



Riverland Mallee Coorong Local Health Network Governing Board Meeting # 11

Date: Thursday 25 June 2020

Time: 12.30 pm – 4.30 pm

Venue: Berri Board Room

In Attendance: Peter Joyner (PJ), Elaine Ashworth (EA), Fred Toogood (FT), Claudia Goldsmith (CG), Melanie Ottaway(MO), Shane Mohor (SM), Wayne Champion (WC), Craig Lukeman (CL)

Apologies:

Guests: Kerry Dix, A/Manager Planning Projects, Rural Support Service at 3.40 pm

Secretariat: Jeanette Brown (JB)

Acknowledgement:

We acknowledge and respect the traditional custodians whose ancestral lands we are meeting on here today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respects to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia/Australia present here.

ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
1. IN CAMERA DISCUSSION		
2. MEETING OPENING		
2.1	Acknowledgement	<ul style="list-style-type: none"> PJ provided Acknowledgement
2.2	Present and Apologies	<ul style="list-style-type: none"> PJ, EA, FT, CG, WC, MO, SM, WC, CL, JB
2.3	Interests and Conflicts Disclosure 2.3.1 Board Disclosure Log	<ul style="list-style-type: none"> Nil conflicts of interest declared. Interests disclosure log noted including recent updates.
2.4	Confirmation of Minutes from previous meeting	The minutes from the Board Meeting held 28 May 2020 were endorsed.
2.5	Review Actions Log	<ul style="list-style-type: none"> Actions Log Reviewed.
		The Board endorsed the previous minutes.

3. MATTERS FOR NOTING		Chairperson's Report noted.
3.1 Chairperson Report	<ul style="list-style-type: none"> • Report provided a summary of current issues including COVID-19, financial status, emergency services and future directions. • Report also included reflection on the achievements of the Board over the first 12 months of operation. 	Chairperson's Report noted.
3.2 Chief Executive Officer Report	<ul style="list-style-type: none"> • Report highlighted achievements and current operational issues. • Noted the current status regarding COVID-19 including the emergency departments at Barmera, Tailem Bend and Karoonda that have been temporarily closed. • Noted the ongoing discussions in relation to emergency service provision models at Riverland General Hospital and Murray Bridge Hospital. • Noted the achievements of RMCLHN over the first 12 months. • Noted that interviews conducted for the Executive Director Medical Services position with no appointment made. Position to be readvertised and Dr Tim Smart will continue in acting capacity. • Discussion about rural generalist pathways. • Discussion about potential for seeking expressions of interest for voluntary separation packages noting that to be eligible the position(s) would need to be made redundant. 	<p>CEO Report noted.</p> <p>ACTION: CEO to keep Board apprised of outcomes of discussions regarding Berri and Murray Bridge emergency services</p> <p>ACTION: Briefing regarding emergency services to be provided to next meeting.</p>
4. MATTERS FOR DISCUSSION		Chairperson's Report noted.
4.1 RMCLHN NSQHS Accreditation and Aged Care Update	<ul style="list-style-type: none"> • Noted the verbal update on ACSQC accreditation. 	
4.2 Board Evaluation Survey	<ul style="list-style-type: none"> • Noted the summary report of the Governing Board Evaluation and all Board members thanked for contributing to the evaluation survey. • Discussion about the positive reflections and areas for improvement as the Board continues to evolve. • Discussion about Board development including potential for a workshop focusing on governance and strategic issues and also developing Aboriginal cultural competence. 	<p>The Board noted the Board Evaluation Summary Report.</p> <p>ACTION: Paper to be developed for the August 2020 meeting about a Board development workshop including Aboriginal culture.</p>
4.3 Policy and Procedure Framework – CHSALHN Policies	<ul style="list-style-type: none"> • Noted the former CHSALHN Policies adopted by RMCLHN. • Noted that cross checking against generic policies to be completed. 	<p>The Board noted the information about the former CHSALHN policies.</p>

