Flinders & Upper North Local Health Network Governing Board Meeting

Government of South Australia
SA Health

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: Tuesday 15 December 2020
Time: 09:00 to 11:59
Venue: WeBex

MEMBERSHIP *(P = present, A = apology,)*			
(BF) Bevan Francis, Chairperson	P	***(SG) Suzy Graham***, Board Member	P
(GB) Garnett Brady PSM, Board Member	P	***(GM) Geri Malone***, Board Member	P
(JL) John Lynch OAM, Board Member	P	***(KR) Karyn Reid***, Board Member	P
(MW) Mark Whitfield, Board Member	P		
REGULAR ATTENDEE'S *(P = present, A = apology)*			
(CP) Craig Packard, Chief Executive Officer	P	***(LT) Lisa Taylor***, Director Governance & Performance	P
EXECUTIVE ATTENDEE / INVITED GUESTS:			
(AM) Angela McLachlan, Executive Director Nursing & Midwifery (09:30 to 09:50)	P		
APOLOGIES:			
Nil			
MINUTE TAKER:			
(LT) Lisa Taylor, Director Governance & Performance	P		

ITEM	DISCUSSION POINT	OUTCOMES/ACTIONS
1. MEETING OPENING:		

Flinders & Upper North Local Health Network Governing Board Meeting

1.1	Acknowledgement	❖ Acknowledgment of 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 not required or requested for this meeting	
1.4	Conflicts of interest Disclosure	❖ Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items ❖ GM to abstain from voting on item 4.2 of the agenda	❖ GM conflict minuted and recorded on the conflict register in relation to item 4.2
1.5	Confirmation of minutes of the previous meeting	❖ Minutes from Board Meeting 27 November 2020 tabled ❖ LT tabled approval for use of BF electronic signature, verbal approval provided	❖ Accepted and Endorsed by all members present ❖ BF provided approval for attachment of electronic signature for endorsement of 27 November 2020 Board Minutes
1.6	Actions arising from previous minutes	❖ Review of each item listed on the Action / issues list	❖ Action log updated / Completed Actions removed and Archived as noted
1.7	Presentation to the Board – AM Summary post Accreditation	❖ BF acknowledged and Congratulated AM on being a significant driver of the process ❖ AM provided overview of the recent ACHS Accreditation Survey and covered recommendations that would be received from ACHS ❖ AM reported the lead surveyor complemented the staff in the way they were able to articulate Safe and Quality care ❖ Surveyors provided feedback on Governance Structure and identified it as second to none	❖ Formal recognition to be provided to staff from the Governing Board in the New Year when feedback from ACHS has been received with recognition to the HAC and volunteers to be included

1.7	Presentation to the Board – AM Summary post Accreditation	❖ AM identified the struggles associated with a hybrid model and that it was extremely difficult in comparison to previous surveys in that a lot of additional evidence was requested and provided to surveyors ❖ Acknowledged Clinician driven practise improving in the health service ❖ Surveyors could see the Board where setting the tone in relation to Quality and Safety ❖ Governing Board acknowledged the efforts of all staff and passed on Congratulations. ❖ Partnering with Consumers acknowledged by surveyors and provided feedback that it was uplifting ❖ Formal recognition from ACHS will be in early 2021 ❖ CP acknowledged the staff in providing the extra documents to the surveyors which included many late nights and early mornings, he wished to recognise the fatigue it caused and wanted it recognised at the Board	
ITEM		**DISCUSSION POINT**	**OUTCOMES/ACTIONS**
2. MATTERS FOR DECISION:			
2.1	2020-062 Term Deposit Signature Change	❖ Brief tabled for endorsement	❖ Endorsed in session
2.2	2020-063 FUNLHN Strategic Plan 2021-2026	❖ Strategic Plan tabled for adoption and endorsement ❖ Discussed modification to include Acknowledgement to Country and Summary from the Board Chair and CEO ❖ KR acknowledged the time and effort provided by LT in juggling three documents and appreciation of late nights and liaising with the consultants ❖ CP acknowledged the recent release of the branding and inclusion in the document ❖ Discussion held around celebrating release of Strategic plan in January with media release	❖ Strategic Plan adopted in principle in session with request of modifications to include Acknowledgement to Country and message inclusion by Chair Board and CEO to be sent for final endorsement out of session once modifications completed

