

Governing Board Minutes

Official Acknowledgement to Country

We acknowledge the Aboriginal custodians of the Land and waters within the Footprint of the Flinders and Upper North Region. We respect their spiritual relationship with their country and acknowledge that their cultural beliefs are an important focus of their past, present and future. We also pay respect to the Cultural authority of Aboriginal people in attendance from other areas.

Date: 24 March 2023	Time: 09:00 to 14:06	Location: Whyalla Hospital
----------------------------	-----------------------------	-----------------------------------

Membership:

(MW) Mark Whitfield , Chairperson	P	(GM) Geri Malone , Board Member	P
(JL) John Lynch OAM , Board Member	P	(KR) Karyn Reid , Board Member	P
(SG) Suzy Graham , Board Member	P	(KW) Kate Warren , Board Member	P
(SC) Shamus Cogan , Board Member	P	(RW) Rohan Ward , Board Member	P

Regular Attendees:

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

Invited Guests:

Trevor Byles, Director Corporate Services

Dr Timothy Smart, Acting Executive Director Medical Services

1. MEETING OPENING		
1.1	Official Acknowledgement to Country	Meeting opened at 09:06 with the Chair providing Acknowledgement to Country, Chair welcomed all present. Chair welcomed RW & KW to their first board meeting.
1.2	Present and Apologies	Nil apologies received.
1.3	In Camera Board Discussion	Nil In camera session requested



1.4	Conflict of Interest Declarations	<p>Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items.</p> <p>Addition of new Board Members to register required from provided conflict of interest forms.</p> <p>SG, KR and SC tabled required amendments</p> <p>Action: Register to be updated as tabled</p>
1.5	Confirmation of Previous Minutes	<p>Minutes from Board Meeting 20 January 2023 tabled</p> <p>Action: Minutes Accepted and Endorsed by all members present</p>
1.6	Governing Board Chair Summary Report	<p>Summary report tabled for information. Report noted by the board and discussed in greater detail.</p> <p>MW provided overview from Regional Chairs meeting, discussed GP agreement, advising that a consultant has been engaged to coordinate this. Discussion held regarding NSW model of GP's.</p> <p>Discussed recent travel to Berri Riverland Academy of Clinical Excellence (RACE) program, MW will provide further detail next board meeting upon evaluation with CEO and CFO.</p> <p>Discussed re-evaluation of remuneration for CEO's to align with benchmarking and retention packages.</p> <p>MW provided overview of meeting with Minister Picton and FUNLHN CEO, discussion held around sexual assault services, CP provided an overview on Statewide program and availability in FUNLHN. Board requested to keep this topic on the agenda for the minister.</p> <p>Discussed Board member recruitment. LT provided an update on current progress for reappointments with proposed submission to Cabinet being 29 May 2023.</p> <p>MW provided overview of meeting held with Regional Chairs and CE Department Health & Wellbeing. Discussed Fran Thorn report with request for end point description to come, advised this is in draft and will be provided soon.</p> <p>Discussion held around Aboriginal Board Member Cadetships, MW advised he is on the workgroup</p> <p>Discussed the proposed regional housing program and the AMR (in full) workgroup.</p> <p>Action: SC to send out link to NSW Medial Model</p>
1.7	Chief Executive Officer Report	<p>Summary report tabled for information. Report noted by the board.</p> <p>Further discussion held around rollout of Electronic Medical Record (EMR) for FUNLHN relating to goals, plan of expansion, scoping, training. CP provided overview on Government commitment and costs associated to FUNLHN around devices,</p>



		<p>staffing & consumables. Discussed access for Community Mental Health (MH) and current use of CCCME, EMR is not proposed to roll into MH Community services at this stage.</p> <p>Discussed third party contracts. CP provided an overview on where this currently sits, discussion and advice obtained from Crown Solicitor's Office. The Commonwealth and State are discussing and distinguishing responsibilities and where they lay between aero medical and Primary Health care . CP discussing this subject matter weekly and a proposal will be prepared to come to the Board with a recommendation. Discussed base contract sitting in FUNLHN. JL raised CP involvement to date and moved commendation on action taken to date endorsed by all members present.</p> <p>Discussed excess annual leave and FUNLHN being the best performing LHN to date. CP comfortable that reduction has occurred and the potential of it being higher due to workforce shortages and availability to backfill key positions in the LHN.</p> <p>Discussion held around current reviews occurring with security. CP provided update on information provided from the LHN perspective.</p> <p>CP provided further update on services provided by ENT Dr Hodge and follow up occurring to maintain the services, this included exploring RDWA to support service delivery. CP has advised the Health Advisory Councils of this information.</p> <p>Discussed Leave Against Medical Advice and current workgroup in FUNLHN addressing follow up with consumers. Update provided on the usage of the Step-Down Unit in Port Augusta being low and FUNLHN approach to reinvigorate this service by public promotions and handover / education to services external to FUNLHN.</p> <p>Discussed the Port Augusta Hospital Lease agreement with ongoing discussions occurring.</p> <p>Action: Send EMR briefing to RW and KW as new board members for overview.</p> <p>Action: CP to provide security detail to the Board.</p> <p>Action: Director Aboriginal Health to analyse CEO report to review Aboriginal consumers impacts to services.</p> <p>Action: CP to provide statistics around ENT services and discuss with minister Picton.</p> <p>Action: Write to Minister Maher regarding Aboriginal Affairs</p>
1.8	Actions Arising from Previous Minutes	<p>Action log updated / Completed Actions removed and Archived</p> <p>Action: Action log to be updated, completed actions to be removed and archived.</p>



