

# MIDCENTRAL DISTRICT HEALTH BOARD

Minutes of the MidCentral District Health Board meeting held on 22 September 2015 at 10.00am at MidCentral District Health Board Offices, Board Room, Gate 2, Heretaunga Street, Palmerston North.

## PRESENT

Phil Sunderland (Chair)  
Diane Anderson  
Adrian Broad  
Lindsay Burnell  
Barbara Cameron

Ann Chapman  
Kate Joblin  
Nadarajah Manoharan  
Karen Naylor  
Barbara Robson

## IN ATTENDANCE

Kathryn Cook, Chief Executive Officer  
Mike Grant, General Manager, Clinical Services & Transformation  
Craig Johnston, Acting General Manager, Planning & Funding  
Neil Wanden, General Manager, Finance & Corporate Services  
Jeff Small, Group Manager, Commercial Support Services  
Stephanie Turner, Director, Maori Health & Disability  
Lyn Horgan, Operations Director, Hospital Services  
Nicholas Glubb, Operations Director, Specialist Regional & Community Services  
Michele Coghlan, Director of Nursing  
Greig Russell, Medical Administration  
Brian Woolley, Manager, Knowledge & Information Systems  
David Andrews, Acting General Manager, Enable New Zealand  
Chris Channing, Manager, Finance  
Jill Matthews, Principal Administration Officer  
Dennis Geddis, Communications Team Leader

**PUBLIC:** 1

**MEDIA:** 0

Opening the meeting, the Chair welcomed Neil Wanden, General Manager, Finance & Corporate Services.

### 1. APOLOGIES

There were no apologies.

### 2. LATE ITEMS

There were no late items.

### 3. CONFLICT AND/OR REGISTER OF INTERESTS UPDATE

#### 3.1 Amendments to the Register of Interests

Karen Naylor advised she had completed her term on the New Zealand Nurses' Organisation's Board.

### **3.2 Declaration of Conflicts in Relation to Today's Business**

There were no identified conflicts of interest in relation to the business before the board.

## **4. MINUTES OF PREVIOUS MEETING**

### **4.1 Minutes**

It was resolved:

*that the minutes of the previous meeting held on 11 August 2015 be confirmed as a true and correct record.*

### **4.2 Matters Arising from the Minutes**

#### *4.2.1 Staff Forum*

The establishment of staff forums was noted.

#### *4.2.2 Staff Safety Culture Survey*

The CEO confirmed the results of the Staff Safety Culture Survey remains a key focus and that the associated work programme would be presented to the Board in due course.

## **5. BOARD COMMITTEES**

### **5.1 Hospital & Funding Audit Sub-Committee**

It was resolved:

*that the unconfirmed minutes of the meeting of the Hospital & Funding Audit Sub-Committee held on 11 August 2015 be received and the recommendations contained therein approved.*

### **5.2 Matters Arising**

There were no matters arising from the minutes.

### **5.3 Hospital Advisory Committee**

It was resolved:

*that the unconfirmed minutes of the meeting of the Hospital Advisory Committee held on 1 September 2015 be received and the recommendations contained therein approved.*

## **5.4 Matters Arising**

### *5.4.1 Mental Health Services Review*

It was noted that Phase 1 of this project was almost complete. There were some outstanding items and the Committee would be monitoring these.

The Chair advised that he had written to Heather Lewis who had addressed the Committee meeting, and the CEO would be meeting with Mrs Lewis in the near future to discuss the matters she had raised.

### *5.4.2 Regional Women's Health Services Report*

The vulnerability around gynaecology oncology services was noted. The CEO advised that the Capital & Coast DHB was looking to establish a strategic partnership with Canterbury DHB to ensure services were provided under a network arrangement and delivered locally. The CEO undertook to ensure the Board were kept advised of progress.

## **5.5 Community & Public Health Advisory Committee**

The recommendation regarding the annual prioritisation framework update was supported, noting that it contained a grammatical error which required correction.

