

WCHN GOVERNING BOARD MINUTES LOCATION: Alan Crompton Meeting Room/MS Teams MEETING OPENED: 9.20am			
Item No.	Item	Discussion	Action Ref No.
2.1	<p>Acknowledgement to Country Welcome and Apologies</p> <p>Attendance of members:</p> <p>In attendance:</p> <p>Invited Guests:</p> <p>Apologies:</p>	<p><i>"We would like to acknowledge this land that we meet on today is the traditional land of the Kurna people, and that we respect their spiritual relationship with their country. We also acknowledge that the Kurna people are the custodians of the Kurna land and that their cultural and heritage beliefs are still important to the living Kurna people today"</i></p> <p>The meeting commenced at 9.20am with the Chair providing an Acknowledgement to Country and welcomed Board members and meeting attendees via MS Teams.</p> <p>Jim Birch AM (Chair), Ross Haslam, Brenda Wilson AM, John Bastian AM, Susy Daw, Dr Stephen Christley*, Sandy Miller*, Karen Glover*, Lindsey Gough (CEO), Yvonne Warncken (CFCO), Jane Jennings (Interim COO), Kate Hawke (Board Secretary), Fiona Turner (Minute Taker) *via MS Teams</p> <p>Phil Robinson PSM (ED Corporate Services), Jenny Fereday (EDONM), Patrick Smith (EDPC), Natalie Hood (ELAH)</p> <p>Nil</p>	
	In Camera Session	An in-camera session was held at the commencement of the meeting. No resolutions were recorded.	
2.2	Confirmation of Agenda /Order of Agenda/Any Other Business	<i>The Chair noted confirmation of the agenda and order of the agenda</i>	
2.3	Conflict of Interest Disclosures	<p>The Chair asked the Directors to declare any additional conflicts of interest.</p> <p>The Chair has been appointed to an ASX Board which has been registered on the Conflicts of Interest Disclosure (Member, Pacific Knowledge Systems (PKS))</p> <p>Director Daw advised that she is facilitating sessions for CALHN to develop their risk appetite statements</p> <p><i>The Chair noted that there were no other conflicts of interests declared at this meeting</i></p>	

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2.4	Confirmation and Signing of Previous Minutes and/or Circular Resolutions	<p>The Chair noted the minutes of the Board meeting held Thursday 4 February 2021 distributed with the meeting papers.</p> <p>The Chair noted the circular resolutions endorsed out of session by all Board members:</p> <ul style="list-style-type: none"> Adelaide Health Innovation Partnership (AHIP) OOS endorsement 5/2/2021 nWCH Board Committee OOS endorsement 10/3/2021 <p><i>The minutes of the meeting held Thursday 4 February 2021 were endorsed by the Board</i></p>	
2.5	Action List	<i>The Chair noted the current action list and that all items due have been completed</i>	
2.6	Correspondence	<p>The Chair noted the correspondence that was distributed with the meeting papers.</p> <ul style="list-style-type: none"> Chris McGowan - Mental Health Directive 	
3.1	Reconciliation Action Plan (RAP)	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair welcomed Jenny Fereday (ED of Nursing and Midwifery) to the meeting at 10.15am and invited Jenny to provide an overview of the brief and take questions from the Board.</p> <p>In previous consultation with the Board, the 2021-2022 WCHN Innovate RAP was planned for launch in March 2021, following endorsement from Reconciliation Australia. Due to the February launch of the Zero Tolerance To Racism Campaign and Enduring Strategy it was recommended by the Reconciliation sub-committee and the Aboriginal Health Steering Committee delay the RAP launch to 2 June 2021 to align with National Reconciliation Week 27 May to 3 June.</p> <ul style="list-style-type: none"> <i>The Board endorsed the revised date to launch the 2021 – 2022 WCHN Innovate RAP from March 2021 to 27 May– 3 June during NRW.</i> 	
3.2	WCHN Internal Audit Charter	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited the CEO to provide an overview of the brief and take questions from the Board.</p> <p>The Internal Audit Charter ('Charter') provides the framework and authority for the performance of internal audit activities at the Women's and Children's Health Network (WCHN). The current Charter was due for review in February 2021.</p> <p>Action: Use of the term "audit universe" in the Charter was raised and it was requested an alternative term to be used</p> <ul style="list-style-type: none"> <i>The Board endorsed the updated WCHN Internal Audit Charter.</i> 	1

