



Riverland Mallee Coorong Local Health Network Governing Board Meeting #1

Date: Thursday 25 July 2019
Time: 12.00am – 3.30pm
Venue: Mannum Hospital

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

Apologies: Shane Mohor (SM)

Secretariat: Jeanette Brown

Welcome:

Acknowledgement:

We would like to acknowledge and respect the traditional custodians whose ancestral land 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 today

| ITEM | DISCUSSION POINTS | OUTCOME / ACTIONS |
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| 1. IN CAMERA DISCUSSION | | |
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| 2. MEETING OPENING | | |
| 2.1 Acknowledgement | • PJ provided Acknowledgement | |
| 2.2 Present and Apologies | <ul style="list-style-type: none"> • PJ, EA, FT, CG, MO, WC, JB, CL • Apology: SM • PJ advised that he has met with SM and SM has indicated his preference to be on the Clinical Governance Committee. • The discussion included Aboriginal engagement and consumer focus and SM's understanding of Board procedures. It was also noted that SM is commencing a new role with Flinders University. | |
| 2.3 Interests and Conflicts Disclosure | • Nil | |

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| 2.4 Confirmation of Minutes from previous meeting (27 June 2019) | <ul style="list-style-type: none"> PJ Moved that the minutes from the Shadow Board Meeting held 27 June 2019 be accepted. Seconded: EA. CARRIED | Approved |
| 2.5 Review Action Log | <ul style="list-style-type: none"> Action Log Reviewed Board Charter – refer agenda item 4.2 Board Sub Committees – refer agenda item 6.2 Risk Workshop – defer to October RMCLHN readiness status report – refer agenda item 4.3 Performance Reports – refer agenda item 5.1 Engagement with Aboriginal Health – refer agenda item 4.5 Consumer engagement – standing agenda item Calendar of Meetings defer to August Publishing of Minutes – confirmation through SA Health Governance Reform that publishing of minutes is required seven days following approval. | |
| 3. MATTERS FOR NOTING | | |
| 3.1 Chairperson Report | <ul style="list-style-type: none"> First report for RMCLHN. Summary of resolutions passed by the Board 1 July 2019 <ul style="list-style-type: none"> CEO Appointment Financial Delegations Adoption of Country Health SA Local Health Network Policies and Procedures Development of Board Sub Committees. Public Works Committee approval for Emergency Department redevelopment at Murray Bridge Soldiers' Memorial Hospital. Appreciation of Senior Project Officer, Zia Earl, during governance transition. Awaiting clarification of the budget for RMCLHN for 2019-20. The disparity between all LHNs in relation to the application of the National Efficient Price in draft budgets noted. Clarification of operational details for the Rural Support Service (RSS) required. Noted that some LHN Board Chairs are requesting a detailed analysis to identify further areas that could devolve to LHNs. It was noted that different LHNs may have different requests for the RSS but the funding mechanism to support this has not been clarified to date. Aged Care update provided by the CEO. | Chairperson's Report noted |
| 3.2 Chief Executive Officer Report | <ul style="list-style-type: none"> WC provided first report for RMCLHN. Implemented administrative arrangements including financial and HR delegations. | CEO Report noted ACTION: Briefing to the |

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| | <ul style="list-style-type: none"> Reviewed organisation internal management committees including the proposed introduction of an Aged Care Cabinet. A briefing to be provided to the August Board meeting. Appointment of Executive Director of Nursing and Midwifery (Karen Hollitt) and Director People and Culture (Jenny Edwards). Board Members requested further information about Jenny Edwards. Public Works Committee approval for Emergency Department redevelopment at Murray Bridge Soldiers' Memorial Hospital. An overview of operational issues provided including medical contracts and recruitment, accreditation, birthing services, aged care, MRI licence (Berri) and medical imaging (Murray Bridge). Initial budgets allocated by the Department for Health and Wellbeing (DHW) may be subject to change. Budgets are still being uploaded into the finance systems. Noted that meetings planned for 30 July 2019 to discuss LHN budgets and also to clarify funding for the RSS. Discussion about funding models and National Efficient Price (NEP) per National Weighted Activity Unit (NWAU). Noted that a draft report has been received from the Commonwealth Aged Care Quality and Safety Commission relating to services in Barmera. Swift action is being implemented to address identified issues and feedback is being developed to the draft report. | <p>Board to be developed about the RMCLHN internal organisation and committee structure.</p> <p>ACTION: Background information about Jenny Edwards to be provided to Board members.</p> |
| 4. MATTERS FOR DISCUSSION | | |
| 4.1 Service Agreement | <ul style="list-style-type: none"> WC confirmed that there is no further update and the 2019-20 Service Agreement cannot be accepted and signed until the budget is finalised. | |
| 4.2 Board Charter volume 1 & 2 | <ul style="list-style-type: none"> The Board Charter Volume 1 was noted by the Board at its shadow Board meeting of 29 May 2019. The Minister for Health and Wellbeing subsequently endorsed an updated version for all Local Health Network Governing Boards with an additional section related to offences under criminal law. The draft Board Charter Volume 2 was reviewed. It outlines governance mechanisms, policies, procedures and processes of the Board. | <p>The Board endorsed the amendments to the Board Charter Volume 1 and endorsed the Board Charter volume 2 (with amendment).</p> |

