

**LIMESTONE COAST LHN
GOVERNING BOARD
MEETING MINUTES**

Meeting Date: 25 May 2020 11.00am - 2.00pm

Location: Webex Video Conference

Acknowledgement of Country Limestone Coast Local Health Network acknowledges Traditional Custodians of Country throughout the region and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islander cultures; and Elders past and present.

Board Members: Chair: Grant King (GK) Glenn Brown (GB) Lindy Cook (LC) John Irving (JI) Dr Anne Johnson (AJ)
Dr Andrew Saies (AS)

Members: Ngaire Buchanan (NB) Kristen Capewell (KC) Dr Elaine Pretorius (EP) Paul Bullen (PB) Hannah Morrison (HM)
Angela Miller(AM) Sally Foster (SF)

Guests: Aunty Michelle Jacqueline-Furr (AMJF) Lisa Cockington (LC)

Secretariat: Emily Baker, Senior Administration Officer, Governance & Planning

1.	MEETING OPENING	
Item		Discussion
1.1	Welcome to Country	Aunty Michelle Jacqueline-Furr provided a Welcome to Country to support the Limestone Coast Local Health Network and in recognition of National Reconciliation Week.
1.2	Apologies	Nil
1.3	Introduction	GK provided an introduction to the meeting of the Limestone Coast Local Health Network (LCLHN) Governing Board via web-based platforms to support social distancing measures during the COVID-19 pandemic.

1.4	Director Conflict of Interest Disclosures	Nil Conflicts of Interest disclosed.
1.5	Confirmation of previous meeting minutes and actions	The minutes of the meeting on 27 April 2020 were accepted as a true and accurate reflection of the meeting held and an update on actions was provided.
2.	BOARD CHAIR REPORT	
2.1	Report from Grant King, Board Chair	<p>The Governing Board Chair provided an update on recent discussions with the Rural Support Service (RSS) regarding the continued devolution, the support requirements for the Local Health Network's (LHN's) and the review of the funding model to ensure the model moving forward was equitable for all.</p> <p>An update was provided on the review undertaken by Ken Whelan Consulting regarding the devolution of the RSS and autonomy of the LHN's. It was noted that this review was completed concurrently with a review undertaken by PricewaterhouseCoopers (PWC) for the Department for Health & Wellbeing (DHW).</p> <p>GK advised the transition to greater autonomy and the local issues faced by the LHNs were discussed during a recent meeting of the Chairs and the Minister for Health & Wellbeing. The development of Engagement Strategies and the impact of COVID-19 on the progress on these was highlighted during this meeting as an opportunity to elevate engagement at a regional level through the provision of COVID-19 safety advice and updates specific to the community.</p> <p>An update on recruitment to the LCLHN Governing Board was provided specific to the vacancy for a member with Aboriginal Health expertise. It was agreed that the position would remain open until a suitable candidate was identified and that future recruitment to the Governing Board would be determined following an identified need.</p>
3.	LIMESTONE COAST LHN REPORTS	
3.1	CEO Report a) General update	The report from the Chief Executive Officer, Ngaire Buchanan, included updates in relation to governance reform, Service Agreements, COVID-19 response and the RSS as well as the external review of the devolution of the RSS by Ken Whelan Consulting.

