

# MIDCENTRAL DISTRICT HEALTH BOARD

## Minutes of the MidCentral District Health Board meeting held on 15 December 2020 from 1.00pm

### *PART ONE*

#### **MEMBERS**

Brendan Duffy, Board Chair  
Heather Browning  
Vaughan Dennison  
Lew Findlay  
Muriel Hancock

Materoa Mar  
Karen Naylor  
John Waldon  
Jenny Warren

#### **IN ATTENDANCE**

Kathryn Cook, Chief Executive  
Kelvin Billingham, Chief Medical Officer  
Rory Matthews, Interim Director of the Office of the Chief Executive  
Gabrielle Scott, Executive Director, Allied Health  
Tracee Te Huia, General Manager, Māori Health; and Acting General Manager, Strategy, Planning and Performance  
Margaret Bell, Board Secretary

#### **IN ATTENDANCE (part meeting)**

Keyur Anjaria, General Manager, People and Culture  
Vivienne Ayres, Manager DHB Planning and Accountability  
Judith Catherwood, General Manager, Quality and Innovation  
Jonathon Howe, Corporate Communications Manager  
Kelly Isles, Director of Strategy, Strategy, Planning and Performance  
Darryl Ratana, Deputy Chief Financial Officer  
Neil Wanden, General Manager, Finance and Corporate Services

Media – 0

Public – 3 (one for part of the meeting)

#### **1. KARAKIA**

The meeting opened with the organisational karakia.

#### **2. ADMINISTRATIVE MATTERS**

##### **2.1 Apologies**

Apologies were received from Norman Gray and Oriana Paewai.

##### **2.2 Late items**

There were no late items.

### **2.3 Register of interests update**

There were no amendments to the Register of Interests.

The following previously declared interests related to items for discussion at this meeting were noted:

*Item 4.1 – Chief Executive’s Report for November 2020*

Karen Naylor – Member and Workplace Delegate for NZ Nurses Organisation

*Item 5.2 – Ka Ao, Ka Awatea Refresh 2020-2022*

Materoa Mar – Upoko Whakarae Te Tihi O Ruahine Whānau Ora Alliance

*Item 12.2 – Easement for Realignment of Stormwater Drain (Part Two)*

Vaughan Dennison, Lew Findlay and Karen Naylor – Palmerston North City Councillors. It was agreed these Board members would participate in the discussion and abstain from voting.

### **2.4 Minutes of the 10 November 2020 meeting**

Item 5.1 Nutrition and Physical Activity Policy, to be amended to read: “Against Karen Naylor; abstention Vaughan Dennison.”

It was resolved that:

*the Part One minutes of the 10 November 2020 Board meeting be approved as a true and correct record. (Moved Vaughan Dennison; seconded Jenny Warren)*

### **2.5 Matters arising from previous minutes**

There were no matters arising.

### **2.6 Verbal report from the Board Chair**

Board members received a weekly email update from the board chair.

The Chief Executive and Board Chair would meet with the Minister of Health via Zoom on 16 December 2020. The presentation prepared by the Chief Executive and her team had been submitted to the Minister and officials for pre-reading and would be made available to Board members following the meeting with the Minister.

Members of the Ministry of Health’s infrastructure team had asked to visit MidCentral District Health Board (MDHB) and would be given a site tour on 16 December 2020.

The Interim Director of the Office of the Chief Executive and the General Manager, Quality and Innovation joined the meeting.

### **2.7 HDAC – Verbal report from Chair and Minutes from meeting held on 24 November 2020, Part One**

The Health and Disability Advisory Committee (HDAC) Chair, John Waldon, thanked everyone for their support over the past year and acknowledged the appointment of Materoa Mar as Deputy Chair of HDAC. He noted the presentation at the November meeting regarding primary care access and affordability; and the first Māori health dashboard report.

It was resolved that the Board:

*note the unconfirmed Part One minutes of the Health and Disability Advisory Committee meeting held on 24 November 2020. (Moved from the Chair)*

## **2.8 FRAC – Verbal report from Chair and Minutes from meeting held on 3 November 2020, Part One**

The Board Chair noted that the remodelling of the papers helped the Finance, Risk and Audit Committee (FRAC) members to understand the issues and remain focused at a governance level.

It was resolved to:

*note the unconfirmed Part One minutes of the Finance, Risk and Audit Committee meeting held on 3 November 2020. (Moved from the Chair)*

## **2.9 Manawhenua Hauora Chair's Report**

The General Manager Māori Health advised that following the Manawhenua Hauora hui on 14 December 2020, she had met with the Chair of Manawhenua Hauora, the MDHB Chair and Chief Executive.