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3.3	Appointment of Chair to Audit and Risk Committee	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair provided an overview of the current appointment of the Audit and Risk Chair and invited questions from the Board.</p> <p>The contract for the current Chair of the WCHN Governing Board Audit and Risk Committee (ARC), Mr Greg Connor, expires on 30 June 2021.</p> <p>Mr Connor was appointed for a two-year term following the establishment of the ARC as a committee of the WCHN Governing Board on 1 July 2019.</p> <p>Given Mr Connor's broad experience in the areas of risk management, compliance and internal controls, his extensive knowledge of WCHN, and his performance in the role of Chair over the two-year period, it was recommended that Mr Connor be reappointed for a final term to the position of Chair ARC for a further three year period, commencing 1 July 2021.</p> <ul style="list-style-type: none"> <i>The Board endorsed the reappointment of Mr Greg Connor as the Chair of the ARC for a further three year period, commencing 1 July 2021.</i> 	
3.4	Disability Action Inclusion Plan	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair welcomed Natalie Hood Executive Lead Allied Health to the meeting at 10.37am to provide an overview of the plan and take questions from the Board.</p> <p>The WCHN Board endorsed the WCHN Disability Action Inclusion Plan (DAIP) 2020-2024 for broad consultation in September 2020. The WCHN DAIP 2020-2024 was circulated across a number of stakeholder agencies in October 2020.</p> <p>It was reported that feedback received was encouraging, with a small number of recommendations made which have been reviewed and incorporated into the final working action plan.</p> <p>There are currently no Aboriginal members on the advisory group, however this has been identified and is being addressed</p> <p>Actions:</p> <p>It was discussed and agreed in reference to the Aboriginal Statement, the words "are considered" (point one under Aboriginal Health Impact Statement) should be replaced with "will ensure".</p> <p>Ensure that the Aboriginal Health Impact Statements are completed on every brief submitted to the Board on every occasion</p> <p>The Board:</p> <ul style="list-style-type: none"> <i>endorsed the final working WCHN Disability Action and Inclusion Plan 2020-2024 for implementation.</i> <i>endorsed the final working WCHN Disability Action and Inclusion Plan 2020-2024 for publishing on the WCHN Intranet.</i> <p>Natalie Hood left the meeting at 10.57am</p>	<p>2</p> <p>3</p>

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3.5	Annual Safety and Quality Account	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited the CEO to provide an overview of the brief and take questions from the Board.</p> <p>The CEO advised WCHN is required to submit an annual Safety and Quality Account as a Service Level Agreement deliverable by 19 May 2021. The attached final report is presented for endorsement. The content has been developed in collaboration with many stakeholders and assists the organisation to continuously demonstrate how WCHN meets the actions in the governance and partnering with Consumers Standard.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> noted and endorsed the content of the 2020 WCHN Safety and Quality Account submitting the finalised report to the Department for Health and Wellbeing, Safety and Quality Unit 	
4.1	Report from Chair (Verbal)	<p>The Chair provided a verbal report for today's meeting.</p> <p><i>The Board noted the verbal update provided by the Chair</i></p>	
4.2	Report from Chief Executive Officer	<p>The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the CEO to provide an overview of the report and take questions from the Board.</p> <p>The CEO noted:</p> <ul style="list-style-type: none"> Public Vaccination Clinics Power outages Aboriginal Health Scorecard – further discussion at the June Board meeting <p><i>The Board noted the CEO Report update provided by the CEO</i></p>	
4.3	COVID-19 Vaccination Update (verbal)	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited the Interim COO to provide an overview of the brief and take questions from the Board.</p> <p>The COO reported further work continues in planning for the implementation of the large COVID-19 vaccination clinics. WCHN/CALHN are the leads for Central Metro SA and the WCHN/CALHN COVID-19 Vaccination Clinic Steering Committee is co-chaired by the CEOs WCHN and CALHN.</p> <p>WCHN have been asked to help with supporting various other vaccination groups across the state (GP clinics, overseas travellers, medi hotel workers, etc.)</p> <p>Currently working through a process with DHW for 16-18 year olds with chronic health conditions (noting the vaccinations are for adults) and developing a criteria</p> <p><i>The Board noted the COVID-19 Vaccination Update provided by the Interim COO</i></p>	