2.3	2020-064 FUNLHN Consumer Community Engagement Framework	❖ Consumer Community Engagement Brief tabled for endorsement and adoption. ❖ KR provided update that the placemat in line with the framework was received and will be provided to board out of session for review and endorsement ❖ KR recommended that the LHN celebrates the three documents in the new year with the staff, HAC and all that have worked on these documents for an official launch ❖ Discussion around release of the document, preference is to release via media campaign	❖ Framework endorsed in session ❖ Placemat to be sent out of session for endorsement ❖ KR requesting Board write to steering group to acknowledge document ❖ Develop media release for Strategic Plan and CCE Framework and new branding
ITEM		**DISCUSSION POINT**	**OUTCOMES/ACTIONS**
3. STRATEGIC DISCUSSIONS			
3.1	Innovations	❖ Discussed portion of funding allocated to innovations ❖ Further discussions held around Health Promotion and initiation of a project concept by leadership ❖ Discussions around liaising with other stakeholders including Regional Development Associations in relation to recruitment in the region and generating a 5-10 year plan to promote young people	❖ Top 3 to 5 proposal priorities of innovations from leadership to be presented to the Board January meeting
3.1.2	Operational Innovations	❖ Due to early Board Meeting in December this will be discussed at the January meeting	
3.2	Aboriginal Health	❖ Update provided through CEO Report inclusive of Aboriginal Funding ❖ Discussion around meeting KPI's in this report, CP advised there would usually be a separate report for this topic however on this occasion was delayed and included in the CEO Report, this topic for future meetings will have its own briefing provided as per previous meetings ❖ GM raised current opportunity of scholarships and requested assistance provided to employees to complete this process	❖ Assistance to be provided to current Aboriginal employees to support/mentor applications for scholarships through Rural generalist project officer
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4. BOARD COMMITTEE REPORTS			

4.1	Consumer and Community Engagement Committee (Summary Report)	❖ Summary Report Presented ❖ KR discussed the disconnect with the PHN due to the resignation of a member engaged with HAC ❖ KR discussed tabled HAC documents and process around providing to the Board. All agreed should be noted and feedback provided to the HAC PM congratulating on the development of the documents ❖ KR discussed reports provided to the committee being under review and a follow up meeting with Quality Manager in the new year to improve reporting	❖ CP to meet with Kim Hosking to discuss LHN needs and encourage to meet with the Governing Board ❖ Letter to be provided to the HAC PM's congratulating the development of the documents ❖ KR to provide a brief to the board in February 2021 with related outcomes and decisions from meeting with QRS team relating to improved reporting
4.2	Finance & Performance Committee (Summary Report)	❖ Summary Report provided out of session to all board members with a redacted summary provided to GM in relation to a recommendation and endorsement required by the board in session pertinent to the RFDS contract ❖ Recommendation not discussed in session and voting commenced with all in agreeance. GM abstained from any voting	❖ Unanimous decision to endorse recommendation tabled. GM abstained from voting
4.3	Clinical Governance Committee (Summary Report)	❖ Summary Report Presented ❖ Expanded on workforce retention being the priority, discussion around delays of HR processes and inability to prevent delays ❖ GM provided update around presentation for Clinical Governance Committee and innovative recruitment occurring within Allied and Community Health sector ❖ Discussion around Rural Generalist Program and Dr Jason Bament being involved in this process ❖ BF acknowledged GM and KR in their commitment to this committee	
4.4	Audit & Risk Committee (Summary Report)	❖ Nil summary provided – next meeting February 2021	
ITEM		**DISCUSSION POINT**	**OUTCOMES/ACTIONS**
5. MATTERS FOR INFORAMTION AND DISCUSSION			

