



Agenda Item 4.0

Minutes for Board meeting

07/05/2020 | 10:40 AM - 01:04 PM - ACST

Teal Room, 4th Floor, RAP Building, FMC

Invitees

Board Members	SALHN Executive
Professor Chris Baggoley	Professor Susan O'Neill, Chief Executive Officer
Mr Mark Butcher (Chair)	Ms Julie Bowman, Executive Director Governance & Risk
Ms Virginia Hickey	Mr Wayne Gadd, Chief Finance Officer
Associate Professor Tamara Mackean	Mr David Morris, Chief Operating Officer
Ms Julie Mitchell	Ms Sarah Woon, A/Chief Operating Officer
Ms Jill Noble	
Ms Jenny Richter	

1. Welcome/Apologies & Acknowledgement to Country

Mr Butcher welcomed Board members and all those in attendance to the meeting. Associate Professor Mackean's apology was noted.

Mr Butcher paid respect to Traditional Owners and the continuing connection of the Kaurna people to Country.

2. Declarations of Interest

Interests were noted.

3. Starring of items

No additional items were starred for discussion.

4. Minutes of previous meeting

DECISION: The Minutes of the meeting held on 2 April 2020 were endorsed as a true and accurate record of proceedings.

5. Actions arising from previous meeting

'Pending' Actions arising from previous meetings and due dates were discussed. Action 44 will be addressed through reconvening the Financial Governance Oversight Committee. The transfer of Action 38 to the Clinical Governance Sub-committee and Action 39 to the Capital Projects Sub-committee were noted. All other Actions due were discussed at relevant Agenda Items within the meeting.

DECISION: The Board agreed to reconvene the Financial Governance Oversight Committee.

ACTION: *Communication to the CE SA Health, and designate members of FSOC to reactivate the committee (Assignee(s): Mark Butcher, Julie Bowman; Due Date: 04/06/2020)*

6. Chief Executive Officer's Report

The CEO, Professor O'Neill outlined:

- Current status of SALHN's COVID 19 response, and planning for recovery and 'enduring operations';
- Activities in relation to strategic objectives 'on hiatus' due to the COVID response;
- Strategic activities accelerated during the COVID campaign;
- Performance against key safety, quality, delivery, people, cost metrics.

The Board discussed amongst other items:

- SALHN's 'reset' approach to strategy given stabilisation in the COVID situation;
- Learnings and application in future campaign models including the consumer perspective;
- Application of analytics to understand changes in community behaviour in engaging with the health system across the primary - tertiary care continuum during the pandemic;
- Australian Defence Force contribution to SALHN's COVID response planning, logistics management with the DHW, and forecasting across scenarios;
- Ability of SALHN to implement proportional responses to changes in activity, inclusive but not exclusively due to COVID;
- Public health priorities of suppression, assessment and contact tracing to proactively contain future COVID positive cases;
- Uncertain projection regarding COVID vaccine identification;
- Infrastructure supports across SA's Health system in relation to pandemic support, including challenges posed by SALHN's current infrastructure;
- COVID 19 impacts including innovations implemented, and their future continuation;
- March results;
- Commissioning and budget setting 2020-2021;
- Continued focus on safe, quality, reliable care;
- Current status with Flinders Private Hospital contract negotiations and planning with McLaren Vale Districts Memorial Hospital; and
- SALHN's inaugural Local Heroes.

DECISION: The Board noted the report and thanked the CEO and the Executive Team for SALHN's COVID Incident Management response, parts of which were adopted as the state-wide standard.

ACTION: *Formal acknowledgement to ADF for SALHN COVID campaign planning (Assignee(s): Sue O'Neill, Julie Bowman; Due Date: 04/06/2020)*

ACTION: *Board Chair to write letters to each Local Hero recipient (Assignee(s): Mark Butcher, Julie Bowman; Due Date: 04/06/2020)*

7. SALHN Financial Performance

The Chief Finance Officer, Mr Gadd addressed Agenda Items 7 and 8 concurrently, and highlighted:

- The end of month position for March;
- The projected end of year position against budget;
- COVID-19 related expenditure and projections for end-of-year COVID cost centre position, noting the rapidly changing environment;
- COVID-19 business rules as per communications from DHW;
- Controls in place with respect to COVID-19 expenditure;
- Auditor General's communication regarding COVID-19 financial controls and 'review' anticipated across government agencies;
- The 2020-21 budget setting and commissioning process as advised from the DHW and influence of budget delays; and
- Intention to achieve 2019-20 activity in 2020-21 budget, noting the unlikely provision for any growth funding.

