



Riverland Division  
of General Practice Inc.

**MEETING MINUTES of the Board of Management held  
on Tuesday 27<sup>th</sup> 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**

<b>Item No.</b>	<b>Item</b>
<b>1.</b>	<b>Meeting Open</b>
1.1.	<b>Attendees:</b> Grant Baker, Ian Gartley, Martin Hill, Raphael Torome, David Rosenthal <b>Apologies:</b> Nil <b>Staff:</b> Bron Marie, Scerina Rasheed <b>Guest:</b> Murray Dalgleish for item 2.1
1.2.	Minutes of meeting held 6/9/11 Minute corrected for RDWA election item. Discussed: Board members to identify when they wish to abstain from a decision and request when they would like their individual view to be minuted. All alterations to the minutes to be forwarded to the CEO on identification prior to the next meeting. <b>Minutes accepted by board and signed by Chair</b>
1.3.	Disclosure of Conflicts of Interest Nil
1.4.	Check Action List Noted
1.5.	Identify any new items for agenda Nil Discussed: Difficulties in meeting with Tom Neilson and the importance of engaging with Tom to ensure RDGP's needs are met. Need to identify RDGP's needs and initiate meetings with formal agendas to create audit trail of RDGP's inability to negotiate meeting time with Tom.
<b>2.</b>	<b>Strategic Business</b>
<b>2.1.</b>	<b>Presentation by Tom Neilson and Murray Dalgleish</b> Murray Dalgleish attended and discussed:

	<p>Clinical Review Committee (representative GP from 5 Riverland towns).  Grant Baker – Barmera  Ken Wanguhu – Waikerie  John Penna – Berri  Peter Hamilton – Loxton  Paul Smith – Renmark  Feedback re issue with timing of meetings and new time assigned of 12-1.30pm to address.</p> <p>Peter Joyner part time Director of Medical Services, Riverland Cluster health units.</p> <p>Nurse Practitioner submission: Now submitted. Tight time frame did not allow for input from GPs. Discussed how the relationship building needs to be a priority. Riverland region selected for submission due to large number of aged care beds. Nurse Practitioner role will require clear role definition, responsibility, liability and how it will enhance the GP clinical role.</p> <p><b>Action: Bron to circulate Nurse Practitioner submission with minutes to Board Directors.</b></p>
2.2.	**Strategic Plan from Strategic Directions – defer to December 6 <sup>th</sup> 2011 meeting
2.3.	<p><b>Stakeholder Engagement Plan</b>  Discussed potential items of engagement with stakeholder clusters.  <b>Action: Bron to continue development of Stakeholder Engagement Plan using input from Directors</b></p>
2.4.	<p><b>Decision making strategies (Action item 8)</b>  Edward de Bono decision making development strategies potential topic at governance study group.  <b>Action: Decision making strategies document to be added to board manual.</b></p>
2.5.	<p><b>Risk Appetite identification (Action item 9)</b>  Need to address in risk plan.  Use proforma in AICD readings.  What is an acceptable risk/tolerance/appetite?  Adequately insured thus acceptable and risk rating can thus reduce.  <b>Action: Draft risk appetite to be developed prior to next board meeting.</b>  <b>Action: Risk appetite identification document to be added to board manual.</b></p>
2.6.	<p><b>CEO Report</b>  Update provided on Clinical Services Leader (CSL) role and advertisement to fill vacant positions.  CSL position (or similar) is likely to be established within the Medicare Local.  Looking at other opportunities to fulfil aspects of CSL role.  Additional funds for Aboriginal programs anticipated so there may be need for recruitment. (funding from State government).  Submissions being developed to broaden our funding base include: binge drinking, Aboriginal education in school, Riverland ICAN funding.</p>
2.7.	<p><b>Membership – Applications/Approvals Practice</b>  Eve Rogers – CEO River Docs  Sarah Muller – River Docs  Nicole Millington – River Docs  Melissa Wallace – River Docs  Jodi Smith – River Docs  Accepted.  <b>Action: Welcome letters to be sent to new members.</b></p>
3.	<b>Compliance</b>
3.1.	<b>Board Committees</b>
3.1.1	<p><b>Audit Meeting held 22/9/11 – Reports tabled</b>  David and Martin advised that the committee feel RDGP is in a sound financial position. Audit findings have found minimal issues as per finance and audit committee meeting</p>

