

Meeting Minutes

Flinders and Upper North Governing Board

Official Acknowledgement of 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 Elders past, present and emerging and the Cultural authority of Aboriginal people in attendance from other areas.

Date: Friday 22 March 2024

Time: 09:00 to

Location: Port Augusta Hospital

Membership (P – Present, A – Apology)

(MW) Mark Whitfield, Governing Board Chair	P	(KW) Kate Warren, Governing Board Member	P
(SG) Suzy Graham, Governing Board Member	P	(RW) Dr Rohan Ward, Governing Board Member	P
(SC) Shamus Cogan, Governing Board Member	P	(RM) Ros McRae, Governing Board Member	P
(GM) Geri Malone, Governing Board Member	P	(CF) Craig Fullerton, Governing Board Member	P

Regular Attendees / Invited Guest (P – Present, A – Apology)

(CP) Craig Packard, Chief Executive Officer	P
(LT) Lisa Taylor, Director Governance and Performance / Minute Taker	P
(EW) Eugene Warrior, Director Aboriginal Health	P
(SB) Samantha Bowman, Manager Risk and Compliance	P

1. Meeting Opening

1.1	Official Acknowledgement of Country	Meeting opened at 09:15 with the Chair providing Acknowledgement of Country, Chair welcomed all present
1.2	Present and Apologies	Nil apologies for scheduled meeting
1.3	In Camera Board Discussion	Nil requests received for in-camera discussion
1.4	Declarations of Interest & Potential Conflicts	<p>Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items.</p> <p>Amendment required for Ros McRae employment during previous reporting period, Shamus Cogan to interests and Craig Fullerton current employer.</p> <p>Action: Register to be updated as tabled</p>



1.5	Confirmation of Previous Minutes	<p>Minutes from Board Meeting 29 January 2024 tabled.</p> <p>Action: Minutes accepted and endorsed by all members present</p>
1.6	Governing Board Chair Summary Report	<p>Chair provided summary report with discussion held regarding Minister agenda. Members raised concerns regarding restrictions to oversees midwives and private sector employee’s eligibility for incentive packages moving to public sector.</p> <p>Discussed recent workshop with CEO and Board Chairs, focus on workforce and changed models of care inclusive of who would facilitate this.</p> <p>Discussed reopening of the Whyalla Birthing Unit and current action plan. Acknowledged recruitment of midwives challenging.</p> <p>Action: MW to raise with Minister Picton with formal correspondence to also follow</p>
1.7	Chief Executive Officer Summary Report	<p>Report tabled and noted for information by the board.</p> <p>Discussion held regarding delays with Quorn GP and current update. CP provided update on process undertaken and expected date of service to be fully functional. Discussion undertaken regarding use of Extended Care model and options to facilitate this.</p> <p>Discussed current staff survey being circulated and opportunity for staff to provide feedback. Currently sitting at 23%. Members raised results of survey to be provided to them to review with associated.</p> <p>CP provided an update on the Port Augusta Hospital lease and expected agreed position, with further discussion being held regarding maintenance contract.</p> <p>Discussed FUNLHN financial position and projected EOFY from meeting with treasury.</p> <p>Discussion held regarding recruitment statistics provided with the board requesting further analysis on this figure.</p> <p>Discussed reduced applications received for vacant positions and the use of private providers for recruitment and other relatable tasks such as classifications. Discussed processing time of recruitments still being a concern. Discussed growing opportunities to scholarships and exit interviews and any identified trends including why staff are leaving.</p> <p>Discussion held regarding structure of People & Culture and opportunity for an independent external process to review. Raised opportunity to review culture. Discussed workforce plan development with the current use of the CHSA being identified. Recommendation of board to have workforce as a standard agenda item to have full diligence of concerns raised.</p> <p>Board commended commencement of sepsis and advisory work groups.</p>



