

SALHN GOVERNING BOARD

Minutes of the meeting

03 November 2022

8:00 am – 1:30 pm (ACST)

FMC Boardroom, Level 2, Flinders Medical Centre

INVITEES

Board members	SALHN Executive
<u>In attendance</u> Mr Mark Butcher (Chair) Ms Virginia Hickey <i>VIA TEAMS</i> Assoc Prof Tamara Mackean <i>VIA TEAMS</i> Ms Julie Mitchell <i>VIA TEAMS</i> Ms Jill Noble Ms Jenny Richter Prof Judy Searle Dr Tony Sherbon <u>Apologies</u> Nil	<u>In attendance</u> Dr Kerrie Freeman, Chief Executive Officer Mr Wayne Gadd, Chief Finance Officer – Items 7.1-12 Mr Michael Francese, Chief Workforce Officer – Items 7.1-12 Ms Dulcey Kayes, Acting Chief Operating Officer – Items 7.1-12 <u>Apologies</u> Ms Sarah McRae, I/Executive Director, Strategy, Planning & Performance

IN ATTENDANCE:

Hon. Chris Picton M.P. Minister for Health and Wellbeing - Item 1.0
 Ms Keely Scanlan, Senior Advisor to the Minister for Health and Wellbeing – Item 1.0
 Associate Professor Craig Whitehead, Clinical Director Rehabilitation, Aged and Palliative Care – Item 7.0
 Ms Karen Mugford, I/Board Secretariat

1. **Spotlight: Minister for Health and Wellbeing**

The Minister and Board discussed:

- Matters of priority to meet the needs of the South Australian and local southern community.
- Improvement activities on access and flow and the importance of continuing to reduce ramping.
- Optimal utilisation of facilities to maximise service provision, including the Southern Intermediate Care Centre building.

The Chair thanked the Minister and Ms Scanlan for attending and provided an invitation to attend future meeting(s). The Minister and Ms Scanlan left the meeting.

~ Break at 9:00 am | Board reconvened at 9:10 am ~

In Camera Board Discussion

Highlights of the discussion included:

- Discussion with the Minister for Health and Wellbeing.
- Planned engagement with paramedics.
- Clinical service planning in speciality services.
- Strategic planning planned for early next year.
- Refresh of Board governance framework.

Action: A/Chief Strategy Officer to provide a brief on the updated Integrated Governance Framework, noting how the Excellence Framework is positioned within existing governance and how the KPIs could be monitored by Board and committees

~ The meeting commenced at 9:45 am ~

~ Associate Professor Whitehead arrived at the meeting ~

2. Welcome & Acknowledgement of Country

The Chair recognised the Kurna Acknowledgement of Country.

The Chair welcomed Board members and all those in attendance to the meeting.

Apologies

Members noted the apologies of the Interim Executive Director, Strategy Planning and Performance.

3. Meeting Business

3.1 Framing of meeting

The Board noted matters tabled for decision, discussion and noting.

3.2 Call for Any Other Business

No additional items were identified.

3.3 Declarations of Interest Report

The Chair advised that Associate Professor Mackean had lodged a number of amendments to her declarations, with no conflicts determined.

3.4 Approval of 22 September Minutes

Members noted the minutes with the Chair's request that there are minor amendments.

DECISION: Approval of the September Minutes to be held over to the next meeting.

3.5 Actions arising from previous meeting(s)

Actions arising from previous meetings were either completed, on track for delivery by the due date, or addressed for discussion in agenda Items.

DECISION: The Chair confirmed actions to be closed.

4. Reflections and Opportunities

4.1 Values moment - CARE

The Chair welcomed Associate Professor Whitehead who presented on the CARE Service model of care. Discussion with the Board included:

- Focus on hospital avoidance, direct admission pathways, and patient experience.
- Service enhancements and collaboration with SA Ambulance Service and SA Medical Imaging.
- Patient feedback and impact pre and post care.
- Opportunities to build on the model.

The Chair thanked Associate Professor Whitehead for his commitment to innovation in serving the southern community.

~ Associate Professor Whitehead left the meeting at 10:45 am ~

5. Chief Executive Officer (CEO) Report

The CEO discussed with the Board:

- Workforce strategies including TPPP.
- Initial engagement with the new SA Health Chief Executive.
- Funding, including activity and costing discussions.
- Executive leave planned over the Christmas New Year period and acting arrangements, noting Dr Diana Lawrence will be the Acting Chief Executive Officer.

DECISION: The Board requested 'Communications from the Board' to be added to the Agenda, as a standing item.

Action: SA Health Chief Executive to be invited to an upcoming Board meeting.

6. Matters for Decision

6.1 Southern Intermediate Care Centre (SICC)

OFFICIAL: Sensitive

The Board discussed options for short and long term use of the building previously locating the SICC. The CEO discussed the advantages of the DASSA MAP to vulnerable communities through an evidence based operational model. The Board discussed the proposal of a potential Behavioural Assessment Unit to support the Noarlunga Hospital emergency department.