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4.4	Financial Report	<p>The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the CFCO to provide an overview of the report and take questions from the Board.</p> <p>The CFCO reported: Month to date February 2021, WCHN reported a balanced position to budget. The End of Year projection for the operating budget has remained consistent at \$1.5 million unfavourable to budget. In addition, the unbudgeted impact of COVID-19 is \$5.37 million as at February, and projected to be \$9.5 million in a full year.</p> <p>As at 28 February 2021, WCHN reported a balanced operating position to budget. This is consistent with the position reported in prior months. In addition to the operating position, the unbudgeted impact of COVID-19 as at February equated to \$5.37 million. This resulted in the combined unfavourable position of \$5.37 million</p> <p>Action: The Board request information on private patients that come to WCHN and the public patients that go to private hospitals, is it financially beneficial – where is the best place for patients to go? Is there a net loss to the state for every private patient?</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> noted the February YTD result and the impact of unbudgeted COVID-19 expenditure on the position, and the end of year projection noted the work by the Finance team and the quality of the report provided to the Board. 	4
4.5	Update on budget negotiation/ commissioning process for FY22 Verbal	The CEO noted there has been no update provided	
4.6	Service Agreement 2021-22	<p>The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the Interim CFCO to provide an overview of the report and take questions from the Board.</p> <p>WCHN received the draft 2021-22 SLA on 4 March 2021, requesting feedback on Parts A-D by 16 April 2021. The details relating to the Funding and Commissioned Activity - Part E will be provided to the Health Networks once the funding and activity allocations are determined.</p> <p>Part A – Objectives and Governance Part B – Government Commitments and Strategic Partnerships Part C – Services Part D – Delivery and Performance Part E – Funding and Commissioned Activity</p> <p>The 2021-22 SLA is very consistent with the current year agreement, this was updated and refined with the Executive team and Board feedback.</p> <p>The CEO advised the Gender Dysphoria clinic sits under WCHN</p> <ul style="list-style-type: none"> The Board noted the initial feedback provided by Executive members on the draft SLA, and supports submission to SA Health. 	

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4.7	Performance Report (Service Agreement 2020-21)	<p>The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the Interim COO to provide an overview of the report and take questions from the Board.</p> <p>This report provides a summary of performance against the Key Performance Indicators (KPIs) in the Service Agreement 2020-21 between Women's and Children's Health Network (WCHN) and the Department for Health and Wellbeing.</p> <p>A large number of respiratory presentations are already occurring.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> <i>noted the performance against KPIs (Attachment A) and actions taken to address areas of sub-optimal performance.</i> <i>noted the relative performance by WCHN reported in the statewide performance framework.</i> 	
4.8	WCHN Self-Assessment	<p>The Chair noted the brief distributed with the meeting papers and invited the CEO to provide an overview of the brief and take questions from the Board.</p> <p>A self-assessment that was undertaken prior to the LHN Boards going live in 2019.</p> <p>WCHN has made positive progress in many areas, and the executive leads are making plans for further activity for improvement.</p> <p>It was noted that DHW will be engaging in this activity and Mr Mick Reid will be liaising with each LHN for information.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> <i>noted the progress made since the initial WCHN Governance Reform Self-Assessment Questionnaire of November 2018.</i> <i>noted the areas in need of improvement and the plans by the Executive Leads to address these.</i> <i>discussed comparison with other LHNs.</i> 	
4.9	Mandatory training report	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair welcomed Patrick Smith ED People and Culture to the meeting at 12.18pm to provide an overview of the report and take questions from the Board.</p> <p>Patrick Smith and Director Daw provided an overview of the brief.</p> <p>The mandatory training compliance rates for WCHN Staff as at 11 February 2021 are provided in response to the Board's request. There has been a decrease in compliance with mandatory training related to COVID-19 compliance in 2020.</p> <p>In February 2021, the Board requested a report on the completion of mandatory training compliance.</p> <p>The summary report at Attachment A demonstrates the compliance rates by directorate.</p> <p>COVID-19 impacted staff mandatory training compliance in 2020 in Basic Life Support (BLS). This was due to infection control issues for example, not using cloth mannequins and the obligations to comply with social distancing restrictions.</p> <p>Compliance rates for Speaking up for Safety decreased due to the non-attendance of staff at 25 sessions (face-to-face and MS Teams) in 2020. It is expected that compliance rates will increase by the next reporting period, with face-to-face sessions recommencing.</p> <p>WCHN will be the pilot site for the incoming Learning Management System (LMS)</p>	

