



## MidCentral District Health Board

### Board Minutes

Meeting held on 13 April 2021 from 9.00am

## PART ONE

### Members

Brendan Duffy (Board Chair), Heather Browning, Vaughan Dennison, Lew Findlay, Norman Gray, Muriel Hancock, Materoa Mar, Karen Naylor, Oriana Paewai, John Waldon, Jenny Warren.

### In attendance

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

### In attendance (part meeting)

Judith Catherwood, General Manager, Quality and Innovation; Sarah Fenwick, Operations Executive, Te Pā Harakeke; Kelly Isles, Director of Strategy; Clive Martis, Operational Lead for Digital Services; Darryl Ratana, Deputy Chief Financial Officer; Michelle Riwai, Executive Lead for Digital Services and General Manager, Enable NZ; Neil Wanden, General Manager, Finance and Corporate Services; Bronwyn White, Advisor, Strategy and Performance.

Media – 0

Public – 2

### **1. KARAKIA**

The meeting opened with the organisational karakia.

The Board Chair acknowledged the passing of Vivienne Ayres, Manager, DHB Planning and Accountability. Everyone stood for a minute's silence, followed by a karakia.

### **2. ADMINISTRATIVE MATTERS**

#### **2.1. Apologies**

Nil.

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

There were no late items.

#### **2.3. Register of Interests Update**

The Board Chair advised he had not attended the America's Cup event hosted by Ventia in March 2021.

In relation to agenda item 5.3 Children's Hub, Oriana Paewai noted she was one of three trustees of the Manawatū/Whanganui Children's Health Charitable Trust Board.

#### **2.4. Minutes of the 23 February 2021 meeting, Part One**

It was resolved that:

*the Part One minutes of the 23 February 2021 Board meeting be approved as a true and correct record.*

*(Moved Oriana Paewai; seconded Vaughan Dennison; abstention from Karen Naylor)*

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

No discussion.

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

Zoom meetings had been scheduled for tomorrow with Mayors and Council CEOs, and with iwi CEOs and Chairs to outline details of MidCentral DHB's COVID-19 vaccination programme, to receive their feedback and respond to any concerns.

MidCentral DHB (MDHB) was one of five DHBs who did not have a port, an international airport or managed isolation and quarantine (MIQ) facilities. MDHB's vaccination programme had therefore started later than most other DHBs. Immunisation of frontline health workers was about to commence, with iwi and Māori providers first, followed by Emergency Department staff and other critical workforces in the community. Access issues to vaccination sites, including parking and wheelchair access, had been considered by the planning team. Board members would continue to receive regular updates on the vaccination programme through the Chief Executive's (CEO's) weekly email update.

### 2.7. **Minutes of the HDAC meeting held on 16 February 2021, Part One**

It was resolved to:

*note the unconfirmed Part One minutes of the Health and Disability Advisory Committee meeting held on 16 February 2021.  
(Moved John Waldon; seconded Jenny Warren)*

### 2.8. **Minutes of the FRAC meeting held on 23 March 2021, Part One**

It was resolved to:

*note the unconfirmed Part One minutes of the Finance, Risk and Audit Committee meeting held on 23 March 2021.  
(Moved Vaughan Dennison; seconded John Waldon)*

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

The report was taken as read. Board members noted that the 'world café' workshop held at the Board to Board hui in March had been very positive.

It was resolved to:

*note the Manawhenua Hauora meeting for February was cancelled due to other iwi commitments  
note the report from the Manawhenua Hauora Chair on the Manawhenua Hauora meeting held in March 2021  
note the General Manager, Māori Health's response to the Chair's report.  
(Moved Oriana Paewai; seconded Muriel Hancock)*

## 3. **STRATEGIC FOCUS**

Discussion to be held in Part Two of the meeting.

### 4. PERFORMANCE REPORTING

#### 4.1. Chief Executive's Report for March 2021

The Chief Executive presented this report, which was taken as read. She noted that the early financial results for March were slightly behind budget for the month, but the year to date position was still positive. An update would be included in the weekly email to Board members.

Board members were welcome to attend the acute mental health unit stakeholder workshops and would be advised of workshop dates.

Inquiries for roles as COVID-19 vaccinators were still welcomed and management agreed to ensure that people who already expressed an interest were kept informed of progress with their application.

Board members noted the achievements of Allied Laundry Services Limited and the quantities of laundry they were dealing with. The Finance, Risk and Audit Committee would continue to monitor plans to extend the laundry's facilities.

Regular steering committee meetings were now held between the Chief Executives and their teams from Taranaki, Hawke's Bay and MidCentral DHBs regarding the Linear accelerator (LINAC) project. Discussions included ensuring agreed models of care, the workforce model and the contractual funding arrangements between DHBs. This would extend beyond radiation oncology into a broader model of care across cancer services. Taranaki and Hawke's Bay DHBs were each completing a business case for buildings to accommodate their LINAC.

Consultation on the Integrated Service Model health check was about to close. Management would consider the feedback from staff and make decisions before providing a detailed report to the next Board meeting.

