



Riverland Division
of General Practice Inc.

**MEETING AGENDA of the Board of Management to be held
on Tuesday 6th September 2011
in the RDGP Training Room commencing at 7.00pm for dinner and
7.30 pm meeting start.**

Strategic Purpose

**To be the leader in promoting health through General Practice
To promote the pivotal role of general practice and the development of strong partnerships,
leading to improvement in health outcomes in the Riverland community.**

Note: A ** next to an agenda item means this is for noting only, and may be voted as accepted as a blocked item. Board members may request that the Chair unblock an Agenda item and insert into the main agenda for discussion.

Items to be discussed are in bold

Item No.	Item
1.	Meeting Opening
1.1.	Attendees: Grant Baker, Ian Gartley, Raphael Torome, Martin Hill, David Rosenthal (via telephone) Apologies: Nil Staff: Bron Marie, Scerina Rasheed
1.2.	Item 1.2 2011.05.31 Minutes.doc Accepted by Board and signed by Chair
1.3.	Disclosure of Conflicts of Interest Nil
1.4.	Check Action List Noted
1.5.	Identify any new items for agenda
2.	Strategic Business
2.1.	Strategic Directions Approved and adopted. Action: Bron to progress implementation and circulation of new Strategic Directions, and plan that supports the directions. Summary of Strategic Planning session Noted Recommendation 15 and 12 – Stakeholder Engagement Plan - Bron advised that this will be complete at the end of September. Recommendation 14 – Remuneration amount corrected to \$10,500.

2.2.	<p>Medicare Local Update Bron met with GPSA today to discuss RDGP's transitional requirements under the Medicare Local initiative. Information from the network suggests that a lack of clarity still exists for the direction of the Medicare Local and a number of operational concerns still need to be addressed. Discussed impact of removal of PIP programs for after hours GP services from practices and proposed channelling through the Medicare Locals. Discussed Medicare Local requirement to coordinate after hours services and how this does not necessarily fit with RDGPs business and local role. Bron advised that the Medicare Local contracts have stipulations which are significantly different to the original submission requirements. Senator Wells and Patrick Secker meeting held locally was attended by Bron and Grant. Discussions from that meeting suggest that Liberal policy does not support Medicare Local initiative and thus a change of government could result in the ceasing of the initiative. Action: Bron to distribute DoHA After Hours Guidelines.</p>
2.3.	<p><u>CEO Report</u> Bron highlighted the resignation of Sharon Brown and subsequent recruitment strategy. Advised of student placement to commence next week in clinical service delivery.</p>
2.4.	<p><u>Board resignation</u> Moved: Ian Seconded: Raphael. All in favour. Resignation of Peter Tait accepted by board. Action: Thank you gift to be presented to Peter Tait at upcoming AGM. Discussed intent for special meeting in March to address constitutional and board configuration changes required in the emerging Medicare Local environment. Discussed the appropriateness of delaying such changes until more clarity is known. Reviewed constitution to ensure appropriate quorum numbers are present at Board Meetings given the two vacant positions.</p>
2.5.	<p><u>RDWA Board Nomination</u> Paul Kitto has nominated from this region. Nominations dominated from the Northern rural area. Steve Holmes nomination supported by David Rosenthal. All other Directors supported Paula Kitto as it was appropriate given support already expressed by RDGP for her application for nomination. Action: Chair to complete election papers following Board direction</p>
2.6.	<p>AGPN Board voting Results of AGPN Board elections provided – new Board members are Dr Arn Sprogis and Dr John Kastrissios. No SA nominees were successful.</p>
3.	<p>Compliance</p>
3.1.	<p>Board Committees</p>
3.1.1	<p>Finance & Audit Meeting not held – Reports attached <u>Finance Q&A June 2011</u> <u>Finance Reports & Narrative June</u> Clarified that the June meeting was optional as meeting with Auditors is scheduled for September to discuss final end of year results. Finance reports accepted as presented by all Board members Audit update Bron advised that verbal from WHK is that there are no major issues from financial audit. Action: Scerina to email board an update on the 60-90 days Accounts Receivable amount</p>
3.1.2	<p>Nominations and Appraisal Committee Discussed the Board of Management Charter – All in favour Audit Committee Charter – All in favour Nominations and Appraisal Committee Charter – All in favour All three Charters to be adopted. Action: Grant to sign adopted charters. Board development – paper resubmitted for action from 31/5/11 meeting Discussed need to change terminology of the Community Rep in the constitution. Conflict of Interest – Due to recent resignation this is no longer required to be addressed.</p>