5.1	Chief Executive Officer Report	❖ Report tabled for information, well informed and written ❖ Discussion around Mental Health vacancies. CP addressed current strategies in place and discussions being held with leadership to mitigate the risks. KR advised that this is a regular report to the Board Clinical Governance Committee for all clinical vacancy rates	❖ Noted
5.2	Flinders & Upper North LHN Performance Report	❖ Nil report tabled due to timing of Board Meeting	
5.3	Quality Risk and Safety Quarterly Report	❖ Nil Report Due	❖
5.4	Work Health and Safety Quarterly Report	❖ Report tabled, difficulties in reading and understanding report ❖ Report needs to be analytical	❖ Review report to provide commentary on trends
5.5	Waste Management Plan	❖ Nil report tabled	
5.6	Zero Based Budget (Bi-Annual – July/December)	❖ Nil report tabled	
5.7	Third Party Contracts	❖ Nil contract meetings to report ❖ Discussed at 4.2	
5.8	SA Health Policies (2020-065)	❖ Tabled for noting ❖ Brief discussion around where this item sits on the agenda	❖ Noted ❖ LT to follow up placement of this standing item in agenda with BF
5.9	Aboriginal Health Report	❖ Report tabled within the CEO Report	
5.10	Rural Support Service Draft Terms of Reference	❖ Terms of Reference tabled for discussion ❖ BF provided background on document development ❖ Discussion around direct conflict of interest with this proposal ❖ Discussion around request for representation not being clear and true reflection of an independent viable Governance Committee questioned ❖ Discussion around other models being looked at across New Zealand and New South Wales	❖ Formal letter to Minister Wade with cc to CE Chris McGowan and Rosey Batt in relation to developed proposal
5.11	FUNLHN Legislative Requirements Compliance Record	❖ Quarterly register tabled for Legislative compliance of Governing Board	❖ Compliance noted
5.12	Meeting with Minister	❖ Discussed Minister visit and acknowledgement of visit	❖ LT to draft letter thanking Minister Wade for attendance

5.13	Leigh Creek Future Township	❖ Brief tabled for information ❖ CP advised attendance in Leigh Creek 17 December for announcement by Dan van Holst Pellekaan	
ITEM		**DISCUSSION POINT**	**OUTCOMES/ACTIONS**
6. CORRESPONDENCE FOR NOTING			
6.1	FUNLHN Facemasks in the workplace directive	❖ Tabled for Information	❖ Noted
6.2	FUNLHN White Ribbon Survey	❖ Tabled for Information	❖ Noted
6.3	Communicable Disease Control Branch Public Activities Direction (AA2178000)	❖ Tabled for Information	❖ Noted
6.4	Correspondence New Regulatory arrangements Aged Care 1 December 2020	❖ Tabled for Information	❖ Noted
6.5	EMA Residential Aged Care Directive 16	❖ Tabled for Information	❖ Noted
6.6	FUNLHN QR Codes	❖ Tabled for Information	❖ Noted
6.7	FUNLHN Clinical Engagement Strategy Framework for Consultation	❖ Tabled for Information	❖ Noted
ITEM		**DISCUSSION POINT**	**OUTCOMES/ACTIONS**
7. MEETING FINALISATION			
7.1	Any other Business		
7.1.1	Technology Issues	❖ GB tabled difficulty with technology for this meeting	
7.1.2	Chief Finance Officer (CFO)	❖ JL tabled CFO role. CP advised contracted until 30/6/2021 at this stage	
7.2	Meeting Scheduling	❖ JL requested Webex access for January and February 2021 Board meetings due to being on leave	❖ LT to ensure Webex invite is set for JL
7.3	Meeting Evaluation	❖ BF asked KR to provide the meeting evaluation for this meeting	❖ KR to provide summary out of session
7.4	Meeting Close: Next Meeting: Time: Location:	❖ Meeting Close 11:59 ❖ Friday 29 January 2021 ❖ 09:00 to 13:00 ❖ WeBex	

Signed: Bevan Francis, Board Chair

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Date 29 January 2020