



## MidCentral District Health Board

### Board Minutes

Meeting held on 6 July 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)

Keyur Anjaria, General Manager, People and Culture; Wayne Blissett, Operations Executive, Pae Ora Paiaka Whaiora; Judith Catherwood, General Manager, Quality and Innovation; Kelly Isles, Director of Strategy; Sam Kilmister, Communications and Social Media Advisor; Jessica Long, Advisor, Planning and Accountability; Steve Miller, Chief Digital Officer; Darryl Ratana, Deputy Chief Financial Officer; Connie Roos, Organisational Development Business Partner; Barbara Ruby, Advisor, Strategy and Planning; Neil Wanden, General Manager, Finance and Corporate Services.

Media – 0

Public – 0

## **1. KARAKIA**

The meeting opened with the organisational karakia.

## **2. ADMINISTRATIVE MATTERS**

### **2.1. Apologies**

Nil.

### **2.2. Late items**

There were no late items.

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

*Jenny Warren*

*Add:* Member of Clinical Focus Group for Enhancing NZ Clinical Trials – run by the Liggins Institute with funding from the Ministry of Health and the Health Research Council.

### **2.4. Minutes of the 25 May 2021 meeting, Part One**

It was resolved that:

*the Part One minutes of the 25 May 2021 Board meeting be approved as a true and correct record.*

*(Moved Vaughan Dennison; seconded John Waldon)*

### **2.5. Minutes of the 15 June 2021 Board and Finance, Risk and Audit Committee conjoint meeting, Part One**

It was resolved that:

*The Part One minutes of the 15 June 2021 Board and Finance, Risk and Audit Committee conjoint meeting be approved as a true and correct record.*

*(Moved Oriana Paewai; seconded Heather Browning)*

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

The General Manager, Quality and Innovation provided a verbal update on an issue raised at a walk-round in March 2020. Wheelchair access was available at the front entrance of the building used for the Alcohol and Other Drug services. Wheelchair access to the rear of the building was being addressed.

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

The magnitude of change arising from the review of the health system was significant. While Board members and staff were aware of the opportunities, challenges and threats, there was very little understanding of the changes in the wider community. Over the next 12 months, the Board would need to be brave in its decision making; would need to be empathetic to the vision of health delivery; and would need to nurture, guide, harness and reflect. It is a privilege and a responsibility to implement the Government's changes. The physical location of MidCentral District Health Board (MDHB) provided an opportunity to be a centre for the region for the delivery of medical services and administration.

### 2.8. **Minutes of the Finance, Risk and Audit Committee meeting held on 15 June 2021, Part One**

In response to a question, management advised that a report on options for Enable New Zealand in the health reforms would be presented to the September Finance, Risk and Audit Committee (FRAC) meeting before being presented to the Board for consideration.

It was resolved to:

*note the unconfirmed Part One minutes of the Finance, Risk and Audit Committee (FRAC) meeting held on 15 June 2021.  
(Moved Oriana Paewai; seconded Vaughan Dennison)*

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

The report was taken as read. The Board acknowledged Materoa Mar's nomination by Manawhenua Hauora for the Māori Health Authority.

It was resolved to:

*note the report from the Manawhenua Hauora Chair on the Manawhenua Hauora meeting held in May 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

The Chief Executive presented this report, which was taken as read. The following responses were provided by management to questions raised.

- There were no practical implications related to the International Accreditation New Zealand (IANZ) suspension of the Medical Imaging Department's accreditation. Not all District Health Boards (DHBs) seek IANZ accreditation and can still provide services. IANZ do not recognise the specialists who read MDHB reports, as they are part of a contracted workforce.
- The Ministry of Health's (the Ministry) guidance on the implementation of the End of Life Choice Act 2019 is being refreshed. The Clinical Executive, Te Uru Mātai Matengau is MDHB's lead and will provide a report to the September meeting of the Health and Disability Advisory Committee (HDAC).
- There was high patient demand during the nurses strike on 9 June 2021. An agreement with the NZ Nurses Organisation (NZNO) was in place to provide Life Preserving Services. Some nurses stayed on to work and volunteers helped to provide care to patients.

A Board member noted that MDHB was doing better than many other DHBs in providing COVID-19 vaccinations for iwi Māori. She acknowledged the work done by the Tumu Rautaki, Pae Ora Paiaka Whaiora.

It was resolved that the Board:

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

*(Moved Vaughan Dennison; seconded Muriel Hancock)*

The Interim Director of the Office of the Chief Executive and the Advisor, Strategy and Planning joined the meeting.

#### 4.2. Board KPI Dashboard

The Director of Strategy presented this report, which was taken as read. It was noted the dashboard showed trends and whether MDHB was achieving targets.

Childhood immunisation rates were being closely monitored and an improvement plan was being led by THINK Hauora.