		<p>Action: Further analysis of recruitment statics to be provided with information on scholarship uptake, and qualitative reasons for employee separation.</p> <p>Action: Provide staff survey results to Board when received for review with actions developed, conduct a comprehensive analysis of survey results,</p> <p>Action: Add workforce as a standing agenda item for board meetings.</p>
1.8	Actions arising from previous minutes	Action log tabled and noted by the board. Register updated with completed actions to be removed and archived.
1.9	Presentation to the Board	<p>Strategic Risks</p> <p>SB presented to the circulated draft Strategic Risks from the Boards Strategic Planning Day November 2023. SB discussed the process undertaken to re-review risks and amendment to terminology to prevent confusion. Discussed the Strategic risks presented to the Board Audit & Risk Committee and steps from here. Governing Board endorsed presentation to adopt Strategic Risks.</p> <p>Reconciliation Action Plan (RAP)</p> <p>EW spoke to circulated Reconciliation Action Plan. EW discussed role of Director Aboriginal Health during this presentation and the new lead for the FUNLHN RAP. Discussion held regarding why FUNLHN needed a RAP, indicating commitment, setting the tone and providing the supports.</p> <p>EW discussed the process that would be undertaken from here and the recommendation for FUNLHN in regards what version would be supported by Reconciliation Australia. Discussed actions within RAP being monitored and reported against in the Quality Improvement Plan (QIP). EW discussed the feedback process thus far and what the workgroup would continue to work through prior to submission to Reconciliation SA.</p> <p>EW presented the staffing structure associated with the RAP and recruitment of positions to align with this structure. Discussion was held regarding increasing opportunities across FUNLHN for Experts by Experience (EbyE) Register and volunteers. Discussion held regarding FUNLHN status of being the Centre of Excellence in Aboriginal Health and sharing success stories for the community.</p> <p>Acknowledgement provided on the success of the Birthing Program in Port Augusta and process occurring to reduce Leave Against Medical Advice (LAMA).</p> <p>Discussed Aboriginal Cultural Awareness program and options available to revolutionise program delivery, this could be inclusive of Cultural Advisors including language.</p> <p>Action: Create campaign to promote and expand EbyE in FUNLHN.</p>

2. Matters for Decision

2.1	2024-006 FUNLHN Bi-Annual Risk Declaration	Brief tabled and endorsed by circular resolution 7 March 2024.
2.2	2024-007 FUNLHN Reconciliation Action Plan	Brief tabled and endorsed to continue with progression to Reconciliation SA and Reconciliation Australia.
2.3	2024-008 FUNLHN Strategic Risks	SB spoke to tabled brief and strategic risks. Brief endorsed to progress to retain on strategic risk register.
3. Strategic Discussions		
3.1	Strategic Plan Review	Tabled document from Strategic Planning Day. Discussion held regarding amendments and progressing for new print of plan. Board resolved to endorse changes.
3.1.1	Operational Plan Summary Report	Summary report tabled for discussion. Discussed over amendments to titles for consistent language. Action: LT to send Operational plan out to board to review commentary.
3.2	Whyalla Birthing Review	Report and action plan tabled for information. Discussion upheld regarding building relationships with local GP Services to be engaged. Discussion held regarding action plan as a whole and the board satisfied with the current progress. Action: Relationships to be built with local GP Services
3.2.1	Nursing and Midwifery Leadership Council Summary Report	Summary report tabled for information with workforce development noted.
4. FUNLHN Board Committee Reports		
4.1	Consumer and Community Engagement Committee	Summary report tabled and noted by the board. Discussed decline in consumer experience and use of personify for feedback. LT raised current project of volunteers being engaged at the bedside to facilitate early feedback to assist with improving the consumer experience.
4.2	Finance and Performance Committee	Summary report tabled and noted by the board. SC discussed the current forecast and the use of National Efficient Price being over. Discussion held regarding RFDS agreement and fiscal budget initiatives. Corporate risks were discussed along with Treasurers Instruction (TI8). CP provided the board with an update regarding a recent request to FUNLHN with specificity to Paediatrics, further detail to be provided through Board finance committee.
4.3	Clinical Governance Committee	Committee Chair provided verbal update to the board raising associated actions and risks to the board.