During discussion on the Board to Board hui held in September, it was noted that the content of the kete presented by Danielle Harris to the DHB Chair was Rangitāne o Manawatu's health and wellbeing pathway for the DHB, and not from all members of Manawhenua Hauora. It was agreed that the Chief Executive and General Manager Māori Health would meet with Danielle Harris in the new year to discuss the document, which would be made available to Board members through SharedNet. The chair of Manawhenua Hauora had agreed that as Manawhenua Hauora and MDHB were partners, there was no need for one partner to write to the other to thank them.

All six iwi had been asked to provide their iwi plans to be incorporated into MDHB's planning documents. The full set of iwi plans were expected to be available mid-2021 and would be presented to Manawhenua Hauora before being made available to Board members through SharedNet.

It was agreed to have a detailed agenda for future Board to Board hui to ensure discussion flowed freely and remained at a high level of governance. Workshops on Ka Ao, Ka Awatea would be included on the agenda. Dates for the quarterly Board to Board hui in 2021 had yet to be confirmed and meeting invitations would be sent.

It was resolved to:

*note the report from the Manawhenua Hauora Chair for the Manawhenua Hauora meeting held on 2 November 2020. (Moved Muriel Hancock; seconded John Waldon)*

## **3. STRATEGIC FOCUS**

Discussion to be held in Part Two of the meeting.

## **4. PERFORMANCE REPORTING**

### **4.1 Chief Executive's Report for November 2020**

The Chief Executive presented this report, which was taken as read.

The Board Chair noted he had responded to the letter from NZ Nurses Organisation (NZNO) regarding issues in MDHB's Emergency Department, advising this was an operational matter for the Chief Executive to address. Further discussion would be held during the Board Only session of this meeting.

The Deputy Chief Financial Officer joined the meeting.

It was agreed that a workshop early next year would include discussion on the increased collaboration with Wairarapa District Health Board. In order to improve equity outcomes for Māori in the Wairarapa, it was important to ensure there was a commitment to connect with iwi from that district.

When attending the THINK Hauora annual general meeting, a Board member was asked to extend an invitation for the THINK Hauora Board to hold a workshop with MDHB members. It was agreed that the THINK Hauora Board Chair should contact the MDHB Chair to discuss this request.

Updates on the National Immunisation Solution that was being developed to roll out the COVID-19 vaccine would be provided to HDAC.

It was resolved that the Board:

*note the update of key local, regional and national matters. (Moved Materoa Mar; seconded Vaughan Dennison)*

### **4.2 Board KPI Dashboard**

The Interim Director of the Office of the Chief Executive presented this report, which was taken as read. He noted that most of the metrics were 15 days old, whereas data included in the Non Financial Performance Measures had been reported to the Ministry of Health and could be between three and six months old.

Board members provided feedback on the dashboard, including suggestions for improvement. It was agreed to present the KPI dashboard to each Board meeting, but this may be revised to quarterly.

It was resolved that the Board:

*note the newly-developed KPI dashboard. (Moved Vaughan Dennison; seconded Muriel Hancock)*

The Director of Strategy joined the meeting.

### **4.3 Non Financial Monitoring Framework and Performance Measures Report for Quarter 1, 2020/21**

The Manager DHB Planning and Accountability presented this report, which was taken as read. She explained the information provided for Alcohol and Other Drug Services and colonoscopy waiting times.

The Chief Executive noted FRAC had asked for reports on the Digital Services work programme to be provided to all of their meetings, and would continue to review the financials and capex requests. [Editorial note: Refer agenda item 5.7 – agreed that progress on the Te Awa Digital Strategy would be reported to all Board meetings.]

It was resolved that the Board:

*note this report and progress made in delivering MidCentral District Health Board's Annual Plan and performance expectations for the first quarter of 2020/21.*

*note the mitigations in place for those performance measures or deliverables that were not meeting expectations for quarter one. (Moved Vaughan Dennison; seconded Jenny Warren)*

#### **4.4 Finance Report – October 2020**

The Deputy Chief Financial Officer presented this report, which was taken as read. The report had been endorsed by FRAC to be presented to the Board. He noted that the cessation payments made to employees included their entitlements.

