

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: Thursday 25 March 2021	Time: 09:00 to 13:21	Location: Whyalla Hospital
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Membership:

(BF) Bevan Francis , Chairperson	P	(GM) Geri Malone , Board Member	P
(GB) Garnett Brady PSM , Board Member	P	(KR) Karyn Reid , Board Member	P
(SG) Suzy Graham , Board Member	P	(MW) Mark Whitfield , Board Member	P
(JL) John Lynch OAM , Board Member	P		

Regular Attendees:

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

(BR) Bridgette Rau , Acting Chief Finance Officer	P	Australian Remote Medicine Academy (11:30 to 12:00)	P
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1. MEETING OPENING		
1.1	Official Acknowledgement to Country	Meeting opened at 09:00 with the Chair providing Acknowledgement to Country, Chair welcomed all present
1.2	Present and Apologies	Nil apologies
1.3	In Camera Board Discussion	In camera session occurred from 09:19 to 09:38

1.4	Conflict of Interest Declarations	<p>Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items.</p> <p>JL requested changes to naming convention of Professional memberships</p> <p>Action: LT to amend register with requested changes</p>
1.5	Confirmation of Previous Minutes	<p>Minutes from Board Meeting 26 February 2021 tabled</p> <p>Action: Minutes Accepted and Endorsed by all members present.</p>
1.6	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> <p>Minute for action 2020-0131, Disappointment in process of Governance Committee established as an interim process for Rural Support Service (RSS).</p> <p>Action: Governing Board requesting sunset date of interim model tabled.</p> <p>CP will form part of this Interim Governance Committee on behalf of FUNLHN.</p> <p>Action: Board to be provided with cost analysis of RSS for services provided</p> <p>Action: CP to request RSS progress report regarding sunset clause as a priority.</p>
1.7	Presentation to the Board Chief Finance Officer	<p>BR presented to the board an overview of the Finance Portfolio. Presentation provided detail of positions and roles within this sector inclusive of the services provided by Shared Services SA and Rural Support Service.</p> <p>Br provided detail to the board on changes occurring over the next few months and the goals for the Finance team in the coming twelve months.</p> <p>Action: LT to provide BR presentation out of session to the Board for information.</p>
1.7.1	Presentation to the Board Australian Remote Medicine Academy (ARMA)	<p>ARMA presented by zoom a collaboration around several key entities, inclusive of Royal Flying Doctors, Australian Indigenous Doctors Association, and University of Adelaide.</p> <p>ARMA discussed the strong commitment to improvement of long term health outcomes for remote communities, with a clear priority to advance Aboriginal and rural and remote health access, along with increasing access to tertiary medical education.</p>



		<p>ARMA approach seeks to create a network of eight (8) communities with an RFDS base where high school students and/or Aboriginal nurses/allied health professional can choose to study medicine in a small remote and rural cohort.</p> <p>The group of 8 similar remote cohorts, following a pathway through preclinical and clinical medical school, prevocational training and rural generalist training, developing a workforce which recognises local needs and environments.</p> <p>Port Augusta has been identified as one of the first sites proposed with an aim to commence in 2023.</p> <p>Action: CP to provide a letter of support for ARMA project to Minister Greg Hunt and Minister Mark Coulton.</p>
2. MATTERS FOR DECISION		
2.1	SA Health Policies {2021-008}	Policies noted by Governing Board
2.2	Aboriginal Health Cultural Awareness Program (Iga Warta) {2021-009}	<p>Brief tabled for decision with proposed dates. Commitment to attend provided by Board. Request for information on alternative style of accommodation.</p> <p>Action: LT to obtain quotes for cabin accommodation and secure booking for proposed dates in May. LT to enquire to book 4WD vehicles due to road condition</p>
2.3	Aged Care Royal Commission {2021-010}	<p>Governing Board formally acknowledged Royal Commission report.</p> <p>Discussion held in relation to seeking an external consultant to perform a gap analysis prior to workgroup development. Discussion regarding allocation of Board Members to form part of the work group, GM, KR and SG agreed to be Board representatives.</p> <p>Action: LT to Engage external Consultant to provide gap analysis prior to work group to develop strategy.</p>
2.4	AICD External Board Review from action {2021-011}	<p>Discussion held around three (3) quotes previously tabled 25 February 2021, LT provided information received in relation to references. All voted in favor of ISC Quote.</p> <p>Action: LT to formalise contract request for consultant to commence external review and advise ISC of outcome.</p>
2.5	FUNLHN Medical Model {2021-012}	<p>Discussion in depth around model tabled. Acknowledged significant cost pressure, considered an investment. All Board Members voted in favor to employ as a priority Head of Department.</p> <p>Action: Commence internal recruitment process for Head of Department as per tabled model and commence development of implementation plan.</p>