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| | <ul style="list-style-type: none"> • Questions raised in relation to the grammar in one section and the definition related to a member with experience in Aboriginal health. Grammar to be checked and the definition to align to the legislation. • PJ moved that the Board accept the amended Volume 1 Board Charter and also the Volume 2 Board Charter noting the amendment to grammar and membership definition. Seconded: FT CARRIED | <p>ACTION: The Board Charter Volume 2 to be amended in relation to the grammar and the definition to align to the legislation.</p> |
| <p>4.3 LHN Readiness planning status reports</p> | <ul style="list-style-type: none"> • As requested at the June 2019 meeting, a comprehensive status report of the activities undertaken and planned by the Regional Leadership team to ensure readiness for the transition to the RMCLHN was discussed. The report (and Capability Action Plan) is structured under the four domains: <ul style="list-style-type: none"> ○ Governance and Leadership ○ Finance ○ Quality and Safety ○ People and Culture. • The summary report covers the specific areas of: <ul style="list-style-type: none"> ○ Succession planning and critical vacancies ○ Legislative and policy compliance ○ Risk management ○ Internal Audit ○ Information Communication Technology ○ Unacceptable behaviours and complex HR issues ○ Leadership ○ High profile / risk issues and serious clinical incident management ○ Performance and accreditation ○ Clinical audit ○ Funding strategy and financial sustainability. • Noted that there are some specific risk areas highlighted in the report that was submitted to DHW including the legacy system CHIRON and asset sustainment issues. | <p>The Board noted the RMCLHN Readiness planning status report.</p> |
| <p>4.4 Health Care (Engagement Strategies) Variation Regulations 2019</p> | <ul style="list-style-type: none"> • On 27 June 2019, the Health Care (Engagement Strategies) Variation Regulations 2019 were made by the Governor, to amend the existing Health Care Regulations 2008 on 1 July 2019, to include new regulations about the content of LHN governing board clinician engagement strategies and consumer and community engagement strategies. | <p>The Board noted the Health Care (Engagement Strategies) Variation Regulations 2019.</p> |

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| | <ul style="list-style-type: none"> • These Regulations provide a high level framework for the minimum content requirements of the strategies, ensuring some consistency across LHNs, however allowing individual governing boards to determine the substantial detail of their strategies, reflecting devolved governance and local level accountability. For example, the engagement strategies will be required to include (amongst other things): <ul style="list-style-type: none"> ○ the objectives of the strategies ○ how the strategies will contribute to the achievement of organisational objectives ○ the manner in which consultation will be carried out; and ○ how information obtained will be used to continuously improve consultation. • The next step will be to develop a proposal paper for developing the RMCLHN Consumer and Community Engagement Strategy. | <p>ACTION: Briefing to the Board to be developed about a proposal for developing the RMCLHN Consumer and Community Engagement Strategy.</p> |
| <p>4.5 Aboriginal Consumer Engagement</p> | <ul style="list-style-type: none"> • Following the Shadow Board meeting of 27 June 2019, PJ followed up with SM to seek advice regarding the Minister's wish for an increase in the engagement with Aboriginal Consumers. • The context of incorporating Aboriginal engagement within the RMCLHN Consumer and Community Engagement Strategy or developing a separate Aboriginal Consumer and Community Engagement Strategy was raised with further discussion to occur with SM. • Noted that the SA Health Aboriginal Health Directorate have requested that a series of workshops be arranged across regional South Australia. The request was for one workshop per LHN but feedback has been provided that there would need to be three in RMCLHN to accommodate the distinct communities. These are to be conducted by September – October and involve at least one Board member. • PJ to follow up with SM regarding his potential involvement in the Aboriginal community forums being organised through SA Health Aboriginal Health Directorate and Director Aboriginal Health RMCLHN. • Discussion about the Elders program in RMCLHN and different ways Aboriginal communities currently engage with services. | <p>The Board noted the discussions and plans for Aboriginal community engagement forums.</p> <p>ACTION: PJ to follow up with SM regarding his potential involvement in the Aboriginal community forums being organised through SA Health Aboriginal Health Directorate and Director Aboriginal Health RMCLHN.</p> |

