNLHN / EFNLHN Boundary Changes

Report tabled for information.

5.7 Port Augusta Stack Proposals

Report tabled for information.

6. CORRESPONDENCE FOR NOTING

6.1 Various correspondence circulated out of session for month of {June & July}

Correspondence noted, nil to raise.

7. MEETING FINALISATION

7.1 New Business FUNLHN Bi-Annual Risk Declaration Report - Out of Session for endorsement

Lisa Taylor tabled verbal update for the FUNLHN Bi-Annual Risk Declaration Report, this will be provided out of session for endorsement by the Governing Board.

7.1.1 FUNLHN Service Agreement - Out of Session for endorsement

Craig Packard tabled for information that the LHN has yet to receive the final service agreement. The agreement will be provided to the Governing Board out of session for endorsement once received.

7.2 MEETING EVALUATION

7.3 Next Meeting - 30 September 2022 - Whyalla

Next meeting to be held in Whyalla.

7.4 Meeting Close

Meeting closed 14:17

Signed:



Mark Whitfield, FUNLHN Governing Board Chair

30 September 2022