

Minutes

Date: 30 June 2023 **Time:** 1.30 pm – 4.00 pm **Venue:** Murray Bridge Hospital **Meeting Number:** #43

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ), Elaine Ashworth (EA), Mel Ottaway (MO), Claudia Goldsmith (CG), Fred Toogood (FT)

Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Sharon Wingard (SW), Kelli Ramm (KR) – A/EDONM, Anne McKinlay (AM) – Manager QRS, Richard Hearn (RH) - Observer

Apologies:

Secretariat: Jeanette Brown (JB)

Traditional Acknowledgement

We would like to acknowledge the Ngarrindjeri custodians of the Land and waters that we are meeting upon today. 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.

ITEM NO.	ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
1	PRESENTATION		
1.1		Nil	
2	IN CAMERA DISCUSION		
		<ul style="list-style-type: none"> ▪ In-Camera discussion held at the beginning of the meeting. ▪ Discussion about Barmera Aged Care Services with a strong emphasis on wound care management. ▪ Noted that the annual CEO review to be undertaken. 	ACTION: 20230630-01 – CEO to provide a report to the July meeting about Barmera Aged Care Services. (WC)
3	MEETING OPENING		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> ▪ Chair welcomed members and attendees and provided acknowledgement. Noted RH an observer for the meeting. 	

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3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> ▪ Current Interests and Conflicts Disclosure Log noted. ▪ Noted potential conflict for RH in relation to Meals on Wheels, and to be managed if potential discussion about Meals on Wheels services. 	
3.3	Confirmation of Minutes from Board meeting	<ul style="list-style-type: none"> ▪ The minutes from the Board Meeting held 25 May 2023 were endorsed. 	
3.4	Review Actions Log	<ul style="list-style-type: none"> ▪ The Board noted the Actions Log including completed actions and those included in the agenda. <ul style="list-style-type: none"> ○ 20221125-11 – Summary dependent on finalising Strategic Asset Management Plan. ○ 20230525-01 - Cultural Audit Tool discussion deferred to next meeting due to leave. ○ 20230524-04 - Care minutes information provided to Aged Care and Disability Governance Committee and to be provided to the Board in July 2023. ○ 20230525-05 – Refer 7.2.4 	
3.5	Board Work Plan	<ul style="list-style-type: none"> ▪ The Board noted the Work Plan. 	
4	MATTERS FOR DECISION - Nil		
4.1	RMCLHN Audit and Risk Committee Recommendations	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Audit and Risk Committee recommendations to the Governing Board. <ul style="list-style-type: none"> ○ Updated Risk Management Framework endorsed. ○ The updated regional LHN Internal Audit Charter and the 2023-24 Internal Audit Plan endorsed. ○ Noted an action from the meeting for the CEO to follow up with rLHN CEOs about undertaking a 5 year review of the Internal Audit program. 	<p>The Board endorsed the updated RMCLHN Risk Management Framework.</p> <p>The Board endorsed the rLHN Internal Audit Charter and the 2023-24 Internal Audit Plan.</p>
5	COMMITTEE REPORTS / RCOMMENDATONS		
5.1	RMCLHN Board Finance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Finance Committee Minutes 24 May 2023 (Draft). ▪ The Finance Committee Chair's update. <ul style="list-style-type: none"> ○ Noted the review of RMCLHN Refundable Accommodation Deposits that was also discussed at the Aged Care & 	