1.9	Presentation to Board	<p>Director Corporate Services Trevor Byles presented to the Governing Board on FUNLHN Waste and Environmental Management.</p> <p>TB presented the sustainability and Waste Management Plan including progress thus far. TB provided an overview on the South Australian Governments 2020/2025 Waste Strategy and what was inclusive around this.</p> <p>Discussed were objectives on how FUNLHN were going to achieve this with the development of a committee to oversee it. Discussion held regarding resource recovery, management of waste costs, education and communication along with undertaking a Gap analysis.</p> <p>Opportunities were also raised to discuss potential of University students assisting in the research for their own benefit and ours</p> <p>TB provided detail on engaging external stakeholders, establishment of existing baselines of waste generation and energy consumption costs to monitor future waste and energy volumes to benchmark against.</p> <p>TB provided an overview on current initiatives and proposed immediate tasks that could be put in place.</p> <p>A detailed action plan was provided and discussed during the presentation. Discussion held around focus our language on investments not costs and investing in the university with billboards to make announcements.</p> <p>Action: TB to provide to Communications team for inclusion in next newsletter</p>
2. MATTERS FOR DECISION		
2.1	[2023-009] SA Health Policies	<p>Summary for noting tabled. Discussion held around future placement on agenda of this item. Summary noted by the Board.</p> <p>Action: Move to Matters for Information on future agenda's</p>
2.2	[2023-003] FUNLHN Bi-Annual Risk Declaration – Out of Session	<p>Brief tabled out of session for endorsement by the Board.</p> <p>Action: Endorsed by Circular Resolution 22 February 2023.</p>
2.3	[2023-004] FUNLHN Board Charter v2 – Annual Review	<p>Brief tabled for information and decision. Discussion held regarding process of tabling such documents for review. Discussed succession plan and reviewing charter in future sessions. Briefing not endorsed, to develop process and table for review at Board Strategic Planning Session in August.</p> <p>Action: Process to be developed on tabling documents for review</p> <p>Action: Add charter for review to agenda for Strategic Planning day to be held in August</p>



2.4	[2023-005] FUNLHN Clinical Governance Framework extension	Brief tabled for endorsement to extend framework dates. Discussion held regarding available resources to implement the framework. Endorsed to extend dates and progress application to CEO for resource allocation.
2.5	[2023-006] HR Delegations Annual Review	Brief tabled for endorsing of FUNLHN HR delegations. Discussion held around legislation and compliance of this document. FUNLHN board allocate delegations to CEO. Discussed future reviews to be tabled on agenda under matters for information. Action: Resolved to note
2.6	[2023-007] Financial Delegation Annual Review	Brief tabled for endorsing FUNLHN Financial delegations. Discussion held around legislation and compliance of this document. FUNLHN board allocate delegations to CEO. Discussed future reviews to be tabled on agenda under matters for information. Action: Resolved to note
2.7	[2023-008] FUNLHN Strategic Risk & Risk Management Review	Brief tabled for noting and review of strategic risks. Discussion held in relation to allocation of naming conventions to be positions rather than personnel Action: Conduct workshop June 2023 to review Strategic Risks with Board Audit and Risk Committee as tabled

3. STRATEGIC DISCUSSIONS

3.1	Strategic Plan, KPI Reporting	<p>Operational plan provided to Board two weeks prior to meeting for review and discussion in session. Discussion held in relation to sustainability and increase of KPI's in this area.</p> <p>LT provided an update that some milestones had been removed placing priority actions on current plan which is reviewed each year adding more once achievements had been made and reported. Noting that this is an annual document and will have continual reviews.</p> <p>Discussed determining measures to implement. Board requested report in preparation for August Strategic Planning session for inclusion in review of Strategic plan.</p> <p>Discussion held in relation to Reconciliation Action Plan (RAP) and current progress, CP provided update that it is in draft until recruitment of Director is complete and in place, ensuring that Reconciliation Australia, Community Consultation processes are acknowledged and met.</p> <p>Discussed at 1.1.2 MoU with Nunyara to be reviewed to be clear it needs to be developed.</p> <p>Governing Board requested congratulations to the reviewer is provided as improvement on previous version provided.</p>
-----	-------------------------------	--