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		<p>The Chair requested the CEO enquire what is the contemporary position in relation to mandatory training across the nation, raise as an agenda item for CEO meeting.</p> <p>Board training – what mandatory training is required within the health system</p> <ul style="list-style-type: none"> <i>The Board noted the February 2021 summary report of mandatory education courses for all WCHN staff and compliance rates across Directorates.</i> 	
4.10	Follow up actions from 12 March Workshop	<p>The Chair noted the brief distributed with the meeting papers and invited the CEO to provide an overview of the brief and take questions from the Board.</p> <p>Following a successful workshop on 12 March 2021 a summary of actions and key leads was developed.</p> <p>A summary document of the actions, key executive leads against timeframes and progress is underway to deliver on each action identified.</p> <ul style="list-style-type: none"> <i>The Board noted the planning and progress made on the range of actions identified from the workshop.</i> 	
5.1	EMR update and progress report	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair welcomed Phil Robinson ED Corporate Services to the meeting at 1.00pm to provide an overview of the report and take questions from the Board.</p> <p>The initial high-level timeline for activation of EMR at WCHN was for the Patient Administrative System (PAS) components to go live in August 2021, and activation of the clinical components in two stages in October and November 2021. These dates were to be informed by outputs of the current discovery phase and were not confirmed.</p> <p>There has been a significant demand on EMR program resourcing to support establishment of the COVID-19 Vaccination program. This has resulted in a decision to reschedule the next stage of the Flinders Medical Centre activation by four weeks. Subsequently, there may be an impact on WCHN activation timelines.</p> <ul style="list-style-type: none"> <i>The Board noted the update on the WCHN EMR project.</i> 	
5.2	Telehealth Update	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited Phil Robinson ED Corporate Services to provide an overview of the report and take questions from the Board.</p> <p>Following the rollout of telehealth in 2020 a draft report on the evaluation of the use of the Health Direct video consultation platform for outpatient services and future directions for use is provided.</p> <ul style="list-style-type: none"> <i>The Board noted the draft WCHN Patient Video Conference - Health Direct Evaluation report of March 2021</i> 	

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5.3	Update on traditional healers	<p>The Chair noted the brief distributed with the meeting papers and invited the COO to provide an overview of the brief and take questions from the Board.</p> <p>Development of a Model of Care is consistent with: the commitment to create a culturally safe, responsive and respectful environment with Aboriginal consumers; and to explore the value of traditional healers in complementary health practices.</p> <p>Creating meaningful gains in Aboriginal health and wellbeing is a strategic priority in Strategy 2026: Realising Potential, Creating Together. WCHN have committed to two specific actions: work to create a culturally safe, responsive and respectful environment with Aboriginal consumers; and explore the value of Aboriginal healers in complementary health practices.</p> <ul style="list-style-type: none"> <i>The Board noted the contents of the brief.</i> 	
5.4	Health Promotion Strategy	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair welcomed Jenny Fereday (ED of Nursing and Midwifery) to the meeting at 10.15am and invited Jenny to provide an overview of the brief and take questions from the Board.</p> <p>The Background paper to the draft Health Promotion and Prevention Strategy includes, definitions and frameworks from the literature, current activities within WCHN, benchmarking with similar hospitals and staff survey responses. This foundation has informed the draft WCHN Health Promotion and Prevention Strategy and is presented for feedback from the Board.</p> <p>It was noted that Director Christley and Director Glover will have a further discussion with Jenny Fereday regarding the strategy.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> <i>discussed the Background Paper and draft WCHN Health Promotion and Prevention Strategy.</i> <i>provided feedback on the draft strategy.</i> 	
5.5	SA Productivity Commission Report on Research	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair welcomed Phil Robinson ED Corporate Services to the meeting at 12.40pm to provide an overview of the report and take questions from the Board.</p> <p>WCHN developed a MOU with the University of Adelaide and have with funding via the HSCGB employed a machine learning resource.</p> <p>Appointment of Clinical Research Director – working with the University in regards to recruitment of a suitable candidate.</p> <p>It was reported that the South Australian Productivity Commission (SAPC) Final Report - Inquiry into Health and Medical Research in South Australia is awaiting the SA Government's response to the recommendations and will publish the link to that response on its website as soon as it becomes available. Once that response is released, further implications for SA Health and the Local Health Networks will be provided.</p> <p>In February 2020, the SAPC was tasked by the SA Premier Steven Marshall to inquire into the performance of Health and Medical Research (HMR) in South Australia. This was amid concerns that SA was lagging behind interstate competitors. The HMR inquiry examined the performance of health and medical research, including trends in grant funding, research output and activity, research collaborations and commercialisation.</p> <ul style="list-style-type: none"> <i>The Board: noted the information about the Final Report from the South Australian Productivity Commission's Inquiry into Health and Medical Research.</i> 	