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| 4.6 | RMC LHN Governing Board/HAC calendar of events | <ul style="list-style-type: none"> • Agenda item deferred to August. | The Board endorsed the Board Member Reimbursement Claims process. |
| 4.7 | Board Member Reimbursement/Claims Process | <ul style="list-style-type: none"> • Board member remuneration, allowances and expenses are determined by the Minister in line with the Department of the Premier and Cabinet Circular PC016 – <i>Remuneration for Government Appointed Part-Time Boards and Committees</i>. • Claims for payment of travel (where members are required to travel a distance of greater than 40 kilometres one-way to attend meetings), meal and accommodation expenses must be made in accordance with the Office for the Public Sector's Commissioner's Determination 3.2 – <i>Employment Conditions, Remuneration, Allowances and Reimbursements</i>. • The process for RMCLHN will be for members to submit the relevant forms (and receipts where applicable) as soon as practicable following meetings or other events. The processing will then occur in a monthly batch to Payroll and Accounts Payable respectively. A Finance report will confirm payment and the information will be published on the RMCLHN website. | |
| 4.8 | Other matters for discussion | <ul style="list-style-type: none"> • The topic of a potential step down facility within Murray Bridge was raised following a discussion at a Murray Bridge Safety Task Force with a focus on drug and alcohol issues and rehabilitation. • Discussion about the services that are funded through RMCLHN and also the services that are funded through the non-government sector and the specific drug and alcohol services provided through Drug and Alcohol Services SA (DASSA). WC advised that Simon Moody, Director Mental Health, will participate on the Taskforce. • It was noted that a drug and alcohol community based crisis intervention service is being developed in the Riverland. • Topic to be kept on the agenda for ongoing discussion. | <p>The Board noted the issues in relation to drug and alcohol rehabilitation services.</p> <p>ACTION: Topic of drug and alcohol rehabilitation to be kept on the agenda for ongoing discussion.</p> |
| 4.8.2 | Facebook Page | <ul style="list-style-type: none"> • WC advised that RMCLHN is the first Local Health Network to develop its own Facebook page and this was launched 18 July 2019. • As well as posting RMCLHN material, the page is also able to run SA Health material, rebranded for RMCLHN. • The scope for how the Facebook page will be utilised will | The Board noted the implementation of the RMCLHN Facebook page. |

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| | <p>continue to be developed and it provides another opportunity to share Board activities.</p> <ul style="list-style-type: none"> The Facebook page can be found at: https://www.facebook.com/RMCLHN/ PJ advised members of a recent ABC Riverland interview about the commencement of RMCLHN. | |
| 4.8.3 | ABC Riverland Interview | |
| 5. STANDARD AGENDA ITEMS FOR DISCUSSION | | |
| 5.1 | Performance Report | <p>The Board noted the Performance Report.</p> <p>ACTION: A half day workshop to be organised to increase Board member understanding of financial reporting.</p> |
| | | <ul style="list-style-type: none"> The Performance Report presented Key Performance Indicators (KPI's) covering three main areas: <ul style="list-style-type: none"> Tier 1 KPI's – determined by the DHW and detailed in the Service Agreement and reported monthly. Tier 2 KPI's – determined by the DHW and detailed in the Service Agreement and reported quarterly. A finance and staff FTE report provided monthly. It was noted that the July 2019 Performance Report relates to 2018-19 data and reflects performance under Country Health SA Local Health Network (CHSALHN). It was noted that a risk workshop is being planned and this will expand further on the identified risks for RMCLHN. CL provided a summary and highlighted risk areas including aged care income, nursing and midwifery expenditure and medical cost pressures. It was noted that the end of year position is \$2.5m unfavourable although this is expected to be offset through under-expenditure in CHSALHN corporate office that will be allocated across Regions. It was noted that the staffing report indicates an end of year position of 55 full time equivalents (FTEs) over target. Discussion about the medical centres owned by RMCLHN and the varying medical models. Discussion about the complexity of the funding models and issues and the need for all Board members to increase their understanding. It was agreed that a half day workshop be planned for Board members. Discussion about other performance indicators that the Board may wish to consider including human resources and clinical risk. |
| 5.2 | Board Consumer and Community Engagement Strategy | <ul style="list-style-type: none"> DHW contracted the Health Consumers Alliance of SA (HCASA) to develop a Statewide Consumer and Community Engagement Strategic Framework. The Framework is designed to support each LHN Board in their obligation to |
| | | <p>The Board noted the draft DHW Consumer and Community Engagement Strategic Framework.</p> |