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		<p>Disability Governance Committee. Noted the outcome for Finance to undertake further work on the proposal.</p> <ul style="list-style-type: none"> ○ Noted receipt of the initial 2023-24 budget. ○ Noted that a joint meeting of the Finance Committee and Audit and Risk Committee to be organised to review end of financial year financial statements. 	<p>ACTION: 20230630-02 – Joint meeting of Finance and Audit & Risk Committees to be convened. (CL)</p>
5.2	RMCLHN Board Clinical Governance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Clinical Governance Committee Minutes 24 May 2023 (Draft). ▪ The Clinical Governance Committee Chair’s update. <ul style="list-style-type: none"> ○ Noted the draft Murray Bridge PCI with document to be updated following feedback. ○ Noted the discussion about linking Committee discussions to strategic risks and potential for a standing agenda item and reporting to the Board as appropriate. 	
5.3	RMCLHN Board Aged Care and Disability Governance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Aged Care and Disability Governance Committee Minutes 25 May 2023 (Draft). ▪ The Aged Care and Disability Governance Committee Chair’s update. <ul style="list-style-type: none"> ○ Noted that the 24/7 RN requirements commence 1 July 2023 and the process for reporting to the Board. ○ Noted the compliance issues identified at Barmera. 	
5.4	<p>RSS Governance Committee</p> <p>RSS Governance Committee Minutes</p> <p>RSS Representative Update</p>	<ul style="list-style-type: none"> ▪ The RSS Governance Committee Meeting Minutes and Summary for the meeting held 10 May 2023 and Minutes were noted. ▪ The RMCLHN representative on the RSS Committee update. <ul style="list-style-type: none"> ○ Noted a session is planned with CEOs and Chairs to develop a plan for the next 12 months. ○ Noted the positive feedback to the committee from the recent Medical Forum that WC and PJ attended. Noted that a report of outcomes and recommendations from the forum to be provided to the committee. PJ and WC reported that the 	

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		<p>forum supported the ongoing development of RACE and our involvement with other LHNs where possible but noted the significant changes in EDMS and CEOs in some of the LHNs that present practical difficulties for driving reform at this time. The overall arrangements were also discussed at the meeting held with the Minister for Health and Wellbeing and PJ and WC.</p> <ul style="list-style-type: none"> ○ Noted that LCLHN recently underwent accreditation with no issues raised about the medical credentialling process and noted that BHFLHN are having a revisit regarding progress. Discussion about the processes RMCLHN have established should the LHN need to take this function over from the RSS. ○ Discussion about the minuted change to allied health credentialling with this function now incorporated under the Nursing and Midwifery Credentialling Committee. Further discussion to occur at RMCLHN Clinical Governance Committee. 	<p>ACTION: 20230630-03 – Topic of Allied Health Credentialling in RSS to be discussed further at Clinical Governance Committee and views of B Birleson to be sought. (EA/BB)</p>
6	MATTERS FOR DISCUSSION		
6.1	Board Membership Update	<ul style="list-style-type: none"> ▪ Noted that letters from the Minister have been forwarded to appointed members for all LHNs. For RMCLHN, P Joyner, E Ashworth and F Toogood have been reappointed for a further term and new appointments are R Hearn (Health Management) and S Waters (Aboriginal Health). Noted that R Hearn in attendance as an observer. ▪ Noted that discussion occurred during the in-camera session. ▪ Noted that induction information being prepared for the new members and a presentation to be provided from members of Executive at the August meeting. 	<p>ACTION: 20230630-04 – Members of Executive to provide presentation to August meeting about RMCLHN as part of induction of new members. (WC/JB)</p>
6.2	National Standards Accreditation Preparedness Update	<ul style="list-style-type: none"> ▪ Noted the information about accreditation preparedness including an information booklet for Board members. ▪ Noted the emphasis on being ‘accreditation ready’ given the change to short notice assessments and noting that Standards 1 and 2 will be assessed every visit along with a selection of other standards. Due to the timing for RMCLHN the next visit 	<p>ACTION: 20230630-05 – Accreditation booklet to be uploaded to Diligent.</p> <p>ACTION: 20230630-06 – Resource information section</p>