The Board discussed amongst other items:

- March performance and improved end of year forecast position (ex COVID-related expenditure);
- Risks associated with DHW's commissioning model;
- Acute care's activity not being a driver of financial performance;
- Revenue reduction as a consequence of COVID-related directives;
- DHW's commentary regarding 'approved expenditure' vs 'funding';
- Direct and indirect COVID-related costs;
- Variability in clarity of communication from DHW with respect to consideration of SALHN COVID-related expenditure requests;
- SALHN's record keeping with respect to decisions and communications to the DHW regarding COVID actions and expenditure;
- Processes to validate COVID-related expenditure;
- Requirement to have budget to deliver patient demand projected for 2020-21;
- Impact of adjustment in coding standards on activity;
- Need for transparency in commissioning process;
- Communication strategy to progress the partnership model with DHW that incorporates the benefits of co-designing a workable commissioning model;
- Calculation of what budget scope is required to provide services to meet the needs of the community; and
- Impact of social distancing measures on infrastructure foot print required.

DECISION: The Board noted the Finance report and Budget-setting update.

8. Budget setting 2020-21 update

The update was considered concurrently with Agenda Item 7.

9. Items from Sub-committees

9.1 Clinical Governance Sub-Committee

The Chair of the Sub-committee, Ms Richter outlined:

- The discussions at the 23 April 2020 meeting, including the comprehensive planning and response activation undertaken by the Executive team in relation to COVID-19
- The demonstrated continued focus on provision of safe, quality and reliable care throughout the campaign, as evidenced by performance metrics against key quality and safety measures.

The Board discussed the stability and, in some areas, improvement in performance against safety and quality of care metrics. The Board acknowledged the Sub-committee's efforts to provide oversight to clinical governance during the COVID-19 response.

DECISION: The Board noted the Sub-committee's report, discussions, actions and (draft) Minutes from the 23 April 2020 meeting.

9.2 Capital Projects Sub-committee

DECISION: The Board noted the Sub-committee has not met since the last Board meeting and its planned 'reset' meeting before the end of May 2020.

9.3 Community Engagement Sub-committee

DECISION: The Board noted the Sub-committee had not met since the last Board meeting and its planned 'reset' meeting before the end of May 2020.

9.4 Audit and Risk Sub-committee

The Chair of the Sub-committee, Ms Hickey outlined:

- The discussions and actions arising from the 23 April 2020 meeting, including the:
- Merits of the candidate for independent member of the Sub-committee, Mr Richard Stevens AO and recommendation for his appointment to the Sub-committee;
- Status of EY's Strategic risk|Internal Audit Program development work and areas for improvement required with respect to risk assurance mapping, draft Internal Audit plan and points of engagement with the Clinical Governance Sub-committee in relation to clinical risk and assurance;
- Risk exposure as a result of COVID 19; and
- The role of the COVID-19 Board response team (CBRT).

The Board discussed amongst other items, the merits of the candidate for the position of independent member on the Sub-committee; further work required by EY to deliver the Internal Audit plan; and support provided by the CBRT to the CEO during the pandemic.

DECISION: The Board endorsed the appointment of Mr Richard Stevens AO to the position of independent member on the Audit and Risk Sub-committee.

DECISION: The Board noted the Sub-committee's summary of meeting discussions and actions.

ACTION: Letter of offer to be finalised and extended to Mr Stevens. (Assignee(s): Mark Butcher, Julie Bowman, Erin Burke; Due Date: 04/06/2020)

9.5 COVID-19 Board Response Team (CBRT)

The Board acknowledged the support provided by the CBRT to the CEO during the COVID-19 response.

DECISION: The Board noted the Team's meeting notes are available on Diligent.

10. Items for Noting

10.1 Declarations of Interest Report

DECISION: The Board noted the Interests report.

10.2 Decisions made by Circular Resolution

DECISION: The Board noted no decisions had been made by Circular Resolution since the last meeting.

10.3 Operations Report

DECISION: The Board noted the report.

10.4 Attestation statement to the Australian Commission on Safety and Quality in Health Care

DECISION: The Board noted the attestation statement requirements.

10.5 COVID- 19| Legal Information

DECISION: The Board noted the information.

10.6 Media Report

DECISION: The Board noted the report.

11. Correspondence

DECISION: The Board noted the correspondence.

12. Other Business

12.1 (draft) Board calendar/work plan

The Board discussed the draft calendar/work plan, the checklist of legislative obligations and communications requirements used for its development; and made suggestions for additional content.

DECISION: The Board supported the creation of the calendar/work plan.

ACTION: *The work plan/calendar to be refined inclusive of the additions discussed. (Assignee(s): Julie Bowman; Due Date: 04/06/2020)*

12. Meeting evaluation

The Board discussed the scope of a Board evaluation process.

DECISION: The Board agreed to undertake an evaluation, to be conducted by an external consultant during July 2020.

ACTION: *Executive to seek proposals from Ms Jane Jeffreys and Ms Donny WOLFORD respectively to conduct the evaluation. (Assignee(s): Julie Bowman; Due Date: 04/06/2020)*

13. Next Meeting

The next meeting was confirmed as 04 June 2020; 08.30am – 1.30pm, location to be confirmed.

14. Meeting Close

The meeting was formally closed at 1.04 pm.

The Chair thanked all in attendance for their contribution.

Approved as an accurate record of proceedings:

A handwritten signature in black ink that reads "Mark Butcher". The signature is written in a cursive style with a large initial 'M'.

BOARD CHAIR

Date: 4 June 2020