		<p>Discussed held regarding varied interpretations of Mortality & Morbidity Committee and reporting. Discussed HRT data and request for analysis of this report to future meetings to identify any inherent risks.</p> <p>Discussed Termination of Pregnancy and disadvantages associated with this in the country from a GP perspective. Update provided around Voluntary Assisted dying process and availability of service in FUNLHN via a medical professional.</p> <p>Discussed recruitment concerns through the meeting and internal processes causing delays.</p> <p>Discussion held regarding funding of third-party contracts and clinical incidents occurring and what effect and responsibility lays with FUNLHN as the funder.</p> <p>Board updated on the NDIS accreditation process for Quorn Health Services and what this looks like moving forward.</p> <p>Action: Obtain legal advice regarding third party contracts and clinical incidents.</p> <p>Action: Summary report to be provided out of session for board members</p>
4.4	Audit and Risk Committee	<p>Summary report tabled and noted by the board. Board would like follow up on what the outstanding recommendations from 2018/19 are for People & Culture and requested updates on 2021/22 recommendations and what this consisted of.</p> <p>Board requesting further information and update for overdue internal audit relating to NGO grant and contract management.</p> <p>Action: Provide update to Governing Board on outstanding recommendations from 2018/19 and 2021/22.</p> <p>Action: Provide update on overdue internal audit for NGO Grant and contract management.</p>
4.4.1	FUNLHN Audit & Risk Terms of Reference	<p>FUNLHN Board Terms of Reference for Audit and Risk Committee tabled for review post Strategic Planning Day in November 2023.</p> <p>Discussion held regarding amendments with board endorsing change to section 5 for consistency of membership and suggested minor grammar change.</p> <p>Governing Board endorsed to resolve with amendments.</p>
5. Matters for Information		
5.1	FUNLHN Performance Report	Report tabled and noted for information.
5.2	Aged Care Summary Report	Report tabled and noted for information
5.3	NDIS Summary Report	Summary report tabled and noted by the board

5.4	WHS Report	Summary report tabled and noted by the board. Clarification requested regarding increased Workcover claims. CP provided an update in response to this.
5.5	SA Health Policies	Report tabled and noted by the board.
5.6	FUNLHN Governing Board Expenses Summary Report	Summary tabled and noted for information by the board. Discussion held regarding current expenses and provision of further analysis. Discussion around expenditure of other rLHN's and analysis of this information. Discussed layout of report to be shown as order of financial year for any future reports tabled. Action: Provide an analysis of other rLHN's Board expenses as a comparison.
5.7	FUNLHN Workforce Wellbeing Report 2023-2024	Report tabled and noted for information.
5.8	SA Health Workforce Report	Report tabled and noted for information.
5.9	Agenda items for next meeting	Detailed listing tabled and noted for information.
6. Correspondence for Noting		
6.1	Correspondence Circulated	Correspondence circulated out of session for months of January, February & March. Nil to raise
6.2	Treasure's Instruction Direction to LHN Governing Boards	Report tabled and noted for information.
6.3	RSS Governance Committee Minutes	Report tabled and noted for information.
7. Meeting Finalisation		
7.1	New Business	Nil new business to raise
7.2	Meeting Schedule	Nil discussion raised
7.3	Meeting Evaluation	As per action register
7.4	Next Meeting	Friday 31 May 2024 in Leigh Creek with invited guests Dr Lindy Washington, Executive Director Medical Services and Ilse-Marie Foord, Executive Director Community & Allied Health.
7.5	Meeting Close	Meeting closed at 13:43



Signed:

A handwritten signature in blue ink, appearing to read 'M. Whitfield'.

Mark Whitfield
Flinders and Upper North Governing Board Chair
31 May 2024