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		<p>will address all standards including the new multipurpose services module that bridges the gap between the previous national standards and the aged care standards.</p> <ul style="list-style-type: none"> ▪ Discussion about strategies in place at site level to assist in staff preparedness and the RMCLHN committee governance structure. Noted that weekly quality updates presented for all staff with recordings accessible on the RMCLHN Hub page. 	in Diligent to be reviewed. (JB)
6.3	RMCLHN Wellness Program Report	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Wellness Program Report. 	
6.4	Mannum Health Service Planning	<ul style="list-style-type: none"> ▪ Noted the Community Engagement Report discussed in-camera. Noted that the Planning Report is expected soon. 	
6.5	Murray Bridge Plan for Continuous Improvement (PCI)	<ul style="list-style-type: none"> ▪ Noted the initial draft PCI for Murray Bridge, noting that further development is continuing, including some specific community health information to be provided by B Birleson. ▪ Noted that fortnightly meetings have commenced. ▪ The Board delegated ongoing oversight to the Clinical Governance Committee. 	ACTION: 20230630-07 – Board members to provide feedback on the PCI to WC.
7	STANDARD AGENDA ITEMS FOR DISCUSSION		
7.1	Performance Report	<ul style="list-style-type: none"> ▪ The Board noted the RMCLHN Performance Reports, noting that these were discussed in detail at the Finance Committee, Clinical Governance Committee, and Aged Care and Disability Governance Committee meetings. 	The Board noted the RMCLHN Performance Reports.
7.1.1	Finance and FTE Report- PPRC	<ul style="list-style-type: none"> ▪ The Finance and FTE Report was noted and also discussed at the Finance Committee Meeting. ▪ Noted receipt of the initial budget for 2023-24 and draft Service Agreement from the Department for Health and Wellbeing (DHW). For discussion at the July meeting with feedback to then be provided to DHW. 	ACTION: 20230630-08 – Draft 2023-24 Service Agreement and initial budget allocation to be an agenda item for July 2023.
7.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> ▪ The KPI Monthly Performance Report was noted and also discussed at the Clinical Governance Committee Meeting. ▪ Discussion about: 	

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<p>7.1.3</p>	<p>People and Culture Report</p>	<ul style="list-style-type: none"> ○ The RMCLHN target for emergency department length of stay being 4 hours although the SA Health target is 6 hours. ▪ The People and Culture Report was noted. ▪ Discussion about: <ul style="list-style-type: none"> ○ The improvement in overall rates for mandatory training and audit schedule completion. To be discussed further at the July meeting when L Greenlees in attendance. 	
<p>7.1.4</p>	<p>Quality and Safety Reports</p>	<ul style="list-style-type: none"> ▪ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee. ▪ Discussion about: <ul style="list-style-type: none"> ○ Complaint management within 35 days and timing issues related to when reports are run. 	
<p>7.2</p> <p>7.2.1</p> <p>7.2.2</p> <p>7.2.3</p> <p>7.2.4</p>	<p>RMCLHN Planning Update</p> <p>Operational Plan Report</p> <p>RMCLHN Mental Health Services Plan</p> <p>RMCLHN Digital Health Strategy</p> <p>RMCLHN Workforce Strategy</p>	<ul style="list-style-type: none"> ▪ Noted the updated RMCLHN Operational Plan monthly status report for May 2023. ▪ Discussion about: <ul style="list-style-type: none"> ○ Action items to be closed for 2022-23 with some items proposed to continue in the 2023-24 plan. ▪ Noted and endorsed the final RMCLHN Mental Health Services Plan and proposed launch. ▪ Discussion about: <ul style="list-style-type: none"> ○ The volume of work undertaken to develop the plan. ○ Formal launch proposed to occur in Berri in conjunction with July Board meetings but noting the Director Mental Health is needing to travel for family reasons. Noted the Board preference to continue with plan for July subject to views of S Moody. ▪ Noted and endorsed the final RMCLHN Digital Health Strategy. ▪ Noted the draft RMCLHN Workforce Strategy with no further feedback received. 	<p>The Board noted the Planning Update.</p> <p>The Board endorsed the RMCLHN Mental Health Services Plan.</p> <p>ACTION: 20230630-09 – WC to confirm with S Moody about the proposed launch of the Mental Health Plan in July 2023.</p> <p>The Board endorsed the RMCLHN Digital Health Strategy.</p>

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		<ul style="list-style-type: none"> ▪ Discussion about: <ul style="list-style-type: none"> ○ The development of a DHW Workforce Strategy that has been undertaken simultaneously. However, RMCLHN has been advised of some delays regarding the release of the DHW strategy for further consultation. Given the potential impact for the RMCLHN strategy, agreed to defer further progression of the RMCLHN strategy until the DHW strategy is received and feedback on the RMCLHN strategy to remain open during this period. ○ Noted that the draft RMCLHN Workforce Strategy to be utilised as a guiding document while awaiting receipt of the DHW strategy. 	
8	MATTERS FOR NOTING		
8.1	Chairperson Report	<ul style="list-style-type: none"> ▪ The Chairperson Report was noted. 	Chairperson's Report noted.
8.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> ▪ The CEO Report was noted ▪ The CEO Report provided a summary of current issues, with the Board noting the following topics: <ul style="list-style-type: none"> ○ Minor amendments to the rLHN boundaries including between RMCLHN and YNLHN (refer also 11.1.3). ○ Midwifery Model of Care noting that the model is attracting midwives to the LHN and the program is near to being fully staffed. ○ RACE Clinical Leadership Program – Noted that group presentations were made to W Champion, P Joyner and B Birlson (along with others in the program) about their group project proposals that will be completed as part of the program following the approval of the CEO and the allocation of some funding to assist with implementation. Noted that project topics include: care coordination (discharge planning); provision of visiting paediatric service in the Riverland and Murray Bridge; trialing of medical assessments post presentation to emergency department; recycling program across the LHN; and recruitment and 	CEO'S Report noted.