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| | <p>design and develop a consumer and community engagement strategy and support Boards to actively partner with consumers and the community.</p> <ul style="list-style-type: none"> • A Final Implementation Report of the Country Health Community and Consumer Engagement Strategy (CCES) was discussed noting the actions implemented against the objectives of the Strategy and the recommendations that may be taken into consideration by the Board in the development of the Consumer and Community Engagement Strategy. • Discussion about the varying mechanisms for consumer and community engagement including the Health Advisory Councils and how these need to be integrated in the development of the RMCLHN Consumer and Community Engagement Strategy that is a legislative requirement of the Board. • As per agenda item 4.4, it was agreed that a paper be prepared outlining a proposed approach for the development of the RMCLHN Consumer and Community Engagement Strategy. | <p>The Board noted the Final Implementation Report of the CHSALHN Consumer & Community Engagement Strategy.</p> |
| 6. MATTERS FOR DECISION | | |
| 6.1 Minutes/Agenda publishing | <ul style="list-style-type: none"> • Publishing of Minutes – confirmation through SA Health Governance Reform that publishing of minutes is required seven days following approval. | |
| 6.2 Board Committees | <ul style="list-style-type: none"> • The Board confirmed membership of the Board committees to include: <ul style="list-style-type: none"> ○ Finance – CG, PJ, FT ○ Audit and Risk – MO, PJ ○ Clinical Governance – PJ, EA, MO, SM • The Board discussed external membership and agreed that an external independent Chair should be considered for the Audit and Risk Committee. Potential people who could fulfil this role were discussed and PJ to contact them to determine their availability and request further information for the Board's consideration. • The Board discussed the draft schedule to accommodate Board committee meetings being held on the same day as the Board meetings. It was noted that the Finance Committee would be increased to 1.5 hours. | <p>The Board endorsed the meeting schedule for the Board and the three committees and confirmed Board member membership to each committee.</p> <p>The Board noted the draft Terms of Reference for the Board Committees.</p> <p>ACTION: Identified potential people to be contacted for the role of independent Chair of the</p> |

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| | <ul style="list-style-type: none"> Discussion about the Public Meetings and the timing of these that are being planned to coincide with local Health Advisory Council meetings that to date are not confirmed. It was noted that not all members would be able to attend both Public Meetings but planning for these would take into consideration Board member availability. The Board discussed the draft Terms of Reference for the three committees and confirmed that the Board committees are to review them as their first priority, noting that the Finance Committee endorsed the Terms of Reference 25 July 2019. | <p>Audit and Risk Committee to determine availability and request further information for the Board's consideration.</p> <p>ACTION: Dates for Health Advisory Council meetings to be confirmed and planning for Board Public Meetings to proceed.</p> |
| 6.3 | Other matters for decision | Nil |
| 7. MATTERS FOR INFORMATION | | |
| 7.1 | WHS Defined Officer Training | <p>The Board agreed to undertake their WHS defined officer training through online training in the first instance.</p> <p>ACTION: Details for completing the WHS Defined Officer Training to be provided to Board members.</p> |
| 8. ITEMS APPROVED BY CEO FOR NOTING | | |
| 8.1 | RMC LHN Liquidity Strategy 2019-20 | <p>The Board noted the RMCLHN Refundable Deposit Aged Care Liquidity Strategy approved by the CEO.</p> |

9. MEETING FINALISATION

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| <p>9.1 Questions / Comments</p> | <ul style="list-style-type: none"> • Question raised in relation to training requirements for aged care staff. <ul style="list-style-type: none"> ◦ Carers are the unregistered part of the workforce and the Commonwealth does not currently require them to have completed Certificate 111. RMCLHN has a mixed workforce in aged care comprising registered nurses, enrolled nurses and carers with carers supported to complete Certificate 111. It was noted that changes to training requirements may be an outcome of the current Royal Commission into Aged Care Quality and Safety. |
| <p>9.2 Meeting evaluation 9.2.1 Suggestions for next meeting Agenda items 9.2.2 Board Evaluation process</p> | <ul style="list-style-type: none"> • PJ summarised the meeting. |
| <p>9.4 Next meeting</p> | <p>Date: Thursday 29 August 2019 Time: tbc Location: Meningie Hospital</p> |
| <p>9.5 Meeting Close</p> | <p>3.40 pm</p> |

Signed:

Peter Joyner
Chair



Date 29/8/19