

**Eyre and Far North Local Health Network
GOVERNING BOARD MEETING MINUTES**

**Thursday 25 November 2021 1.00pm – 4.00pm
Cleve Hospital + Teams**

Name	Position/Title	Attendance	Item
Michele Smith	Chair	P	All
Leanne Dunchue	Member	P	All
Dr David Mills	Member	P	All
Jamie Siviour	Member	P	All
Chris Sweet	Member	P	All
Christine Thyer	Member	P	All
Trevor Smith	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			
Julie Marron (JM)	Executive Director Nursing and Midwifery EFNLHN	P	All
Malinda Watson (MW)	Director Corporate Services EFNLHN	P	Item 3.1
Onno van der Wal (OvW)	Independent Chair Audit and Risk Committee EFNLHN	P	Item 3.1, 4.1

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 25/11/2021		
	Agenda Item	Discussion Points
1.	OPENING	Meeting opened at 12.45pm, with quorum
	1.1 In Camera Discussion	<ul style="list-style-type: none"> • Nil.
	1.2 Welcome and Apologies	<ul style="list-style-type: none"> • Welcome and acknowledgement of Country.
	1.3 Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> • Nil declared.
	1.4 Confirmation of previous Minutes	<ul style="list-style-type: none"> • Minutes seconded C. Sweet, confirmed and approved for Chair to sign.
	1.5 Actions from previous Minutes	<ul style="list-style-type: none"> • Reviewed and approved.
	1.6 Notification of Other Business	<ul style="list-style-type: none"> • Annual Public Meeting preparation.
	1.7 Patient Story	<ul style="list-style-type: none"> • D. Mills recounted a patient story from the Board's Clinical Governance Committee. • Board agreed to start every meeting with a patient story and use those stories to drive improvement strategies.
2.	STRATEGIC DISCUSSION	
	2.1 EFNLHN Strategic Plan Annual Review	<ul style="list-style-type: none"> • Board conducted the first annual review of the EFNLHN Strategic Plan, concluding that: <ul style="list-style-type: none"> ○ The Strategic Plan was still fit for purpose and the narrative relevant ○ The environment in which the LHN is operating had changed with the advent of COVID-19. • Board agreed to the addition of wording to: <ul style="list-style-type: none"> ○ Acknowledge COVID-19 and its impact, particularly in terms of workforce safety and planning ○ Add the EFNLHN COVID-19 Response Plan to the list of documents to be referenced in the Strategic Plan ○ Reflect changes to the membership of the Board from 1 July 2021.
	2.1.1 EFNLHN Strategic Plan 2020 – 2025	
	2.1.2 EFNLHN Operational Plan	<ul style="list-style-type: none"> • Board then reviewed the EFNLHN Operational Plan, noting that progress with delivery of reforms under the workforce strategic priority would underpin the success of the rest of the Plan. • Board concluded that the Plan was comprehensive and ambitious but noted a potential risk that progress could be delayed by COVID-19 response work. • Board agreed to review progress against actions quarterly.
3.	MATTERS FOR DECISION	

	3.1 EFNLHN Risk Register Annual Review	<ul style="list-style-type: none"> • Board discussed the Audit and Risk Committee’s annual review of the EFNLHN Risk Register and approved the proposed resolution: <i>That the Eyre and Far North Local Health Network Governing Board considers and agrees the recommendations of the Audit and Risk Committee’s annual review of the EFNLHN Risk Register. That EFNLHN:</i> <ol style="list-style-type: none"> 1) reviews 12 risks with no treatments and adds treatment plans as required. 2) reviews the Board’s Risk Appetite Statement and refreshes the format to allow clearer mapping of tolerances against the Risk Register categories. 3) develops reporting to illustrate if current ratings are below, match or exceed the Board’s appetite for risk. • Board agreed to review its Risk Appetite Statement at its February 2022 meeting, to support revised reporting going to the May 2022 Audit and Risk Committee meeting.
4.	MATTERS FOR DISCUSSION	
	4.1 EFNLHN Budget 2021-22 Discussion	<ul style="list-style-type: none"> • Board noted the LHN’s ongoing discussions with the Department for Health and Wellbeing (DHW) about the 2021-22 Budget allocation, and advice to change the emphasis of financial reporting to be more explicit about expenditure cost pressures. • Board approved signing the 2021-22 Service Agreement with the Department, noting that the LHN’s financial analysis had illustrated that the proposed Budget allocation would not cover the cost of the care and services the LHN was being contracted to deliver and compliance with contemporary quality and safety standards to protect patients. • Board agreed that the signed Service Agreement would be accompanied by a formal letter from them setting out the challenges of achieving a balanced budget within the current budget models and seeking to influence changes to those models for 2022-23. • Board noted advice from its Audit and Risk Committee that EFNLHN and the other regional LHNs work together to describe common budget issues and present these to the Department in a unified way to amplify their impact.
	4.2 COVID-19 Readiness	<ul style="list-style-type: none"> • Board noted a briefing on COVID-19 planning and preparations. Key points: <ul style="list-style-type: none"> ○ Vaccination rates for population 16+ in the Eyre and Far North 80% first dose, 69% second dose. ○ Vaccination rates in the Far North, particularly Coober Pedy and surrounding areas, remain dangerously low; there was a renewed focus on those communities and how to manage a COVID outbreak. A senior team from SA Health and State Command would be joining EFNLHN in Coober Pedy to