It was resolved that the Board:

*note that this report will be considered by the Finance, Risk and Audit Committee (FRAC) at its meeting on 15 December and reported verbally to the Board*

*note that the month result for October 2020 is a surplus of \$0.163m, which is \$0.146m favourable to budget*

*note that the result for October 2020 includes COVID-19 related net costs of \$0.004m and unbudgeted Holidays Act related costs of \$0.366m. Net of these costs the month variance to budget would be a favourable operating variance of \$0.532m*

*note that the year to date result for October 2020 is a deficit of \$0.359m, which is \$0.365m favourable to budget*

*note that total available cash and equivalents of \$40.280m as at 31 October 2020 is sufficient to support liquidity requirements*

*approve the October 2020 financial report. (Moved Karen Naylor; seconded Heather Browning)*

#### **4.5 Sustainability Plan Report**

The General Manager, Quality and Innovation presented this report, which was taken as read. It was noted the report had been endorsed by FRAC.

It was resolved that the Board:

*note the emerging risks and mitigation plans.*

*approve the approach and progress made to date on the Sustainability Plan for 2020-2023. (Moved Lew Findlay; seconded Muriel Hancock)*

The General Manager, Quality and Innovation left the meeting.

## **4.6 Workforce Report**

The General Manager, People and Culture presented this report, which was taken as read.

Board members noted that MDHB's professional profile and use of overtime compared favourably with other similar-sized DHBs. The reduction in SMO vacancies, the positive response to the 'Return to practice' initiative, and success in recruiting occupational therapists were acknowledged.

It was resolved that the Board:

*note the December 2020 workforce update*

*note the strategies and initiatives in place to mitigate workforce pressures, and risks identified within the report*

*note that there are no recommendations identified within this report which need further escalation or support. (Moved Karen Naylor; seconded Vaughan Dennison)*

## **5. DISCUSSION/DECISION PAPERS**

### **5.1 Strategy Refresh**

The Director of Strategy presented this report, which was taken as read. She acknowledged the support from everyone involved in this project, especially the Pae Ora Paiaka Whaiora and Communications Teams.

A Board member questioned the explanation of Te Wao nui a Tāne (page 180 of meeting papers), particularly the reference to Te Tiriti o Waitangi as an essential component within the Te Wao nui a Tāne ecosystem. The General Manager Māori Health offered to review the explanation and check with Hone Morris from Massey University.

The Board Chair acknowledged the work done by the Director of Strategy in ensuring the right people had an opportunity to contribute to the refresh of the MDHB Strategy and for capturing what the organisation planned to do.

It was resolved that the Board:

*approve the refreshed content for the MidCentral District Health Board (MDHB) Strategy. (Moved Materoa Mar; seconded Muriel Hancock)*

### **5.2 Refresh of Ka Ao, Ka Awatea 2020-2022**

The General Manager Māori Health presented this report, which was taken as read. The document had been refreshed for the next 18 months, before iwi would again be consulted on the next strategy to align with the DHB's ten-year strategy.

The Board Chair acknowledged the significant contribution of the Tumu Rautaki, Pae Ora Paiaka Whaiora in refreshing Ka Ao, Ka Awatea and asked that the General Manager Māori Health pass on the Board's appreciation. The Board also thanked the primary health organisation and Te Tihi for their partnership in the refresh, which set a good pathway for the next 18 months.

It was resolved that the Board:

*approve the final draft of Ka Ao, Ka Awatea Refresh 2020-2022. (Moved Karen Naylor; seconded Jenny Warren)*

The Director of Strategy and the Corporate Communications Manager left the meeting.

### **5.3 Annual Planning, Prioritisation and Funding 2021/22**

The General Manager, Finance and Corporate Services and the Acting General Manager, Strategy, Planning and Performance presented this report, which was taken as read. It was noted that the planning assumptions would be provided in the new year after guidance had been received from the Ministry of Health. Priorities would be identified at a Board workshop in February or March 2021.

A Board member asked that the wording of the foundation of the strategy and financial sustainability (page 231 of meeting papers) be amended to read "Te Tiriti o Waitangi – to commit to achieving the goals of Te Tiriti in partnership with iwi and Māori."

It was resolved that the Board:

*endorse the approach to annual planning and prioritisation for 2021/22 as outlined in this report. (Moved Karen Naylor; seconded Lew Findlay)*

### **5.4 Final Draft Regional Services Plan 2020/21**

The Manager, DHB Planning and Accountability presented this report, which was taken as read.

It was resolved that the Board:

*note the central region's final draft Regional Services Plan for 2020/21 has been submitted by the Central Region Technical Advisory Services for review and feedback by the Ministry of Health*

*note the central region's final draft Regional Services Plan for 2020/21 reflects the priorities of the six district health boards and the Ministry of Health*

*approve the central region's final draft Regional Services Plan for 2020/21*

*approve delegation to the board chair signing the final Regional Services Plan for 2020/21 on behalf of the Board, subject to there being no material changes to this final draft. (Moved Lew Findlay; seconded Materoa Mar)*

The Manager, DHB Planning and Accountability left the meeting.