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		<p>onboarding of new staff. Noted that each project group comprises staff from a variety of areas, representing future leaders for the LHN and that updates about implementation progress will be provided to the Board.</p> <ul style="list-style-type: none"> ○ Security services (refer also 11.1.2) – Noted the ANMF are continuing to advocate for 24/7 security guards. Discussion about one recent incident at Riverland General Hospital, and the media portrayal of the incident compared to actual video footage. Noted that RMCLHN is utilising the tool provided by the ANMF to assess risk within RMCLHN sites. The current evidence does not meet the requirement for a 24/7 security presence although this will continue to be reviewed. Noted that there is no additional funding to support a 24/7 presence should this become necessary. ○ CSSD Project works to commence 3 July 2023. ○ Aged Care services in Barmera, noting that this was discussed in the in-camera item. ○ Murray Bridge Hospital staffing. ○ Electronic Medical Record project. ○ Mannum services planning. ○ Corporate Services Manager, Michael Rohde, plan for retirement, 25 August 2023. 	
9	MATTERS FOR INFORMATION		
9.1		<ul style="list-style-type: none"> ▪ Nil 	
10	ITEMS APPROVED BY CEO FOR NOTING		
10.1		<ul style="list-style-type: none"> ▪ Nil 	
11	CORRESPONDENCE		
11.1	Incoming:		
11.1.1	Auditor General's Department	<ul style="list-style-type: none"> ▪ Noted the correspondence about the annual reporting process. 	
11.1.2	ANMF	<ul style="list-style-type: none"> ▪ Noted the correspondence about Riverland General Hospital security and the request for a meeting. 	

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11.1.3	Julienne Tepohe, Deputy CE, DHW	<ul style="list-style-type: none"> ○ Following discussion, a meeting to be organised with ANMF representatives, Board Members (P Joyner and E Ashworth), and Executive members (W Champion, S Humphries, and L Greenlees). ○ Discussion about the potential adverse impact a security presence may have for the Aboriginal community. 	ACTION: 20230630-10 – Meeting to be convened with ANMF, Board and Executive representatives about RGH security. (WC)
11.1.4	Dr Robyn Lawrence, CE, DHW	<ul style="list-style-type: none"> ▪ Noted the correspondence about the amendments to boundaries and realignment of catchment areas across Local Health Networks. ▪ Noted the correspondence about DHW attendance at LHN Audit and Risk Committees (ARC) and convening meetings with ARC Chairs. 	
11.1.5	NAIDOC Week	<ul style="list-style-type: none"> ▪ Noted the information about NAIDOC Week activities. 	
11.2	Outgoing:	<ul style="list-style-type: none"> ▪ Nil outgoing correspondence. 	
12	MEETING FINALISATION		
12.1	Questions ./ Comments	<ul style="list-style-type: none"> ▪ Nil further 	
12.2	Review actions to be taken	<ul style="list-style-type: none"> ▪ Refer items: 2, 5.1, 5.4, 6.1, 6.2, 6.5, 7.1.1, 7.2.2 and 11.1.2. 	
12.3	Meeting evaluation	<ul style="list-style-type: none"> ▪ PJ summarised the meeting and thanked everyone for their input. 	

Meeting Close: 4.00 pm

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Next Meeting:

Date: 28 July 2023
Time: 11.00 am – 2.00pm (tbc)
Location: Riverland General Hospital, Berri and Teams

Apologies:

Signed:

Peter Joyner



Chair

28 Jul, 2023 1:28:55 PM GMT+9:30

Date: / /