

Eyre and Far North Local Health Network GOVERNING BOARD MEETING MINUTES

Thursday 17 December 2020 12.30pm – 3.30pm
Port Lincoln Hospital Conference Room 1 + 22 King
William Street MR2, Level 2

Name	Position/Title	Attendance	Item
Michele Smith	Chair	P	All
Leanne Dunchue	Member	P	All
Bruce Green	Member	P	All
Dr David Mills	Member	P	All
Jamie Siviour	Member	P	All
Chris Sweet	Member	P	All
Attendees			
Verity Paterson	Chief Executive Officer EFNLHN	P	All
Hudson Vieira	Chief Finance Officer EFNLHN	P	All
Jane Robinson	Director Governance and Strategy EFNLHN	P	All
Guests			
Susan Merrett	Executive Director Medical Services EFNLHN	P	Item 4.2
Julie Marron	Executive Director Nursing and Midwifery EFNLHN	P	All
Lisa Campbell	Executive Director Community and Allied Health	P	Item 4.2
Sandy Le Brun	Director of Nursing, Port Lincoln Health Service	P	Item 4.2

P = Present, A = Apology, X = Not Present

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

Eyre and Far North Local Health Network GOVERNING BOARD Meeting Minutes 17/12/2020		
	Agenda Item	Discussion Points
1.	OPENING	Meeting opened at 12.30pm, with quorum
	1.1 In Camera Discussion	<ul style="list-style-type: none"> Started 12.35pm, finished at 12.50pm
	1.2 Welcome and Apologies	<ul style="list-style-type: none"> Welcome and acknowledgement of traditional owners. C. Sweet joined meeting at 1.42pm.
	1.3 Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> See Item 3.3
	1.4 Confirmation of previous Minutes	<ul style="list-style-type: none"> Confirmed, agreement to Minutes being signed by the Chair.
	1.5 Actions from previous Minutes	<ul style="list-style-type: none"> Reviewed and confirmed.
	1.6 Notification of Other Business	<ul style="list-style-type: none"> Commissioning update.
2.	MATTERS FOR DECISION	
	2.1 Yadu Land Lease	<ul style="list-style-type: none"> Board discussed LHN obligations and financial arrangements during the building phase, recommending that any funding bid include the cost of temporary accommodation during transition, and sought clarification of ownership of the asset. Board approved the proposed resolution: <i>That the Eyre and Far North Local Health Network (EFNLHN) Governing Board:</i> <ol style="list-style-type: none"> <i>Approves the progression of a 99-year lease between the Department for Health and Wellbeing and Yadu Health for the land that Yadu Health Service currently occupies.</i> <i>Approves a draft letter to be sent to the Department for Health and Wellbeing.</i>
3.	MATTERS FOR ANNUAL REVIEW	
	3.1 Board Charter Review – Volume 2	<ul style="list-style-type: none"> Board discussed amendments to align the Charter with the approved EFNLHN Strategic Plan 2020 – 2025 and sought clarification on the number of Board meetings per year required by legislation. Board approved the proposed resolution: <i>That the Eyre and Far North Local Health Network (EFNLHN) Governing Board conducts an annual review of the Board Charter – Volume 2 and considers amendments to align the document with current strategies and administrative arrangements, and considers a final version for approval at its February 2021 meeting.</i>

3.2	Board Members' Declaration of Interests	<ul style="list-style-type: none"> • Board noted the content of 2020 Declarations and made the following amendments: <ul style="list-style-type: none"> ○ M. Smith - add her participation in the Statewide Clinical Support Committee. ○ L. Dunchue – remove a declared interest relating to the Streaky Bay Medical Practice that no longer exists. ○ C. Sweet – add a newly declared interest; his wife taking a project role with Wellbeing SA. • Board approved the proposed resolution: <p><i>That the Eyre and Far North Local Health Network (EFNLHN) Governing Board:</i></p> <ol style="list-style-type: none"> 1) <i>conducts an annual review of the Board Members' declarations of interests</i> 2) <i>notes that each Board Member must complete a new declaration of interests by 31 January each year as required by SA Health policy.</i>
3.3	Board Committees Terms of Reference	<ul style="list-style-type: none"> • Board noted that the four Board Committees had recently reviewed their Terms of Reference as part of the annual Board/Committees effectiveness review process. • Board approved the proposed resolution: <p><i>That the Eyre and Far North Local Health Network (EFNLHN) Governing Board reviews the Terms of Reference of the four Board Committees to ensure they are fit for purpose and continue to support the achievement of the Board's priorities and objectives.</i></p>
4.	STRATEGIC DISCUSSION	
4.1	COVID-19 Update	<ul style="list-style-type: none"> • Board noted an update by V. Paterson, including that mask wearing at hospital and aged care sites would no longer be mandatory from 23 December and that the LHN's Incident Management Team was planning and preparing for COVID vaccinations.
4.2	Port Lincoln Medical Model 4.2.1 Medical Model Update	<ul style="list-style-type: none"> • S. Merrett provided an overview of the current status of medical services at Port Lincoln Hospital and progress with the development of a new model, based on the principles of sustainability and reliability. • S. Le Brun updated the Board on trends over the past five years, including use of locums at Port Lincoln Hospital. • Board noted that they would be attending a Medical Services Workshop with doctors practicing in the region and South Australian medical education and training leaders after the Board meeting. • Board noted progress and sought an update at their February 2021 meeting.

