



**MEETING AGENDA of the Board of Management to be held
on Tuesday 27th 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	Responsible	Action	Time	Order
1.	Meeting Opening				
1.1.	Attendees: Apologies: Staff:	Chair	Noting	5	1
1.2.	Minutes of meeting held 6/9/11	Chair	Approve		2
1.3.	Disclosure of Conflicts of Interest	Chair	Noting		3
1.4.	Check Action List	Chair	Noting		4
1.5.	Identify any new items for agenda	Chair	Identify		5
2.	Strategic Business				
2.1.	Presentation by Tom Neilson and Murray Dalgleish Item 2.1 CHSA attendance info Item 2.1 Riverland Clinical Review Item 2.1 Cluster Committee Org Chart Final	Chair	Approve	15	6
2.2.	**Strategic Plan from Strategic Directions - defer to December 6 th 2011 meeting				

2.3.	Stakeholder Engagement Plan	CEO	Discuss	15	7
2.4.	Decision making strategies (Action item 8)	CEO	Noting	5	8
2.5.	Risk Appetite identification (Action item 9)	CEO	Decision	10	9
2.6.	CEO Report	CEO	Approve	5	8
2.7.	Membership – Applications/Approvals	Chair	Approve	5	9
3.	Compliance				
3.1.	Board Committees				
3.1.1	Audit Meeting held 22/9/11 – Reports attached Finance & Audit Committee Meeting New Finance Grouping Tracey's Narrative Tracey's Q&As Finance Reports Audited Financials 2010/11	Chair F&A	Approve	10	10
3.1.2	Nominations & Appraisal Committee Meeting held 27/9/11	Chair N&A	Report	10	11
3.2.	AGM update	CEO	Noting	5	12
4.	Continuous Quality Improvement				
4.1.	Policy Reviews <ul style="list-style-type: none"> • Board Succession Planning Policy • Capital Expenditure Policy • Complaint Resolution Policy • Compliance Policy • Confidentiality & Privacy Policy • Conflict of Interest Policy • Delegation of Authority Policy • Endorsement Policy • Finance Schedule Policy • Management of Complaints, Grievances & Appeals Policy • Media Liaison Policy • Model Set of Standards Policy • Performance Management Policy • Quality Policy • Risk Management Policy • Sponsorship Policy • Audit Procedure • Board Appraisal Procedure • Capital Expenditure Procedure • Development and Delivery of Finance Reports Procedure • Endorsement Procedure • Meeting Frequency Procedure • CEO Performance and Development Review Procedure • Discipline and Termination of Employment Procedure • Purchasing and Approved Suppliers Procedure 	CEO	Approve	10	13

5.	Meeting Close				
	Review	Chair		10	14
	Next Meeting: Tuesday 29th September 2011 @ 7.00pm for 7.30pm meeting	Chair	Note		
	Meeting due to close at 9.30 pm	Chair	Note		

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	To be undertaken with Constitutional review
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	12/9/11
7.	6/9/11	Grant to sign adopted board charters.	Grant Baker	15/9/11	Completed 9/9/11
8.	6/9/11	Create discussion paper which addresses decision making process.	Bron Marie	27/9/11	Completed 27/9/11
9.	6/9/11	Summarise information re developing risk appetite for discussion by Board.	Bron Marie	27/9/11	Completed 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	Arranged for 27/9/11
11	6/9/11	Welcome letters to be sent to new members.	Scerina Rasheed	9/9/11	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	