It was resolved that the Board:

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

*(Moved Jenny Warren; seconded John Waldon)*

### 4.3. Finance Update – May 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 advised that KPMG had been appointed by the Ministry to provide independent strategic project management via a centralised function for all 20 DHBs on the Holidays Act remediation project. They would conduct an audit of each DHB's calculations before the Government released any funding.

It was resolved that the Board:

*note that the month operating result for May 2021 is a surplus before one-off items of \$0.219m, which is \$0.735m favourable to budget*

*note that the year to date result for May 2021 is a surplus before one-off items of \$0.399m, which is \$3.857m favourable to budget*

*note that year to date to May 2021 COVID-19 related net costs of \$0.100m and unbudgeted Holidays Act related costs of \$2.978m have been incurred. Including these one-off costs results in a year to date deficit after exceptional items of \$2.680m, which is \$0.779m favourable to budget*

*note that total available cash and equivalents of \$45.9m as at 31 May 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 its August meeting.*

*(Moved Vaughan Dennison; seconded Norman Gray)*

### 4.4. Finance Report – April 2021

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

It was resolved that the Board:

*note that this paper was endorsed by the Finance, Risk and Audit Committee at their 15 June 2021 meeting*

*note that the month operating result for April 2021 is a deficit before one-off items of \$0.793m, which is \$0.452m favourable to budget*

*note that the year to date operating result to April 2021 is a surplus before one-off items of \$0.179m, which is \$3.122m favourable to budget*

*note that year to date to April 2021 COVID-19 related net costs of \$0.100m and unbudgeted Holidays Act related costs of \$2.616m have been incurred. Including these one-off costs results in a year to date deficit after exceptional items of \$2.537m. This is favourable to budget by \$0.406m*

*note that the total available cash and equivalents of \$48.7m as at 30 April 2021 is sufficient to support liquidity requirements*

*approve the April 2021 financial report.*

*(Moved Vaughan Dennison; seconded Norman Gray)*

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

The General Manager, Quality and Innovation presented this report, which was taken as read.

A Board member asked how decisions would be made on which projects were paused and which proceeded. The Chief Executive noted the Board had agreed not to start projects that would be impacted by the health system reform, such as implementing a new payroll system. It was important to ensure there was capacity and capability in place to deliver the essential workload and not over-burden staff. Every DHB was facing resignations from staff, particularly in enabler areas, which increased the workload pressure on remaining staff.

The Chief Executive advised that transition planning and discussions were taking place at both a national and regional level. A transition plan for MDHB was being developed, but more information was needed about the national and regional plans to ensure consistency. A draft MDHB transition plan would be presented to the August Board meeting.

It was resolved that the Board:

*note the Finance, Risk and Audit Committee endorsed this report at its June meeting for the Board's consideration*

*note the emerging risks and mitigation plans*

*note the 2020/21 benefits realisation reconciliation is in progress*

*approve the refreshed Sustainability Plan 2020-2023.*

*(Moved Muriel Hancock; seconded Materoa Mar)*

The Communications and Social Media Advisor left the meeting.

The General Manager, People and Culture; the Organisation Development Business Partner; and the Operations Executive, Pae Ora Paiaka Whaiora joined the meeting.

#### 4.6. **Te Awa Update – Digital Services Work Programme**

The Chief Digital Officer presented this report, which was taken as read. He thanked clinical staff for their efforts during a recent outage required to upgrade Clinical Portal and improve cyber security. A further review of all third-party software suppliers would be carried out.

The Board extended thanks to the Chief Digital Officer and his team for their efforts to ensure the organisation's cyber security systems were robust.

It was resolved that the Board:

*note that due to the Government's announcement on health system reforms, no new discretionary initiatives from the Te Awa Digital Health Strategy (Te Awa) roadmap will be started, apart from core legacy technology and infrastructure priorities*

*note the work programme covering planned work through into the 2021/22 financial year*

*note the national and regional activity that may impact on the planned work programme.*

*(Moved Oriana Paewai; seconded Vaughan Dennison)*

#### 4.7. **Non-financial Performance Measures – Quarter Three**

The Advisor, Strategy and Planning presented this report, which was taken as read. As requested by the Board, this was now an exception report, with detailed reports available on the Stellar platform for the Board to review.

It was resolved that the Board:

*note the summary report on Stellar and progress made in delivering MidCentral District Health Board's Annual Plan and performance expectations for the third quarter of 2020/21*

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

*(Moved Vaughan Dennison; seconded Muriel Hancock)*

The Advisor, Strategy and Planning left the meeting.