DECISION: Board will continue to have discussions on the short and longer term use of SICC building, ensuring the use of the building is optimised.

Action: The business case for the Behavioural Assessment Unit to be developed for longer term for potential implementation July 2023.

6.2 Board Charter and Committee Terms of Reference

Members noted the Board Charter and Committee Terms of Reference, which may continue to be refined over time.

DECISION: Board Charter and Board Executive Committee Terms of Reference approved.

6.3 SALHN Governing Board Award for Excellence in Improving Consumer Engagement and Experience Award

DECISION: Members selected three finalists and the winner of the SALHN Governing Board Award.

Action: Letters of acknowledgement to be provided to all nominees for the SALHN Governing Board Award for Excellence in Improving Consumer Engagement and Experience.

~ Break at 12:00 pm | Board reconvened at 12:20 pm ~

7. Matters for Discussion

7.1 Financial Report for October 2022

The Chief Finance Officer provided an analysis of the headline and underlying results for the period including activity strategies and reviews to maximise coding. The Board discussed:

- Divisional performance, including two divisions escalated to financial recovery processes under the Excellence Framework.
- Workforce shortages and strategies.
- Transparency of costs not part of funding base.

DECISION: Financial Report for October 2022 was noted

7.2 Southern Area Health Direction Report

The Board noted the outcomes from the SAHD Program Executive Steering Committee. The Chief Finance Officer discussed progress in clinical service planning. Members supported the appointment of an independent advisor to the SAHD Program Executive Steering Committee.

~ Ms Mitchell removed herself from the discussion ~

The Board discussed demand bed capacity options and RHP Vita building / Mark Oliphant Buildings to provide SALHN with an increased footprint and potential decanting space during the SAHD program. The CEO clarified the cabinet submission processes undertaken by Department of Health and Wellbeing Infrastructure.

The Chief Finance Officer discussed the timings of strategic minor works projects for 2022-2023.

~ Ms Mitchell returned to the meeting ~

DECISION: The Southern Area Health Direction Report was noted.

7.3 Operational Performance Report

The Acting Chief Operating Officer provided an overview of SALHN's operational performance including access and flow, testing of a new demand escalation procedure, and auditing of direct access pathways. The Board discussed:

- TOC performance and monitoring of downward trends
- Data intelligence
- Building engagement with clinicians

DECISION: The Operational Performance Report for October 2022 was noted.

7.4 Patient Journey Collaborative

The Board noted the:

- Progress of the Demand Risk Collaborative Committee with stakeholder representation across the public and private health sector.
- Demand Risk Collaborative project spotlights.

DECISION: The Patient Journey Collaborative Report was noted.

7.5 Workforce Report

The Chief People Officer provided an oversight of COVID-19 Vaccination Directions and employment provisions, performance against key indicators, wellbeing strategy implementation, recruitment campaign outcomes and strategies, the enterprise bargaining agreement offer to the Australian Nursing and Midwifery Federation (SA Branch), and anticipated impacts from changes to the Return To Work Act.

The Board discussed:

- Performance Review and Development performance and engagement.
- Wellbeing initiatives.
- Recruitment strategies.

DECISION: The Workforce Report was noted.

7.6 Sub-Committee Report(s)

The Chair, Clinical Governance Sub-Committee highlighted discussions of the Sub-Committee including:

- SALHN's best in state performance relating to perineal tears.
- Refresh of the Clinical Governance Framework.
- Outpatient referral pathways activities and digital solution options.

The Chair, Community Engagement Sub-Committee highlighted intended discussions of the forthcoming Sub-Committee including:

- Volunteer engagement.
- Community Engagement Implementation Plan.
- Annual Public Meeting arrangements.

DECISION: The Sub-Committee Report and minutes of the Clinical Governance Sub-Committee 13 October 2022 were noted.

DECISION: The Chair called for member's interest in joining the new and refreshed Board Committees.

8. Matters for Noting

8.1 Correspondence

DECISION: The Board noted items of correspondence sent to and from the Chair.

8.2 Decisions made by Circular Resolution

DECISION: The Board noted the decision made by circular resolution.

8.3 Clinical Incident Brief Summary

DECISION: The Board noted the Clinical Incident Brief Summary.

8.4 Media Report

DECISION: The Board noted Media Report.

9. Any Other Business

Board members who attended the recent Continuous Improvement Program Graduation Ceremony were impressed by the content and staff participation/contributions.

10. Communication from the Board

~ Ms Steenwyk attended the meeting~

The Chair provided a summary of communication points from the Board meeting.

~ Ms Steenwyk left the meeting~

11. Evaluation of Meeting

The Chair provided an evaluation of the meeting, noting there are opportunities for ongoing improvements in meeting arrangements which may mature with the appointment of the Board Secretariat.

12. Next meeting confirmation and Meeting close

The next meeting was confirmed as 15 December 2022

The meeting was formally closed at 2:30 pm.

The Chair thanked all in attendance for their contribution.

A handwritten signature in blue ink, appearing to read "A. Butcher".

Approved as an accurate record of proceedings

BOARD CHAIR