4.4 Vulnerable Clients – assurance of appropriate management	<ul style="list-style-type: none"> Noted the information about the safeguards RMCLHN has in place to govern the National Disability Insurance Scheme (NDIS). Noted that RMCLHN has also undergone successful NDIS Accreditation. Discussion about potential for utilising Health Advisory Council membership to undertake consumer liaison checks / surveys of relevant clients. 	The Board noted the information about the safeguards in place to protect vulnerable clients.
4.5 RMCLHN Awards	<ul style="list-style-type: none"> Noted the presentation and information about the inaugural annual RMCLHN Awards finalists and photo competition finalists. Board members thanked for participating on the Awards Assessment Panels. Noted that the winners will be announced at the All Staff Forum to be held 30 June 2020 and noted that E Ashworth will be in attendance. Noted that a celebratory event will still be planned when appropriate in relation to COVID-19. 	The Board noted the information about the RMCLHN Awards and Photo competition finalists.
4.6 RMCLHN Risk Appetite Statement	<ul style="list-style-type: none"> Noted the RMCLHN Risk Appetite Statement endorsed by the RMCLHN Audit and Risk Committee and recommended for approval. Noted one minor inconsistency in the use of term 'medium' and 'moderate' with consistent term to be used. 	The Board approved the RMCLHN Risk Appetite Statement, with minor amendment.
4.7 RMCLHN Legislative Obligations Compliance	<ul style="list-style-type: none"> Noted the RMCLHN Legislative Obligations Compliance update. Noted the information from the Legal Unit of the Department for Health and Wellbeing (DHW) and endorsed that the certification process for 2019-20 be reported to the Audit and Risk Committee and Governing Board. Noted the information about potential additional obligations for 2019-20 and endorsed that the certification process continue to apply to the eight current legislative themes and that this may be expanded following the outcome of the current statewide procurement process in relation to this topic. 	The Board endorsed that the legislative compliance certification process be reported to the Audit and Risk Committee and Governing Board. The Board endorsed that the current eight legislative items be certified for 2019-20, noting that this will be expanded in future years.
4.8 RMCLHN Biannual Risk Report	<ul style="list-style-type: none"> The Board noted the information about the RMCLHN Biannual Risk Report as recommended by the RMCLHN Audit and Risk Committee and endorsed the report subject to the inclusion of the completion date of the risk review. Noted that the Report would be forwarded to SA Health. 	The Board endorsed the RMCLHN Biannual Risk Report with minor amendment.

4.9 Internal Audit Charter and Three Year Internal Audit Plan	<ul style="list-style-type: none"> Noted that the previously endorsed Internal Audit Charter will be returned to the RMCLHN Audit and Risk Committee for endorsement due to a number of changes suggested by all of the regional LHNs. Noted that the RMCLHN Audit and Risk Committee endorsed the Three Year Internal Audit Plan with minor amendments but this is also to be returned to the Audit and Risk Committee due to other regional LHN suggested changes. 	<p>The Board noted the update in relation to the Internal Audit Charter and Three Year Internal Audit Plan.</p> <p>ACTION: Briefing to July Governing Board meeting pending out of session endorsement by RMCLHN Audit and Risk Committee.</p>
4.10 2020-21 Budget and Service Agreement	<ul style="list-style-type: none"> Noted the information about the 2020-21 budget allocation that will be interim due to the delayed Federal and State budgets. Noted the draft Service Agreement that has been distributed for comment and feedback. <ul style="list-style-type: none"> Noted that the overall content has been reduced and the number of key performance indicators decreased. Noted that all Tier 1 indicators are assessed at LHN performance meetings with DHW and tier 2 indicators by exception. Query about the reference to the 2018 Birch Review. Noted the stated aim to reach national average efficiency levels by 2021-22. Discussion about the commissioning process for 2020-21. Nil 	<p>The Board noted the information about the 2020-21 budget and Service Agreement.</p> <p>ACTION: Board members to provide any comments about the Service Agreement to the CEO.</p> <p>ACTION: Birch Review to be obtained and circulated to Board members.</p>
4.11 Other matters for discussion		
5. STANDARD AGENDA ITEMS FOR DISCUSSION		
5.1 Performance Report <ul style="list-style-type: none"> 5.1.1 Finance and FTE Report- PPRC 5.1.2 KPI Monthly Performance Report 5.1.3 People and Culture Report 5.1.4 Quality and Safety Reports 5.1.5 Other 	<ul style="list-style-type: none"> The RMCLHN May Performance Reports were noted. Noted that detailed discussion about financial performance reports occurred at the Finance Committee meeting with all Board members now able to attend. Key Performance Indicators, People and Culture and Quality Risk and Safety performance reports were noted with mandatory reporting now incorporated into the reports. Discussion about medication incidents and learnings that are applied across the LHN. 	<p>The Board noted the RMCLHN Performance Reports.</p>
5.2 RMCLHN Strategic Plan Update	<ul style="list-style-type: none"> Noted the progress of the Strategic Plan development. Noted the needs analysis presentation at this meeting. Noted that it is anticipated that the draft plan for consultation will be presented at the August meeting. Noted that work progressing on regional LHN branding. 	