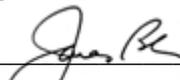
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5.6	Escalation Pathways	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited Director Daw to provide an overview of the brief and taken questions from the Board.</p> <p>It was discussed and agreed that the escalation pathway for staff to raise concerns (and opportunities for improvement) be referred back to as wider audience as possible so all are aware of the process via the correct channels.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> <i>noted the processes in place to identify issues of concern.</i> <i>noted the current escalation pathways in place – both within and external to operational governance processes.</i> <i>noted the processes in place to inform staff of their responsibilities to escalate issues of concern and participate in developing solutions.</i> <i>noted the weaknesses in the escalation pathways/system and the identified opportunities for improvement.</i> 	
5.7	WCHN/NALHN Partnership	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invite the CEO to provide an overview of the brief and take questions from the Board.</p> <p>In 2020 the NALHN and WCHN Boards met to discuss a partnership to improve access to services for the vulnerable communities in the North of Adelaide. The Boards charged the CEOs and Executive with meeting and identifying areas of priority and developing programs of work to address them.</p> <p>On 9 November 2020, the two CEOs co-chaired a meeting with relevant members of the LHN teams to workshop these priorities. The priorities identified and summary of work to date are:</p> <ul style="list-style-type: none"> The First 2000 Days CaFHS CAMHS Paediatric Inpatient/Ambulatory Care (Outpatients) <p>A further working group will be established to look at models for consumers at NALHN and WCHN and also the financial analysis and funding modelling.</p> <p>Action: The Chair requested the presentation provided by Dr Davinder Gill at the nWCH Board committee be loaded into the Resource Centre in Diligent for Board members to view</p> <ul style="list-style-type: none"> <i>The Board noted the information and progress on the NALHN/ WCHN partnership</i> 	5

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5.8	Organisational/CEO Goals 2021/2022	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited the CEO to provide an overview of the Organisational/CEO Goals 2021/2022 and take questions from the Board.</p> <p>Organisational/CEO goals were set for 2020/2021. Work has been undertaken throughout the year and the Board were provided an update on progress on 12 March 2021.</p> <p>Executive has developed the next iteration of the goals for 2021/2022 which were also workshopped with the Board on 12 March 2021. The Executive considered the feedback provided and the next draft was provided.</p> <p>It was noted that there is no health KPI in the Aboriginal health item. The CEO advised there is an Aboriginal health scorecard which sits separately under these goals</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> noted the information noted that discussions will now be held with Divisional/Service Directors and the wider organisation before being presented back to the Board in June for endorsement 	
6.1	Audit & Risk Committee	<p>The Chair noted the meeting minutes distributed with the meeting papers be taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting</p> <p><i>The Board noted the minutes of the meeting held on 19 February 2021</i></p>	
6.2	Finance & Performance Committee	<p>The Chair noted the meeting minutes distributed with the meeting papers be taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting</p> <p><i>The Board noted the minutes of the meeting held on 22 February 2021</i></p>	
6.3	Consumer & Community Engagement Committee	<p>The Chair noted the meeting minutes distributed with the meeting papers be taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting</p> <p><i>The Board noted the minutes of the meeting held on 20 February 2021</i></p>	
6.4	Clinical Governance Committee	<p>The Chair noted the meeting minutes distributed with the meeting papers be taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting</p> <p><i>The Board noted the minutes of the meeting held on 5 February 2021</i></p>	
6.5	COVID-19 Committee	<p>The Chair noted the COVID-19 Committee have not held a scheduled meeting since the last Board meeting in December 2020.</p>	



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6.6	People and Organisation Committee	The Chair noted the People and Organisation Committee have not held a scheduled meeting since the last Board meeting in December 2020.	
7.1	Other Business	Action: Risk management process update – Director Haslam requested a simplified dashboard on risks be presented to the Board for further discussion	6
8.1	Meeting Evaluation	Online via Diligent	
8.2	Next Meeting:	Thursday 3 June 2021	

MEETING CLOSE: 1.52PM

SIGNED: 
JIM BIRCH, WCHN GOVERNING BOARD CHAIR