		<p>assess next steps.</p> <ul style="list-style-type: none"> ○ Another priority focus was to increase the rate of second doses at Port Lincoln and Ceduna; extended clinic hours and more mobile vaccination clinics were being planned. ○ Planning was continuing grouped under five headings – vaccinations and swabbing, quarantine facility, aged care sites, three designed COVID hospitals, and Coober Pedy. ○ EFNLHN's plan to manage patients who present at local hospitals had been completed and socialised with clinicians, staff and Health Advisory Councils. ○ SA Health's tender for a quarantine facility in Port Lincoln, which would be managed centrally rather than by the LHN, had closed. ○ Demand for swabbing (COVID testing) was growing, placing some strain on staffing. ○ Weekly All staff Forums and regular bulletins to staff in place; external COVID communications strategies had been revised and refocused.
	4.3 GP Contract Update	<ul style="list-style-type: none"> ● Board noted that a final offer had been developed and was making its way through government approval processes.
	4.4 Aged Care Strategy Update	<ul style="list-style-type: none"> ● Board noted that work on the Strategy across the system had been interrupted by COVID-19 response planning.
	<p>4.5 Chief Executive Officer Report</p> <p>4.5.1 CEO Report Nov 2021</p> <p>4.5.2 EFNLN Performance Report Nov (Sept Reporting) 2021</p> <p>4.5.3 EFNLHN Executive Committee Summary Sept 2021</p>	<ul style="list-style-type: none"> ● CEO Report noted. ● EFNLHN Performance Report noted, specifically that the LHN continued to meet Key Performance Indicators and was one of the best performers in SA Health on safe care measures like management of healthcare associated infections, on elective surgery measures, on efficiency measures like relative stay index, on people and culture measures like new workplace injury claims and completion of performance reviews, and on Emergency Department measures, including length of stay and seen on time. ● Verbal update noted.
	<p>4.6 Finance Report</p> <p>4.6.1 EFNLHN Finance Report</p>	<ul style="list-style-type: none"> ● Board noted that the LHN was tracking and controlling costs months to month but forecasting, excluding COVID-19 costs, \$5.5 million in additional cost pressures in 2021-22, which included the introduction of salaried medical officers at Port Lincoln Hospital and staffing at aged care facilities aligned with contemporary quality and safety standards.

	<p>4.7 Board Committees</p> <p>4.7.1 Finance and Performance Committee</p> <p>4.7.2 Clinical Governance Committee</p> <p>4.7.3 Audit and Risk Committee</p> <p>4.7.4 Consumer, Community and Clinical Engagement Committee</p>	<ul style="list-style-type: none"> • Board noted the Minutes and a verbal report by Committee Chair, L. Dunchue. • Board noted the Minutes and a verbal report by Committee Chair, Dr D. Mills. • Board noted a verbal update by Committee Member, C. Sweet and referred to item 2.1. • Board noted the Minutes and an overview by Committee Co-Chair, J. Siviour.
	<p>4.8 Chairperson Update</p> <p>4.8.1 Update</p>	<ul style="list-style-type: none"> • Board noted that all the LHN Chairs had met with the Minister and SA Health Chief Executive to discuss the reopening of State borders and SA Health's COVID-19 response.
<p>5.</p>	<p>MATTERS FOR NOTING</p>	
	<p>5.1 Major Correspondence</p> <p>5.1.1 Minutes – LHN Governing Board Meeting Papers</p> <p>5.1.2 EFNLHN Letter to NEPHA</p> <p>5.1.3 EFNLHN Letter to RDAEP</p> <p>5.1.4 Letter re Voluntary Assisted Dying Implementation Taskforce</p> <p>5.1.5 RSS Governance Committee Minutes</p>	<ul style="list-style-type: none"> • Minute from Minister noted • Letter from the Governing Board to NEPHA noted. • Letter noted • Letter noted. • Minutes noted.
	<p>5.3 Ceduna Service Design Project Progress Report</p>	<ul style="list-style-type: none"> • Report noted.
<p>6.</p>	<p>OTHER BUSINESS</p>	
	<p>6.1 Other Business from Item 1.6</p>	<ul style="list-style-type: none"> • Board discussed the Annual Public Meeting, which was being held directly after the Board meeting, noting that residents of Cowell were expected to attend to discuss concerns about the provision of local GP services.

7.	MEETING FINALISATION	
	7.1 Review actions to be taken	<ul style="list-style-type: none"> • Noted.
	7.2 Meeting Evaluation	<ul style="list-style-type: none"> • 9/10 assigned by L. Dunchue.
	7.3 Agenda items for next meeting	<ul style="list-style-type: none"> • Culture quarterly review • Aged Care KPIs Quarterly Review • Board Committee Terms of Reference annual review.
	7.4 Meeting Close	<ul style="list-style-type: none"> • 4.05pm
Next Meeting: 20 December 2021 3.00pm – 5.00pm via Teams		

Minutes approved



Michele Smith.
Chair, Eyre and Far North Local Health Network
20 December 2021