	<p>minutes. Highlighted reason for payments to GPs decreasing (largely due to Payments to AHPs being included in this expense line). Tight budget expense management by finance team is to be congratulated. Decisions towards the end of financial year have been hard but important to make. <b>David move report be accepted: Ian seconded: all in favour.</b></p> <p>Bron advised that the presentation at AGM will be looking at value proposition of RDGP to our membership. Evidence base is currently being gathered from across staff. Presentation will present a more personalised approach in an environment where we may appear to be removed from General Practice. Discussed: What do GPs actual want and need? Need to make a connection of projects undertaken to our members. Communication Strategies used - linking to snapshots, Riverland Review, Annual Report (supporting construct tells a story of achievement), TPSST. Discussed Board Directors as beacons of information (include in KPIs) <b>Action: Include in KPIs Board Director's role in disseminating information re RDGP services and programs.</b></p>
3.1.2	<p><b>Nominations &amp; Appraisal Committee</b> <b>Meeting held 27/9/11</b> <b>Action: Minutes from NAC to be circulated.</b> <b>Action: Raphael to progress CEO performance process.</b> <b>Action: Induction processes to be reviewed in preparation of new board members.</b></p>
3.2.	<p><b>AGM update</b></p>
<b>4.</b>	<p><b>Continuous Quality Improvement</b></p>
4.1.	<p><b>Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• Board Succession Planning Policy</li> <li>• Capital Expenditure Policy</li> <li>• Complaint Resolution Policy</li> <li>• Compliance Policy</li> <li>• Confidentiality &amp; Privacy Policy</li> <li>• Conflict of Interest Policy</li> <li>• Delegation of Authority Policy</li> <li>• Endorsement Policy</li> <li>• Finance Schedule Policy</li> <li>• Management of Complaints, Grievances &amp; Appeals Policy</li> <li>• Media Liaison Policy</li> <li>• Model Set of Standards Policy</li> <li>• Performance Management Policy</li> <li>• Quality Policy</li> <li>• Risk Management Policy</li> <li>• Sponsorship Policy</li> <li>• Audit Procedure</li> <li>• Board Appraisal Procedure</li> <li>• Capital Expenditure Procedure</li> <li>• Development and Delivery of Finance Reports Procedure</li> <li>• Endorsement Procedure</li> <li>• Meeting Frequency Procedure</li> <li>• CEO Performance and Development Review Procedure</li> <li>• Discipline and Termination of Employment Procedure</li> <li>• Purchasing and Approved Suppliers Procedure</li> </ul> <p><b>Policy reviews ratified and approved as presented.</b> Discussed reviews to be staggered in future and to be in place for a three year period.</p>
<b>5.</b>	<p><b>Meeting Close</b></p>
	<p><b>Review</b> Comments from Review included:</p> <ul style="list-style-type: none"> <li>• Slow start, active participation</li> <li>• Contributions from all, active participation</li> </ul>

	<ul style="list-style-type: none"> <li>• Documentation too lengthy, quality good</li> <li>• Agenda timelines not possible in some areas</li> <li>• Moved forward a through directions have been given to CEO</li> <li>• Good meeting, achieved some outcomes</li> </ul>
	<b>Next Meeting: Tuesday 6<sup>th</sup> December 2011 @ 7.00pm for 7.30pm meeting</b>
	Meeting due to close at 10.00 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	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	Thank you gift to be presented to Peter Tait at upcoming AGM.	Bron Marie	7/10/11	
4.	6/9/11	Scerina to investigate board readings on website for downloading as one folder /document.	Scerina Rasheed	6/10/11	
5.	6/9/11	Explore Web x as an option for teleconferencing.	Scerina Rasheed	6/10/11	
6.	27/9/11	Welcome letters to be sent to new members.	Scerina Rasheed	11/10/11	
7.	27/9/11	Circulate Nurse Practitioner submission with minutes to Board Directors.	Bron Marie	20/10/11	
8.	27/9/11	Continue development of Stakeholder Engagement Plan using input from Directors	Bron Marie	6/12/11	
9.	27/9/11	Decision making strategies document to be added to board manual.	Bron Marie	6/12/11	
10	27/9/11	Draft risk appetite to be developed prior to next board meeting.	Bron Marie	6/12/11	
11	27/9/11	Risk appetite identification document to be added to board manual.	Bron Marie	6/12/11	
12	27/9/11	Include in KPIs Board Director's role in disseminating information re RDGP services and programs.	Bron Marie	6/12/11	
13	27/9/11	Minutes from NAC to be circulated.	Bron Marie	20/10/11	
14	27/9/11	Raphael to progress CEO performance process.	Raphael Torome	6/12/11	
15	27/9/11	Induction processes to be reviewed in preparation of new board members.	Bron Marie	6/12/11	