5.3 Board Consumer and Community Engagement Strategy Update	<ul style="list-style-type: none"> Noted the feedback received through consultation. Whilst some feedback does not relate to the plan, it is still useful and an action plan will be managed through Executive. Noted the final draft Consumer and Community Engagement Strategy that has been updated following feedback. Discussion about the forewords with minor changes suggested and consistent wording to be used in both strategies in relation to reviewing in 12 months. The Board approved the strategy with minor amendments. 	The Board approved the Consumer and Community Engagement Strategy with minor amendments.
5.4 Board Clinician and Workforce Engagement Strategy Update	<ul style="list-style-type: none"> Noted the feedback received through consultation. Noted the final draft Clinician and Workforce Engagement Strategy that has been updated following feedback. Discussion about terminology around 'our people' and suggestion to include a description to better explain the terminology. Consistent wording to be used in both strategies in relation to reviewing in 12 months. The Board approved the strategy with minor amendments. 	The Board approved the Clinician and Workforce Engagement Strategy with minor amendments
6. MATTERS FOR DECISION		
6.1	<ul style="list-style-type: none"> Nil 	
7. MATTERS FOR INFORMATION		
7.1 RMCLHN Board Finance Committee Minutes (Draft)	<ul style="list-style-type: none"> Noted the draft Minutes of 28 May 2020. 	The Board noted the draft Minutes.
7.2 RMCLHN Board Audit and Risk Committee Minutes (Draft)	<ul style="list-style-type: none"> Noted the draft Minutes of 28 May 2020. 	The Board noted the draft Minutes.
8. PRESENTATION		
8.1 Diligent Board Management System	<ul style="list-style-type: none"> Technical issues led to the planned presentation from Patrick Browne Cooper, Diligent Sales Director (WASA/NT) about the Diligent Board Management System being deferred. 	ACTION: The presentation to be reorganised for next meeting.
8.2 Population Health Planning – RMCLHN	<ul style="list-style-type: none"> Kerry Dix, A/Manager Planning Projects Rural Support Service (RSS), provided a presentation about RMCLHN Population Health Planning. The presentation considered the agreed strategic directions: 'Caring for our communities' and 'Excellence in clinical care' with relevant data presented and discussed. The presentation highlighted: <ul style="list-style-type: none"> Population and demographic profile of LHN and sub-regions and unit catchments including projections. Relative disadvantage 	The Board noted the presentation

	<ul style="list-style-type: none"> o Hot spots for developmentally vulnerable children o Self-sufficiency and activity flows. o Activity analysis including mental health, community health and aged care, and projected activity increases. 	
9. ITEMS APPROVED BY CEO FOR NOTIN		
9.1	<ul style="list-style-type: none"> • Nil. 	
10. CORRESPONDENCE		
10.1	Outgoing – Riverdocs	<ul style="list-style-type: none"> • Correspondence noted.
10.2	Outgoing – AGD re Risk of Fraud	<ul style="list-style-type: none"> • Correspondence noted.
11. MEETING FINALISATION		
11.1	Questions / Comments	<ul style="list-style-type: none"> • Nil further
11.2	Review actions to be taken	<ul style="list-style-type: none"> • Refer items: 3.2, 4.2, 4.9, 4.10 and 8.1.
11.3	Meeting Evaluation	<ul style="list-style-type: none"> • PJ summarised the meeting.
	11.3.1 Suggestions for next meeting Agenda items	
	11.3.2 Board Evaluation process	
11.4	Next meeting	<p>Date: Thursday 30 July 2020 Time: 11.00 – 2.30 pm (tbc) Location: (tbc)</p>
11.5	Meeting Close	4.30 pm

Signed:

Peter Joyner
Chair
Date: 30 / 7 / 20