3. STRATEGIC DISCUSSIONS

3.1	Innovations	<p>Discussion held relating to Board direction of innovation. Tabled desire to understanding success in remote services, relating to demographics, geographic locations and success of technology. Governing board cognisant of public funds.</p> <p>Varied innovations discussed in detail, ranging from HR recruitment strategies, contract conversions, engaging with staff to obtain benefits of positive outcomes and utilising marketing of messaging.</p> <p>Discussed reports from leadership being inclusive of the strategic pillars and reference made on reports to reflect this information.</p> <p>Action: Leadership to reference items within the reports to strategic pillars for all future reporting to the Board</p> <p>Action: Leadership to be invited to April Board Meeting to discuss innovation.</p>
3.2	Operational Innovations	Discussed under 3.1 of agenda.
3.3	Aboriginal Health KPI Report	<p>Report discussed. Report described as too narrative and repetitive. Board discussed they would like report to be re-designed around Pillars of the Strategic plan. Also discussed report being inclusive of community programs funded by FUNLHN. Suggested report needs to be more Strategic in nature.</p> <p>Action: Template to be redesigned to include strategic reporting and aspects of the strategic plan.</p>

4. BOARD COMMITTEE REPORTS

4.1	Consumer and Community Engagement Committee	<p>Summary report tabled for information. KR reported working with QRS team to provide strategic reports with trended data as a requirement. CCE data reports are coming in piece meal reporting formats. A need to define and streamline so CCE Committee of the Board receives the whole picture in a strategic format. Work proceeding by operational staff.</p> <p>Action: Work to commence with executive staff on all reports provided to the board on being more strategic. JL, MW and KR accepted to work on this project.</p>
4.2	Finance and Performance Committee	<p>JL provided a verbal update around current actions of the Board Finance Committee. Summary report to be provided out of session.</p> <p>Discussion held around budget spending and projected favorable balance together with projected plans to invest in rolling maintenance and capital expenditure based on the zero based budget from Management for capital items retention and / or replacement .</p>

4.3	Clinical Governance Committee	GM provide verbal update. Update provided on Clinical Engagement Framework in readiness for presenting to the April Board meeting. Board Clinical Governance meeting to occur this afternoon with summary report provided for the April Board meeting.
4.4	Audit and Risk Committee	Nil report tabled due to no meeting scheduled.
5. MATTERS FOR INFORMATION AND DISCUSSION		
5.1	Chief Executive Report	<p>Comprehensive report tabled for information.</p> <p>Discussion around Security proposal received with proposed costing. CP provided an overview of the proposal received and the need to be analysed at operational level before progression. All voted in favor to engage with proposal provided as briefed.</p> <p>Discussed recruitment of allied health professionals and lengthy process taken. CP advised a review in place to mitigate this professional shortage</p> <p>Action: Provide Security proposal out of session.</p>
5.2	FUNLHN Performance Report	CP tabled recent meeting relating to Performance. LHN has a level one (1) rating in each category reported with mention of Accreditation Summary included as seen by the Department.
5.3	QRS Report	Report not due for tabling.
5.4	Work Health Safety Report	Report not due for tabling.
5.5	Waste management Plan	Report not due for tabling.
5.6	Zero Based Budget Update	Report not due for tabling.
5.7	Third Party Contracts	Report not due for tabling.
5.8	SA Health Performance Framework Key Performance Indicators (KPI)	<p>Tabled from February Board meeting with intent to discuss with leadership. Defer and invite leadership to April Board Meeting.</p> <p>Action: Invite leadership to April Board meeting.</p>
5.9	Standards Wise Report Update	Report tabled for information and discussion.
6. CORRESPONDENCE FOR NOTING		
6.1	RSS Governance Committee	Tabled out of session for information.
6.2	FUNLHN Closing the Gap Survey	Tabled out of session for information.

6.3	SA Health Consumer Engagement Strategy	Tabled out of session for information.
6.4	Correspondence Minister Wade	Tabled out of session for information.
7. MEETING FINALISATION		
7.1	New Business	Nil new business raised.
7.2	Meeting Scheduling	Nil discussion required
7.3	Meeting Evaluation	JL scheduled to provide review for this meeting. Action: LT to provide summary record for completion
7.4	Next Meeting	Date: 30 April 2021 Time: 09:00 to 15:00 Venue: Port Augusta Invited Guest: Leadership 13:00
7.5	Meeting Close	Meeting Closed at 13:21

Signed:

Bevan Francis, Governing Board Chair



30 April 2021