		<p>Action: Provide report July Board meeting</p> <p>Action: KW to be involved in development of RAP</p> <p>Action: 1.1.2 to be reworded to develop MoU</p> <p>Action: Congratulations to reviewer of operational plan</p>
3.2	FUNLHN Budget Review	<p>Portfolio Performance Report tabled for information and discussion. Discussion held regarding projected underspend and projected activity being below target.</p> <p>Update provided on the workgroup created to review activity for improvements and purchase of programs to identify errors in a timely manner. Discussion held relating to coding audits currently being undertaken along with documentation within the medical record.</p>
3.3	Statewide Clinical Support Services – Annual Safety and Quality Account	<p>KR tabled discussion regarding the letter provided to the Board Clinical Governance Committee from the Statewide Clinical Support Services in relation to the development of their Annual Safety and Quality Account. Tabled if the board wished to review the report from statewide services. CP discussed if the report was available to the rLHN's and will follow through with this enquiry.</p> <p>Action: CP to obtain the Statewide Clinical Support Services Annual Safety and Quality Account 2021/22 report</p>
3.4	Strategic Vision Session April 2023 – Identified Outcomes	<p>MW tabled expected outcomes of the strategic session occurring in April with Professor Spurrier and Bret Morris. This consisted of how the LHN is impacted and actions required to address</p>
3.5	FUNLHN Board Committee Membership Structure	<p>Discussion around current memberships of FUNLHN Board Committees and if members were content with current roles or wished to amend membership to other committees. MW tabled required board members for each committee based on the terms of reference for each.</p> <p>KR discussed being on 3 committees and stepped onto Audit and Risk Committee when outgoing chair resigned, KR indicated she would like to step down from this committee now that there are two new members to the board that may like to pick this up. KR proposed RW to sit on the Audit and Risk Committee.</p> <p>KR also raised the vacancy at the Board Consumer Community Engagement Committee with the resignation of the Aboriginal Board Representative July 2022.</p> <p>Proposal put forward that RW represent the Audit and Risk Committee and KW represent the Consumer and Community Engagement Committee. All member present resolved to accept nominated positions allocated.</p>

4. BOARD COMMITTEE REPORTS



4.1	Consumer and Community Engagement Committee	<p>Summary report tabled for information. Report noted by the board.</p> <p>KR provided an update of being invited to attend a consumer representative meeting being arranged.</p> <p>KR tabled discussion around consumer complaints re access to services has now reached the top five complaints across the region, and is being reported on in the performance report. CCE Committee of the Board has requested further data on what sites and what services are involved in these complaints re access.</p> <p>Update provided on the Regional Abortion working party. Nil further resources allocated for telehealth services, this has been escalated by the workgroup to the CEO.</p> <p>KR discussed the work carried out by the created position of Manager Community Engagement and requested the board to consider inviting the Manager to present to them on the diversity of this role and subsequent programs and strategies being implemented.</p> <p>Action: Invite Manager Community Engagement to present to the Board meeting in May 2023.</p>
4.2	Finance and Performance Committee	Summary report tabled for information. Report noted by the board.
4.3	Clinical Governance Committee	<p>Summary report tabled for information. Report noted by the board.</p> <p>Discussion held around reporting of incidents to Audit & Risk Committee. Decision around what should be provided to Audit & Risk and what and when it should be escalated.</p> <p>GM discussed the process to escalate to Audit & Risk would be based on as need through the Board Clinical Governance Committee and will be reflected through the minutes.</p>
4.4	Audit and Risk Committee	Summary report tabled for information. Report noted by the board.
5. MATTERS FOR INFORMATION AND DISCUSSION		
5.1	FUNLHN Performance Report	Report tabled for Information. Report noted by the board.
5.2	Aged Care Summary Report	Update provided via the CEO report, nil discussion requested. Report noted by the board.
5.3	NDIS Summary Report	Update provided via the CEO report, nil discussion requested. Report noted by the board.
5.4	WHS Report	<p>Report tabled for information with summary report included. The board request this summary for each tabled report.</p> <p>Action: Senior WHS Consultant to be advised to provide summary report for all future reports.</p>

5.5	FUNLHN Performance Level Quarter 4, 2022	Report tabled for Information. Report noted by the board.
5.6	FUNLHN Performance Level Quarter 1 2023	Report tabled for Information. Report noted by the board.
5.7	FUNLHN Third Party Contracts	Update provided via the CEO report, nil discussion requested. Report noted by the board.
6. CORRESPONDENCE FOR NOTING		
6.1	Correspondence circulated	Various correspondence circulated out of session for month of [February & March]. Nil to raise
7. MEETING FINALISATION		
7.1	New Business	Nil other new business raised
7.1.1	FUNLHN Strategic Vision Session	Discussion held at 3.4 of the agenda
7.2	Meeting Evaluation	Evaluation carried out of meeting. Discussion held in relation to all members having opportunity to engage, the meeting was well organised, clear and methodical.
7.4	Next Meeting	<p>Date: 26 May 2023</p> <p>Time: 09:00 to 14:00</p> <p>Venue: Port Augusta Hospital Boardroom Level 1</p> <p>Invited Guest: Angela McLachlan, Executive Director Nursing & Midwifery</p>
7.5	Meeting Close	Meeting Closed at 14:06

Signed: Mark Whitfield, FUNLHN Governing Board Chair



DATE: 26 May 2023