	<p>Board Culture – Issue has been addressed through Board now being non representative. Minuting of decisions – Discussed that there had not been many specific decisions to be made. Many items for discussion and information only. Agenda structure could be reviewed ie for decision, for noting, for discussion in order of priority. Action: Bron to create discussion paper which addresses decision making process. Accountability to stake holder – to be addressed in plan already being developed by Bron. Strategy – being addressed in planning. Risk Management – Risk Appetite document to be developed by board. Risk Plan to be oversighted by the Audit committee. Action: Bron to summarise information re developing risk appetite for discussion by Board. AICD training report Bron and Grant reported that the training was of huge benefit due to its comprehensive content and professionalism of the Training Body. Would recommend supporting other Directors to attend in the future. Development of Board KPIs AICD training highlighted the benefit of Board KPIs. Bron suggested the NA Committee consider looking at in the future. Ian Gartley nominated for the NA Committee by Grant. Nomination accepted by Ian - All in favour Action: Bron to coordinate meeting of the NA Committee by the end of Sept with Raphael, Grant and Ian.</p>
3.1.3	**Risk & Compliance
3.2.	<p>Membership – Applications/Approvals GP Dr Betty Oyugbo Dr Sutharsan Sivarajah Dr Harpereet Singh Sphan Singh Dr Ramakrishna Goud Sakker Associate Dr Serena Kaur Ar Yun Li Dr Sasmita Mohaptra RMFN Ignatius Oygubu Zheng Liu Bidu Mohaptra Shrvthi Satoor Raajiny Sutharsan Moved: Ian Seconded: Martin. All in favour. Action: Welcome letters to be sent to new members.</p>
3.3.	<p>AGM update Friday 7th October. Ruston Rose Garden, 1920's theme. \$30 per head charge. GP members are willing to contribute. Board Nomination forms have been distributed to eligible voting members. Presentation to members at AGM Communicate pursuing a strategy that leaves open options. Intent to come back to members early next year re RDGP's future and constitution changes. Allow discussion as a danger in not listening. Important to communicate our vision of the future and what it means for GPs. How and what we can do and how we value add to general practice? Focus on what is RDGP and what can it be not what a Medicare Local is. Discussed Bron and Grants meeting at Berri Medical Practice and their thoughts on some of our activities. Important to engage that we are not competitive to their business. Need to build bridges with AHPs as well as General Practice.</p>
4.	Continuous Quality Improvement
4.1.	Board Committees and Charters

	Audit Committee Charter Draft Nomination & Appraisal Committee Charter Draft See item 3.1.2
5.	Meeting Close
	<p>Review Board papers – re content and presentation Board readings need to be accessible on website for downloading as one folder /document. Action: Scerina to investigate Information is correct and of benefit to make decisions. Quality of documents excellent.</p> <p>Need to ensure all documents are accessible to Board on request following archiving board papers from website (More than 3 meetings previous). Need to ensure papers are available one week prior to meeting (delay due to illness for this meeting). Discussion quality good. Robust and focused and all contribute. Teleconferencing can sometimes be a struggle. Some things require visual attendance. Action: Scerina to explore Web x option Mixture of review techniques to be used.</p>
	Next Meeting: Tuesday 29th September 2011 @ 7.00pm for 7.30pm meeting
	Meeting closed at 9.50 pm

Action List

AIN	Date Raised	Action	Responsible	Due Date	Progress
1.	29/3/11	Constitution Clause Honorary membership Clause 5.1.3 to be reviewed. To be added as future agenda item.	Bron Marie	31/5/11	
2.	6/9/2011	Bron to progress implementation and circulation of new Strategic Directions, and plan that supports the directions.	Bron Marie	6/12/11	
3.	6/9/11	Bron to distribute DoHA After Hours Guidelines.	Bron Marie	7/9/11	Completed 6/9/11
4.	6/9/11	Thank you gift to be presented to Peter Tait at upcoming AGM.	Bron Marie	7/7/11	
5.	6/9/11	Chair to complete election papers re RDWA Board election, following Board direction	Grant Baker	7/9/11	Completed 6/9/11
6.	6/9/11	Email board an update on the 60-90 days Accounts Receivable amount	Scerina Rasheed	9/9/11	
7.	6/9/11	Grant to sign adopted board charters.	Grant Baker	15/9/11	
8.	6/9/11	Create discussion paper which addresses decision making process.	Bron Marie	27/9/11	
9.	6/9/11	Summarise information re developing risk appetite for discussion by Board.	Bron Marie	27/9/11	
10	6/9/11	Coordinate meeting of the NA Committee by the end of Sept with Raphael, Grant and Ian.	Bron Marie	30/9/11	
11	6/9/11	Welcome letters to be sent to new members.	Scerina Rasheed	9/9/11	
12	6/9/11	Scerina to investigate board readings on website for downloading as one folder /document.	Scerina Rasheed	6/10/11	
13	6/9/11	Explore Web x as an option for teleconferencing.	Scerina Rasheed	6/10/11	