It was resolved that the Board:

*note the update of key local, regional and national matters.*

*(Moved John Waldon; seconded Muriel Hancock)*

#### 4.2. Board KPI Dashboard

The Director of Strategy presented this report, which was taken as read.

It was resolved that the Board:

*note the areas highlighted in the KPI dashboard and associated commentary.*

*(Moved Vaughan Dennison; seconded Norman Gray)*

#### 4.3. Finance Update – February 2021

The General Manager, Finance and Corporate Services and the Deputy Chief Financial Officer presented this report, which was taken as read.

The General Manager, Finance and Corporate services noted the liability for the Holidays Act remediation was increasing at around \$1.2m per year. A national project management office had been established to ensure a consistent approach was used by all DHBs. Before the financial liability could be calculated, definitions needed to be agreed on what constituted a 'working week' and how to treat RMOs who regularly moved between DHBs. The Ministry of Health (the Ministry) had agreed to pay remediation costs, but a decision had not been made on whether the Ministry or individual DHBs would pay for the cost of calculating the remediation and ensuring the payroll system was compliant.

It was resolved that the Board:

*note that the operating result for the month of February 2021 is a surplus before one-off items of \$1.545m, which is \$0.245m favourable to budget*

*note that the year to date result to February 2021 is a surplus before one-off items of \$2.813m, which is \$2.737m favourable to budget*

*note that year to date to February 2021 COVID-19 related costs of \$0.036m and unbudgeted Holidays Act related costs of \$2.009m have been incurred. Including these one-off costs results in a year to date surplus after exceptional items of \$0.769m*

*note that total available cash and equivalents of \$41.6m as at 28 February 2021 is sufficient to support liquidity requirements*

*note that this is an interim finance report and that a full report will come to the Board for consideration at the May meeting following consideration by the Finance, Risk and Audit Committee.*

*(Moved Karen Naylor; seconded Muriel Hancock)*

#### 4.4. Finance Report – January 2021

The General Manager, Finance and Corporate Services and the Deputy Chief Financial Officer presented this report, which was taken as read. The Chief Executive introduced Chiquita Hansen, the Interim General Manager, Strategy, Planning and Performance, who was also the Chief Executive of THINK Hauora.

It was explained that THINK Hauora had returned \$855k of unspent funding to the DHB. THINK Hauora had developed new ways of working and created new roles. This funding had not been used while clinicians were being recruited. Twelve FTEs had now been recruited, and further appointments were planned.

It was resolved that the Board:

*note that the Finance, Risk and Audit Committee endorsed this report at their March meeting for Board consideration*

*note that the month operating result for January 2021 is a surplus before one-off items of \$1.317m, which is \$0.547m favourable to budget*

*note that the year to date result for January 2021 is a surplus before one-off items of \$1.268m, which is \$2.447m favourable to budget*

*note that year to date for January 2021 COVID-19 related costs of \$0.026m and unbudgeted Holidays Act related costs of \$1.754m have been incurred. Including these one-off costs results in a year to date deficit after exceptional items of \$0.512m*

*note that total available cash and equivalents of \$34.818m as at 31 January 2021 is sufficient to support liquidity requirements*

*approve the January 2021 financial report.*

*(Moved Karen Naylor; seconded Muriel Hancock)*

The General Manager, Finance and Corporate Services; Director of Strategy; and Deputy Chief Financial Officer left the meeting.

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

The General Manager, Quality and Innovation presented this report, which was taken as read. She noted the workforce wellbeing project would consider implementation of the Bradford Factor – a tool to assist with sick leave management. This would analyse sick leave patterns and enable managers to have sensitive discussions with their staff to see if they needed support.

It was acknowledged that use of sick leave had been impacted by the COVID-19 requirements for anyone with cough or cold symptoms to stay away from work.

It was resolved that the Board:

*note the emerging risks and mitigation plans*

*note that at its 23 March 2021 meeting, the Finance, Risk and Audit Committee endorsed this report for the Board's approval*

*approve the approach and progress made to date on the Sustainability Plan for 2020-2023.*

*(Moved Vaughan Dennison; seconded Muriel Hancock)*

The General Manager, Quality and Innovation left meeting.

The Operations Executive, Te Uru Pā Harakeke joined the meeting.

### 4.6. **Non-Financial Performance Measures – Quarter Two**

The Advisor, Strategy, Planning and Performance was welcomed by the Board Chair, who also noted she would be leaving the organisation shortly. The report was taken as read.

The General Manager, Māori Health noted the development of Te Ara Angitū, the Māori Health Equity Dashboard, which would be reported to the HDAC meeting. The Te Ara Angitū reports would be presented to the Organisational Leadership Team and Manawhenua Hauora before being included in HDAC meeting papers.

It was agreed that future Non-Financial Performance Measures reports would be streamlined, with a focus on exception reporting. The Ministry's summary report for the quarter would be made available to Board members on the Stellar platform.