It was resolved:

*that the unconfirmed minutes of the meeting of the Community & Public Health Advisory Committee held on 1 September 2015 be received and the recommendations contained therein approved.*

## **5.6 Matters Arising**

### *5.6.1 Annual Maternity Report and Maternity Quality & Safety Report*

It was agreed this report should be provided to the Hospital Advisory Committee.

## **6. WORK PROGRAMME**

The forthcoming strategic planning workshop was noted. The CEO advised that two representatives each from Manawhenua Hauora, Central PHO and the Consumer Panel would be invited to attend.

It was resolved:

*that the updated 2015/16 work programme be noted.*

## **7. STRATEGIC MATTERS**

### **7.1 Central Region's Technical Advisory Service – Annual Update**

Funding for implementation of the InterRAI programme was raised and the Acting General Manager, Planning & Funding advised this had moved into business as usual arrangements.

It was resolved:

*that the report be received.*

## **7.2 Allied Laundry Services Limited – Annual Update**

It was resolved:

*that that the report be received, and note that Allied Laundry Services Limited is to consider the timing of payment of profit generated in 2014/15 at the annual general meeting in November 2015.*

## **8. OPERATIONAL REPORTS**

### **8.1 CEO's Report**

#### *8.1.1 Financial Position*

The CEO advised that the first performance watch meeting with the Ministry of Health had occurred. Monthly meetings would be held and the Ministry was taking a keen interest in the DHB's financial performance.

The CEO advised it was a challenging financial environment, which had become more challenging given the results for August. A significant negative variance to budget had occurred, particularly in the provider arm. The General Manager, Clinical Services & Transformation was very focussed on addressing this, and the organisation welcomed the input of the new General Manager, Finance & Corporate Services. The Executive Leadership Team would be further considering the pathway forward and would bring back a revised plan to the Board in November. She noted that the results for September were likely to be adverse to budget. The first six months of the year would be adverse to budget and a reforecast would occur in November. The second six month's would show the impact of management's plans starting to have positive effective.

The General Manager, Clinical Services & Transformation advised Internal Medicine and Emergency Department had faced unprecedented levels of demand. This increased activity had seen an increased in overtime and extra shifts, as reported to the Hospital Advisory Committee. Mental Health service expenditure was likely to remain over budget through until December.

The CEO advised that the Executive Leadership Team would be looking at the alignment between activity and complexity levels and personnel costs.

The possibility of retiring debt rather than keeping this facility for future major capital investment was raised. The CEO undertook to consider this

#### *8.1.2 Annual Planning*

The CEO advised she wished to ensure the annual planning process followed the strategic planning process.

#### *8.1.3 Central Region Information Systems*

The CEO advised she was confident the region was close to achieving a solution to a pathway forward for the Central Region's Health Informatics Programme, including the Central Region's Health Information Systems Plan (CRISP). A meeting of regional Chairs and CEOs was scheduled for October to consider and endorse the proposal.

The critical date for implementing ePharmacy so that the implementation of WebPAS was not adversely impacted was raised. The CEO advised ePharmacy sat within the regional health informatics programme which was currently under discussion. She was confident a regional decision on the ePharmacy solution would occur in time for it to be implemented locally within the WebPAS timeline.

In respect of the regional IT projects, the CEO advised that Rillstone Wells had been working closely with the DHB CEOs in the region regarding the regional solution.

#### *8.1.4 2015/16 Annual Plan*

The Chair advised that the Board's 2015/16 Annual Plan had been signed by the Minister of Health.

#### *8.1.15 Visit of Minister of Health*

The CEO advised that the Minister's visit had been deferred. The Minister wished to meet with the Board Chair and CEO. It was then intended to provide him an overview of the district's child health services and the integration work being done in that area, before he visited a local general practice team which was implementing the productive GP model.

#### *8.1.6 Seismic Work*

The Group Manager, Commercial Support Services advised that the strengthening programme was being progressed and would continue over the next two years. Buildings identified for demolition had been demolished, and the remainder had been assessed by engineers and Councils as appropriate for strengthening. The programme had largely addressed buildings and was now focusing on infrastructure services, such as the boilerhouse. Protection of infrastructure services had been a key learning from the Christchurch earthquake.