	4.2.2 Port Lincoln Services Planning Project Update	<ul style="list-style-type: none"> • Board noted the project update.
5.	MATTERS FOR DISCUSSION	
	5.1 Accreditation Update	<ul style="list-style-type: none"> • Board noted LHN planning to track preparation week by week.
	5.2 Culture Update 5.2.1 Cultural Indicators Update	<ul style="list-style-type: none"> • V. Paterson presented draft cultural indicators and discussed regularity of reporting to the Board. • Board sought more information on sick leave, including the incidence of leave taken immediately prior to and after weekends. • Board discussed the importance of culture, reflecting that many staff in health had worked together for a long time and were acclimatised to the prevailing culture. • Board agreed that they and the Executive should come together for a session with a facilitator from outside health to focus on setting, leading and changing culture from the top of the organisation.
	5.3 Aged Care Update 5.3.1 Standards Wise Audit – Policies and Procedures Update	<ul style="list-style-type: none"> • Board noted that a review of procedures had resulted in some gaps being identified; procedures had been drafted and implemented. • Board recommended adding the gap analysis to the Risk Register, as a control.
	5.4 Chief Executive Officer’s Report 5.4.1 CEO Report December 2020 5.4.2 Executive Committee Summary	<ul style="list-style-type: none"> • Board noted the Report, including a review of achievements in 2020, and sought to raise the profile of those achievements with staff, partners and the community. • Verbal summary noted.
	5.5 Finance Report 5.5.1 Finance Report 5.5.2 Savings Strategy Update	<ul style="list-style-type: none"> • Board noted a verbal report; full financial reporting was not available this early in the month. • Board noted the update, agreed on quarterly reporting going forward.
	5.6 Board Committees 5.6.1 Finance and Performance Committee 5.6.1.1 Frequency of monitored KPI reporting (full and by	<ul style="list-style-type: none"> • L. Dunchue clarified that the Committee had not met in December. • Board agreed to quarterly reporting of monitored Key Performance Indicators (KPI)

	exception) 5.6.2 Clinical Governance Committee 5.6.3 Audit and Risk Committee 5.6.4 Consumer, Community and Clinical Engagement Committee	and by exception each month. • D. Mills verbal update of the December meeting noted. • C. Sweet clarified that the Committee had not met in December; next meeting in the New Year. • J. Siviour clarified that the Committee had not met in December; next meeting in the New Year.
	5.7 Chairperson Update	• Board noted update.
6.	MATTERS FOR NOTING	
	6.1 Major Correspondence	• Board noted correspondence. • Board to provide feedback to the Chair on proposed Rural Support Service governance committee Terms of Reference.
	6.2 Board Calendar Update	• Board agreed to hold its February 2021 meeting in Wudinna, to coincide with the annual Health Advisory Council combined conference.
7.	OTHER BUSINESS	
	7.1 Other Business from Item 1.6	• V. Paterson briefed the Committee that the LHN had been asked by the Department for Health and Wellbeing to provide commissioning bids in early January rather than March, as had been planned. • Board briefed on areas identified for funding bids. • Board to be sent the final submission for approval Out of Session, with comments and/or approval sought by 6 January 2020.
8.	MEETING FINALISATION	
	8.1 Review actions to be taken	• Not discussed.
	8.2 Meeting Evaluation	• Not discussed.
	8.3 Agenda items for next meeting	• Not discussed.
	8.4 Meeting Close	• 4.05pm.
Next Meeting: 25 February 2021 Wudinna, 4.00pm – 7.00pm		

Minutes approved

A handwritten signature in black ink, appearing to read 'Michele Smith', written in a cursive style.

Michele Smith.
Chair, Eyre and Far North Local Health Network
25 February 2020