		<p>An update was provided on the detailed planning for the transition of services from the RSS to the regional Local Health Networks (LHNs) including the Quality, Risk & Safety and the Contracts services proceeding to the final stage of design, the transition of Aged Care services and the transition postponement of Work Health & Safety services. The opportunity to implement services to best suit the needs of the LHN as a result of this transition was highlighted as was the intended role of the RSS being an advisory service to the LHNs. The confidential self-assessment of the RSS undertaken by the Management Oversight Committee (MOC) was noted along with the progress made in response to the ICAC report <i>'Troubling Ambiguity: Governance in SA Health'</i>.</p> <p>An update was provided on the Enduring Operational Plan (EOP) for the recovery phase of the COVID-19 pandemic including a bi-weekly review of planning and the planned reassessment of the frequency of meetings held by the Incident Management Team (IMT) on 8 June 2020.</p> <p>The positive community response to a recent media survey calling for members of the public to comment on the level of service received within the LHN has highlighted community confidence and, in particular, during the COVID-19 pandemic.</p> <p>The successful implementation of restrictions relating to Aged Care facilities throughout the LHN, the review of visiting hours and the requirement for immunisation against influenza prior to entry was highlighted as an opportunity to introduce as best practice for future years.</p> <p>The resumption of elective surgery was discussed highlighting the ability for Mount Gambier Hospital to utilise capacity within the Naracoorte and Millicent Hospitals to resume procedures with priority consideration for patients where the due date for surgery is now overdue due to the postponement of surgeries due to COVID-19 and those in the Category 1 (30 days) and Category 2 (90 days) elective surgery groups. It is expected that, with current capacity, the backlog of patients on the waiting list would be resolved by 30 June 2020 and significantly faster than the 12 month deadline implemented by the Department of Health and Wellbeing.</p> <p>The continued work to review improvements for visiting consultants and outpatient and Country Health Connect services to establish a set of principles to identify whether face-to-face or Telehealth consultations were most appropriate was noted.</p>
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	<p>b) Performance Reporting Summary March 2020</p>	<p>The Committee Meeting Summary for the Finance & Performance Committee was noted.</p> <p>The Chief Finance Officer noted the significant shift in projected outcomes from March to April. This was attributed to recovery of costs and a reduction in salary and wages due to COVID-19.</p> <p>An update was provided on the actions taken to improve the consistency in reporting, including consultation with Mark Priadko, financial consultant, and the provision of a reporting model to suit the specific needs of the LHN.</p> <p>It was noted the results until the end of March 2020 were being considered as 'pre-COVID' and would be calculated on a pro rata basis when considering budget projections for the 2020/21 Financial Year.</p> <p>An update was provided on the impact of the reduction in activity levels as a result of the implementation of Sunrise (Electronic Medical Record) and the actions undertaken to ensure activities were recorded accurately.</p> <p>Overtime costs relating to the use of locums in the ED and the need for this to be considered in the context of how many people were available to deliver the service and the requirements for consultants to undertake overtime hours due to shortages identified with Relief Medical Officer's (RMO's) was noted. An update on recruitment for RMOs to address this shortage including the receipt 190 applications and the timeframe to commencement of approximately 5 months was provided.</p> <p>Recruitment, retention and succession planning as key issues for the LCLHN were noted.</p>

	c) Key Performance Indicator (KPI) Summary March 2020	<p>The Key Performance Indicator (KPI) Summary for March 2020 was noted.</p> <p>The increasing trend of shoulder injuries for older employees was highlighted as was the need to investigate alternatives, including the provision of motorised equipment, to minimise impact and the risk of injury.</p> <p>The data provided in the Work Health & Safety Quarterly Report was noted. It was agreed that the report needed to be more succinct and provide a more visual snapshot of trending performance comparative to previous periods. The need for training and guidance for staff to understand best practice with regard to the provision of reports to the Board was noted.</p> <p>The Key Performance Indicator (KPI) Summary for March 2020 was discussed including the current status of mental health services as a key ongoing strategic area to oversee.</p> <p>ACTION: A summary report to be developed to display a snapshot of key issues from the data recorded in various WHS reports.</p>
4.	ENGAGEMENT STRATEGIES	
4.1	Engagement Strategy Update	AJ provided an update on the work completed to develop a framework for the Consumer, Carer and Community Engagement Strategy highlighting the framework builds on the I3 (cubed) concept that was developed at the previous workshop and the delay in consultation due to COVID-19.
5.	GOVERNING BOARD COMMITTEE UPDATES	
5.1	Audit & Risk Committee	<p>The Committee Meeting Summary for the Audit & Risk Committee was noted.</p> <p>GB advised the Expression of Interest (EOI) for the position of External (Independent) Member for the Audit & Risk Committee had recently been advertised and there had been three applications for consideration all with formal qualifications and/or experience in the field of Risk Management and, more specifically, with Risk Management Committees.</p> <p>The next meeting of the Audit & Risk Committee will be held on Monday 26 July 2020.</p>
5.2	Clinical Governance Committee	The Committee Meeting Summary for the Clinical Governance Committee was

		<p>noted.</p> <p>AS highlighted the work being done at an operational level to implement a process for collecting robust data, the analysis of this data and how it will be reported back to the Clinical Governance Committee and the Governing Board. The focus from an operational perspective will be to drive a strong culture of safety and quality across the workforce.</p> <p>The need to implement a dashboard report which accurately captures performance measures regarding quality and safety parameters for the Limestone Coast region was discussed.</p> <p>It was noted that the data available via the Health Round Table is extensive and benchmark's the LCLHN against hospitals of a similar size in other regions. It was noted that the LCLHN scores below the comparative benchmark in some areas and that this shortfall can be attributed to workforce availability and capability.</p> <p>The next meeting of the Clinical Governance Committee will be held on Monday 29 June 2020.</p>
5.3	Finance & Performance Committee	<p>The Committee Meeting Summary for the Finance & Performance Committee was noted.</p> <p>Jl provided an update on the approach to the 2020-2021 Budget preparation including the assessment of the data from the current Financial Year (FY) along with projected needs for the upcoming FY. To ensure that the projections are accurate, recording of activities up to the end of March will be investigated.</p> <p>The strong focus on improved reporting and any opportunities to improve efficiency was highlighted, as was the projected favourable position of the LHN at 30 June 2020.</p> <p>The next meeting of the Finance & Performance Committee will be held on Monday 29 June 2020.</p>
6	TOPIC OF THE MONTH	
6.1	Coronavirus (COVID-19) Update	<p>An update on COVID-19 was provided including the working groups established to provide feedback on the rapid response to COVID-19 within the LCLHN. The LCLHN CEO has provided feedback to the SA Health Incident Management Team (IMT) regarding the need to strengthen the current workforce, the success of Telehealth and the utilisation of locum services..</p>