### **5.5 Allied Laundry Services Annual Report**

The General Manager, Finance and Corporate Services presented this report, which was taken as read.

It was resolved that the Board:

*note the Allied Laundry Services Limited Financial Statement and Annual Report. (Moved Materoa Mar; seconded Lew Findlay)*

## **5.6 Review of Committee Membership**

The Interim Director of the Office of the Chief Executive presented this report, which was taken as read.

An additional recommendation from a Board only discussion was moved:

That the Board explore and execute the agreement to seek to recruit a person with lived experience of disability to the Health and Disability Advisory Committee. *(Moved Heather Browning; seconded Karen Naylor)*

A Board member noted that during the Board only discussion, it had been suggested that a member of the Enabling Good Lives leadership group would be an appropriate person to join HDAC, and that the Board Chair had agreed to discuss with the issue with the chair of the Consumer Council.

The Chief Executive noted that the Consumer Council Chair had been appointed to HDAC and was a person with lived experience of disability.

It was resolved that the Board:

*note the appointment of deputy chairs for the Health and Disability Advisory Committee (HDAC) and the Finance, Risk and Audit Committee (FRAC)*

*explore and execute the agreement to seek to recruit a person with lived experience of disability to the Health and Disability Advisory Committee*

*note the membership of the statutory committees for the remainder of the Board's 2019-2022 term. (Moved Heather Browning; seconded Karen Naylor)*

## **5.7 Board Work Programme**

The Interim Director of the Office of the Chief Executive presented this report, which was taken as read.

The legislative and external audit requirements for papers to be endorsed by FRAC before being considered by the Board was noted. In order for the Board to have a fresh look at the reports, they would be amended after the FRAC meeting to outline what had been discussed, any issues that had been raised and what had been done since.

It was suggested that Zoom access to FRAC meetings be available for Board members who were not on the Committee.

It was agreed that the Te Awa Digital Strategy was a priority and should be included on the Board's work programme, with progress reports given at each meeting. The financials and capex requests would continue to be reviewed by FRAC.

It was resolved that the Board:

*note the changes to the work programme and meeting dates*

*approve the Board work programme for the 2021 calendar year. (Moved Jenny Warren; seconded Materoa Mar)*

## **5.8 Revised Meeting Dates 2021**

The Interim Director of the Office of the Chief Executive presented this report, which was taken as read.



It was resolved that the Board:

*note the proposed changes to meeting dates for 2021 which were approved at the August 2020 meeting*

*approve the revised meeting dates for the Board, the Health and Disability Advisory Committee, and the Finance, Risk and Audit Committee for 2021. (Moved Jenny Warren; seconded Muriel Hancock)*

## **6. INFORMATION PAPERS**

### **6.1 NZ Health Partnerships Quarterly Report**

The General Manager, Finance and Corporate Services presented this report, which was taken as read.

It was resolved that the Board:

*note the update on the Finance, Procurement and Information Management System, the Health System Catalogue and the shared services arrangements with New Zealand Health Partnerships. (Moved John Waldon; seconded Lew Findlay)*

## **7. LATE ITEMS**

There were no late items.

## **8. DATE OF NEXT MEETING**

Tuesday, 23 February 2021 – Board Room, MidCentral District Health Board, Gate 2 Heretaunga Street, Palmerston North

## **9. EXCLUSION OF PUBLIC**

It was resolved:

*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:*

<b>Item</b>	<b>Reason</b>	<b>Ref</b>
'In committee' minutes of the previous Board meeting	For reasons set out in the agenda of the 10 November 2020 meeting.	
Siemens HealthCare Service Performance Agreement	To carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)
Programme of Change – Mental Health and Addictions	To carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
Easement for Realignment of Stormwater Drain	To carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)
Increased Emergency and Acute Care Capacity	To carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)

Review of Car Parking Arrangements	To carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)
Annual Remuneration Parameters for Individual Employment Agreement Staff	To carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)
Board only time	No decision sought	
<b>'In Committee' minutes of the previous HDAC meeting</b>	<b>For reasons set out in the agenda of the HDAC meeting held on 24 November 2020 with the public present</b>	9(2)(j)
<b>'In Committee' minutes of the previous FRAC meeting</b>	<b>For reasons set out in the agenda of the FRAC meeting held on 3 November 2020</b>	
Fluoroscopy Business Case	Subject to commercial sensitivity	9(2)(j)

*(Moved from the Chair)*

Part One of the meeting closed at 3.30pm

Confirmed this 23rd day of February 2021

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Chairperson