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 second quarter of 2020/21*

*note the mitigations in place for those performance measures or deliverables that were not meeting expectations for Quarter Two.*

*(Moved Oriana Paewai; seconded Heather Browning)*

The General Manager, Finance and Corporate Services joined meeting.

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

### 5.1. **2021/22 Annual Plan and Budget**

The Interim General Manager, Strategy, Planning and Performance presented this report, which was taken as read. Initial feedback received from the Ministry was positive and identified some work to be done on financial sustainability.

The Board workshop scheduled for 20 April would provide an opportunity to establish priorities. Budget details would be developed after an indication of funding from the Ministry for the next financial year had been received. The expectation of the Minister of Health and the Ministry was that DHBs must submit a break-even budget.

It was resolved that the Board:

*note this report was discussed at the Finance, Risk and Audit Committee meeting held on 23 March 2021*

*note the first submission of the draft 2021/22 Annual Plan has been provided in line with the expectations of the Ministry of Health and with the Board's approval*

*note that a copy of the draft 2021/22 Annual Plan is available on the Stellar platform*

*note a Board workshop is scheduled for 20 April 2021 to consider prioritisation of future initiatives and areas of disinvestment for inclusion in the 2021/22 Annual Plan and Budget.*

*(Moved Jenny Warren; seconded Muriel Hancock; abstention from Karen Naylor)*

The Advisor, Strategy, Planning and Performance left the meeting.

### 5.2. **MidCentral DHB and Manawhenua Hauora Joint Work Programme**

The General Manager, Māori Health presented this report, which was taken as read. She noted the final draft of the Māori Health Equity Review internal audit conducted by Technical Advisory Services (TAS) had been received. As this was part of the Board's internal audit programme, the report would be presented to the Finance, Risk and Audit Committee meeting. A Board member asked that the report be included on the agenda for the next Board to Board hui.

Board members acknowledged the progress made in strengthening the relationship and understanding between MDHB and Manawhenua Hauora.

It was resolved that the Board:

*note the progress made against the MidCentral DHB and Manawhenua Hauora Joint Work Programme 2020/21.*

*(Moved Oriana Paewai; seconded John Waldon)*

### 5.3. **Children's Hub**

The Operational Executive of Te Uru Pā Harakeke, Healthy Women, Children and Youth presented this report, which was taken as read. She noted that the feasibility study would consider the relationship between the proposed Trust and MDHB; the model of care and how to reach the entire MDHB district.

Board members offered strong support for the concept and acknowledged the work of former Board member, Barbara Cameron, in establishing the Manawatū/Whanganui Children's Health Charitable Trust Board.

It was resolved that the Board:

*note the ongoing discussions with the Manawatū/Whanganui Children's Health Charitable Trust Board and support the Trust progressing to a feasibility study.*

*(Moved Muriel Hancock; seconded Karen Naylor)*

The Operational Executive, Te Uru Pā Harakeke left the meeting.

### **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 activities within New Zealand Health Partnerships.  
(Moved John Waldon; seconded Heather Browning)*

#### **6.2. Board's Work Programme**

This report was taken as read.

It was resolved that the Board:

*note the Board's annual work programme.  
(Moved Vaughan Dennison; seconded Norman Gray)*

### **7. LATE ITEMS**

There were no late items.

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

Tuesday, 25 May 2021 – Board Room, MidCentral District Health Board, Gate 2 Heretaunga Street, Palmerston North

## BOARD MINUTES

### 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:*

Item	Reason	Ref
'In committee' minutes of the previous Board meeting	For reasons set out in the agenda of the 23 February 2021 meeting.	
Te Awa Digital Services Work Programme	To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials	9(2)(f)(iv)
Mediation	To maintain legal professional privilege	9(2)(h)
Midwifery Workforce Update	To maintain the effective conduct of public affairs through free and frank expression of opinions	9(2)(g)(i)
Fleet Replacement	To protect negotiations, including commercial and industrial	9(2)(j)
Minutes of Remuneration Committee meeting held on 23 March 2021	To protect personal privacy	9(2)(a)
Chief Executive's six-monthly self-assessment against performance objectives	To protect personal privacy	9(2)(a)
Professional Work Groups – Nursing Workforce Engagement	To maintain the effective conduct of public affairs through free and frank expression of opinions	9(2)(g)(i)
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 16 February 2021 meeting held with the public present</b>	
Midwifery Workforce Report	To maintain the effective conduct of public affairs through free and frank expression of opinions	9(2)(g)(i)
Serious Adverse Events (SAC 1)	To protect patient privacy	9(2)(a)
<b>'In Committee' minutes of the previous FRAC meeting</b>	<b>For reasons set out in the agenda of the FRAC meeting held on 23 March 2021</b>	

*(Moved Vaughan Dennison; seconded Norman Gray)*

*Unconfirmed minutes*

## BOARD MINUTES

Part One of the meeting closed at 11.10am

Confirmed this 25th day of May 2021

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Board Chair

*Unconfirmed minutes*