**5. DISCUSSION/DECISION PAPERS**

**5.1. Year-end Audit Process**

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

It was resolved that the Board:

*approve that the Board Chair and a Board member be authorised to sign the Letter of Representation in respect of the 2020/21 year-end financial return to the Ministry of Health.*

*(Moved Muriel Hancock; seconded Materoa Mar)*

**5.2. Fraud, Theft and Corrupt Actions Prevention Policy**

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

It was resolved that the Board:

*note that the Finance, Risk and Audit Committee endorsed the revised Fraud, Theft and Corrupt Actions Prevention Policy at its March 2021 meeting*

*note that the Fraud Prevention Policy has been reviewed and a number of adjustments are proposed to improve its effectiveness*

*note the name change from Fraud Prevention Policy to Fraud, Theft and Corrupt Actions Prevention Policy*

*approve the revised Fraud, Theft and Corrupt Actions Prevention Policy.*

*(Moved Oriana Paewai; seconded Karen Naylor)*

**5.3. Manawhenua Hauora and MDHB Shared Work Plan 2021/22**

The Operations Executive, Pae Ora Paiaka Whaiora presented this report, which was taken as read. He acknowledged Matariki, the Māori New Year was a time to remember loved ones who had been lost over the last year.

A Board member noted that the shared work plan demonstrated a positive relationship between iwi and MDHB and thanked the Operations Executive for his work.

The Board Chair acknowledged the work of the Operations Executive in developing the bond between Manawhenua Hauora and MDHB. His measured and respectful manner had brought the two entities together. While it was sad the Operations Executive was about to leave MDHB, it was exciting that he would be working in the iwi sector in the community. The Board Chair extended thanks on behalf of the Board.

The Operations Executive thanked the Board and wished everyone the strength, courage and tenacity that would be required to face the challenges ahead.

It was resolved that the Board:

*approve the Manawhenua Hauora and MidCentral District Health Board Shared Work Plan 2021/22 for implementation.  
(Moved Karen Naylor; seconded John Waldon)*

The Operations Executive, Pae Ora Paiaka Whaiora and the Chief Digital Officer left the meeting.

### 5.4. **Psychosocial Wellbeing Strategy**

The General Manager, People and Culture and the Organisational Development Business Partner presented this report, which was taken as read.

A Board member expressed her concern that the Māori models had not been used correctly.

The Chief Executive noted that although the Pae Ora Paiaka Whaiora Directorate had been involved in developing the Psychosocial Wellbeing Strategy, it had not been presented to Manawhenua Hauora for endorsement. She suggested that process should be followed before the strategy was re-presented to the Board.

It was resolved that the Board:

*note that the Psychosocial Wellbeing Strategy would be presented to Manawhenua Hauora for endorsement before being presented to the Board for approval.  
(Moved Materoa Mar; seconded Karen Naylor)*

The General Manager, People and Culture and the Organisational Development Business Partner 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 Jenny Warren; seconded Muriel Hancock)*

**6.2. Board’s Work Programme**

This Interim Director of the Office of the Chief Executive presented this report, which was taken as read. He noted the report was to provide the Board with reassurance that management had done what had been asked.

It was resolved that the Board:

*note the Board’s annual work programme.  
(Moved Vaughan Dennison; seconded Karen Naylor)*

**7. GLOSSARY OF TERMS**

**8. LATE ITEMS**

It was agreed to send a letter of congratulations to former MDHB Board member, Barbara Cameron, who had been awarded a QSM in the 2021 Queen’s Birthday Honours.

**9. DATE OF NEXT MEETING**

Tuesday, 17 August 2021 – Board Room, MidCentral District Health Board, Gate 2 Heretaunga Street, Palmerston North.

**10. 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 25 May 2021 meeting	
'In committee' minutes of the Board and Finance, Risk and Audit Committee conjoint meeting	For reasons set out in the agenda of the 15 June 2021 meeting	
Final Draft Budget 2021/22	To maintain the effective conduct of public affairs through free and frank expression of opinions	9(2)(g)(i)

## BOARD MINUTES

Item	Reason	Ref
Midwifery Workforce Update	To maintain the effective conduct of public affairs through free and frank expression of opinions	9(2)(g)(i)
Nursing Workforce Update	To maintain the effective conduct of public affairs through free and frank expression of opinions	9(2)(g)(i)
Establishment of an Acute Services Block and Re-lifing of the Clinical Services Block	To protect negotiations, including commercial and industrial	9(2)(j)
Print Technology and Associated Services	To protect negotiations, including commercial and industrial	9(2)(j)
Upgrade of Water Systems, Palmerston North Hospital	To protect negotiations, including commercial and industrial	9(2)(j)
Step-down facility, Mental Health and Addiction Services	To protect negotiations, including commercial and industrial	9(2)(j)
Board only time	No decision sought	
Workshop – Medical Workforce	To maintain the effective conduct of public affairs through free and frank expression of opinions	9(2)(g)(i)
<b>'In Committee' minutes of the previous FRAC meeting</b>	<b>For reasons set out in the agenda of the FRAC meeting held on 15 June 2021</b>	

*(Moved Vaughan Dennison; seconded Oriana Paewai)*

Part One of the meeting closed at 10.50am

Confirmed this 17th day of August 2021

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Board Chair

*Unconfirmed minutes*