		It was noted that the local response to the community updates regarding COVID-19 had been positive. It was agreed that the situation in South Australia was stabilising and, to a greater extent, in the Limestone Coast.
7.	STRATEGIC PLANNING	
7.1	Strategic Planning Update	<p>Rural Support Service (RSS) Manager of Strategy and Innovation, Lisa Cockington, joined the meeting to discuss options for progressing strategic planning for the Limestone Coast Local Health Network (LCLHN).</p> <p>The Governing Board highlighted a strong desire to implement a robust and well-informed planning process that focused on key issues that already existed within the LHN whilst planning for the future needs of the community specific to the Limestone Coast region.</p> <p>Consideration was given to the high value of data collection that encompasses several demographic and key stakeholder groups within the region, including data relating to health services provided by the Private Sector.</p> <p>It was agreed that the RSS would commence engagement with members of the Executive workforce and members of the Governing Board to gather initial insights with further consultation to occur with key stakeholder groups and the broader community once the Governing Board is confident that the proposed Strategic Plan accurately reflects the Vision for the Health Service in the Limestone Coast.</p> <p>ACTION:</p> <p>Key issues and priorities are to be considered by Board Members for further discussion at the next meeting of the Governing Board.</p> <p>ACTION:</p> <p>RSS to commence data collection regarding the current community health profile, service provision by the Private Sector and service provisions by the Public Sector, current workforce needs, future opportunity to increase Clinical Service Level, potential future impacts of technology, improvements to service delivery as a result of COVID-19 and infrastructure.</p>
8.	OTHER BUSINESS	
8.1	Mount Gambier Private Hospital	An update was provided on the external consultant review of the Mount

		<p>Gambier Private Hospital (MGPH) by AsiaAustralis and confirmation was provided the report is due for completion in mid June 2020.</p> <p>It was noted the LCLHN and MGPH were working in partnership to review the new Service Agreement with the existing Agreement due for renewal on 1 July 2020.</p>
8.2	Keith & District Hospital	<p>An update was provided on the external review of the Keith and District Hospital (KDH) and KDH Board by independent consultant AsiaAustralis.</p> <p>It was noted the KDH Board had requested further clarity regarding the accuracy of the figures utilised by AsiaAustralis to complete the report and the Governing Board acknowledged the need to understand and address all concerns.</p> <p>Recommendations from the review were discussed along with how the LCLHN could support the KDH beyond 30 June 2020. It was noted the current funding agreement between the LCLHN and the KDH was dated to 30 June 2020.</p> <p>ACTION Confirmation to be sought from the Keith Hospital Board to understand their specific concerns relating to the AsiaAustralis report.</p> <p>ACTION LCLHN to draft recommendations detailing options for the KDH following confirmation of any adjustments to the report.</p> <p>ACTION A draft interim funding agreement to be prepared between the LCLHN and KDH Boards.</p> <p>ACTION: A written recommendation for future funding for the Keith & District Hospital to be sent to the Minister on behalf of the Governing Board.</p>
8.3	Any other business	<p>The proposed implementation of the web-based portal for preparation of Board papers and Board collaboration, Diligent, was discussed and a preview prior to proceeding with a procurement agreement was recommended.</p> <p>The potential need for the LCLHN to seek emergency funding for the Country Health Connect building in Bordertown was noted.</p>

		<p>ACTION</p> <p>A preview of Diligent to be scheduled for the next meeting of the Governing Board.</p> <p>ACTION</p> <p>A briefing to be submitted for Governing Board approval regarding the impact and funding options for the Country Health Connect building in Bordertown.</p>
9.	MATTERS FOR APPROVAL	
9.1	Nil	Nil
10.	MATTERS FOR NOTING	
10.1	Finance & Performance Committee Agenda – 25 May 2020	The Finance & Performance Committee Agenda for the meeting 25 May 2020 was noted.
10.2	Finance & Performance Committee Minutes – 27 April 2020	The Finance & Performance Committee Minutes for the meeting held on 27 April 2020 were noted.
10.3	Risk Management & Audit Committee Minutes – 20 January 2020	The Risk Management & Audit Committee Minutes for the meeting held on 20 January 2020 were noted.
10.4	Management Oversight Committee Agenda – May 2020	The Management Oversight Committee Agenda for the meeting held on 11 May 2020 was noted.
11.	SUMMARY AND CLOSE	
11.1	Next Meeting & location	Monday 29 June 2020, Kingston & via Video Conference
11.2	Meeting Close	14:15 pm