#### *8.1.7 Visit to Hawke's Bay DHB*

The Chair and CEO advised the trip had been very informative and had looked at the DHB's governance structure. They had attended the Board's Clinical Council and Community Council.

Hawke's Bay DHB had established its strategic direction about five years' ago and this underpinned their work.

As part of MidCentral DHB's strategic planning process, the learnings from Hawke's Bay DHB would be taken into consideration.

#### *8.1.8 Health Targets*

The CEO advised that discussions had occurred with the Central PHO regarding the primary care targets. The PHO's Chair and Chief Executive, and their deputies, were visiting general practices which were experiencing difficulties in achieving target levels to assist them put plans in place to remedy this issue.

The Minister of Health's focus on obesity was raised, and it was noted that the Ministry of Health was looking at system-wide approaches to reduce the incidence of obesity, particularly childhood obesity. Once the approaches were identified, MidCentral and other DHBs would implement. Meantime, MidCentral DHB's annual plan for 2015/16 contained a number of initiatives regarding healthy lifestyles and physical activity.

It was suggested that healthy lifestyles, and initiatives such as stocking only sugar-free beverages, was a good topic for discussion with local Councils at forthcoming workshops.

It was resolved:

*that the report be received.*

## 9. GOVERNANCE MATTERS

### 9.1 Iwi Partner - Minutes

The Chair advised that the process was underway to fill the vacancy on MidCentral DHB's Board. Recommendations had been sought from Manawhenua Hauora and submitted to the Ministry. It was understood that a decision was imminent.

It was resolved:

*that the minutes be received.*

### 9.2 Consultation Policy – Definition of Communication

It was resolved:

*that the Board's Consultation Policy be updated to reflect the new definition of communication, as set out in management's report dated 2 September 2015.*

## 10. LATE ITEMS

There were no late items.

## 11. DATE OF NEXT MEETING

Tuesday, 3 November 2015 at the Rotary Hall, 25 Aotaki Street, Otaki 5512.

## 12. EXCLUSION OF THE PUBLIC

It was resolved:

Recommendation: *that the public be excluded from this meeting in accordance with the Official Information Act 1992, section 9 for the following items for the reasons stated:*

<i>Item</i>	<i>Reason</i>	<i>Ref</i>
"In committee" minutes of the previous meeting		
"In committee" minutes of committee meetings: <ul style="list-style-type: none"> <li>• Hospital Advisory Committee, 1 September 2015</li> <li>• Community &amp; Public Health Advisory Committee, 1 September 2015</li> </ul>	For the reasons set out in the Committees' order paper 1.9.15 meeting held with the public present For the reasons set out in the Committees' order paper 1.9.15 meeting held with the public present	
Strategic Matters <ul style="list-style-type: none"> <li>• Allied Laundry Services Limited annual update –national business case</li> <li>• 2014/15 annual audit</li> <li>• 2014/15 annual report</li> <li>• Standby generator and diesel fuel upgrade</li> </ul>	Subject of negotiation and contains commercially sensitive information Under negotiation Under negotiation Contains competitive pricing information, and, subject of tender process	9(2)(j) 9(2)(j) 9(2)(j) 9(2)(j)

<b>Operational Matters</b> <ul style="list-style-type: none"> <li>• CEO's Report – NZ Health Partnerships Ltd's business cases; regional information systems plan; mental health services; and home management services</li> </ul>	Under negotiation	9(2)(j)
<b>Governance Matters</b> <ul style="list-style-type: none"> <li>• Disability Support Advisory Committee External Member Appointment</li> <li>• Finance Review</li> <li>• CEO's Performance Review</li> </ul>	To protect personal privacy  Contains commercially sensitive strategic information To protect personal privacy	9(2)(a)  9(2)(j) 9(2)(a)

Confirmed this 3rd day of November 2015.

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 Chairman

Unconfirmed minutes