



MidCentral District Health Board

Board Minutes

Meeting held on 9 November 2021 from 9.00am

(held via Zoom due to COVID-19 restrictions)

PART ONE

Members

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

Apologies

Norman Gray.

In attendance

Kathryn Cook, Chief Executive; Kelvin Billingham, Chief Medical Officer; Debbie Davies, Interim General Manager, Strategy, Planning and Performance; Celina Eves, Executive Director, Nursing and Midwifery; Emma Horsley, Communications Manager; 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; Dr Jeff Brown, Clinical Executive, Te Uru Pā Harakeke; Judith Catherwood, General Manager, Quality and Innovation; Sarah Fenwick, Operations Executive, Te Uru Pā Harakeke; Kelly Isles, Director of Strategy, Planning and Accountability; Steve Miller, Chief Digital Officer; Darryl Ratana, Deputy Chief Financial Officer; Neil Wanden, General Manager, Finance and Corporate Services.

Combined Medical Staff Association: Dr Nathalie de Vries, Chair; Dr Thomas Carter; Mr Geoff Anderson.

Media – 1

Unconfirmed minutes

1. KARAKIA

The meeting opened with the organisational karakia.

2. ADMINISTRATIVE MATTERS

2.1. Apologies

An apology was received and accepted from Norman Gray.

2.2. Late items

There were no late items.

2.3. Register of Interests Update

Jenny Warren

- No longer a member of the Locality Advisory Group (Tararua and Ōtaki/Horowhenua) for the Primary Maternity project.
- Contract with Horowhenua Life to the Max

Oriana Paewai

- No longer a Board member of the Cancer Society, Manawatū
- No longer a member of Nga Manu Taiko, a standing committee of the Manawatū District Council

Karen Naylor – in relation to item 5.3 Midwifery Workforce Update

- Work in Gynaecology Assessment Unit, which is mentioned in Item 5.3, Midwifery Workforce Update. No decision required by Board; agreed could participate in discussion.

2.4. Minutes of the Board meeting held on 28 September 2021, Part One

It was resolved that:

the Part One minutes of the 28 September 2021 Board meeting be approved as a true and correct record.

(Moved John Waldon; seconded Vaughan Dennison)

2.5. Matters arising from previous minutes

The matters arising schedule would be updated to indicate timing for the review of car parking arrangements at Palmerston North Hospital.

The Executive Director, Allied Health; the Clinical Executive, Te Uru Pā Harakeke, Healthy Women, Children and Youth; the General Manager, Quality and Innovation; and the Director of Strategy, Performance and Accountability joined the meeting.

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

The Board Chair noted the intense effort made by staff to encourage people to be vaccinated against COVID-19. He had observed the reluctance of some people at a pop-up clinic in Shannon and was impressed by the positive interaction of the team when encouraging people to be vaccinated. The target of achieving 90 percent of the population to be double vaccinated was always going to be a challenge and the results so far were encouraging.

2.7. **Minutes of the Finance, Risk and Audit Committee meeting held on 19 October 2021, Part One**

It was resolved that the Board:

*note the unconfirmed Part One minutes of the Finance, Risk and Audit Committee meeting held on 19 October 2021.
(Moved Vaughan Dennison; seconded Oriana Paewai)*

2.8. **Manawhenua Hauora Chair's Report**

This report would be discussed at the combined hui with Manawhenua Hauora members later today.

It was resolved to:

*note the report from the Manawhenua Hauora Chair on the Manawhenua Hauora hui held in September 2021
note the General Manager, Māori Health's response to the Chair's report.
(Moved Oriana Paewai; seconded Heather Browning)*

3. **STRATEGIC FOCUS**

Discussion 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. She outlined the work being done to communicate with staff to encourage and support them to comply with the Vaccination Order which requires all health and disability sector employees to have

Unconfirmed minutes

BOARD MINUTES

their first COVID-19 vaccination by 11.59pm on 15 November 2021. An update would be provided to the Board on 15 November to advise the number of staff who were not vaccinated and what actions were being taken to address any impact.

The Chief Executive acknowledged the work of the Director of Strategy, Planning and Accountability, who would be moving to a new role with THINK Hauora. She thanked her for the contribution she had made to the DHB over the last seven years.

Board members noted the milestone reached in the commencement of the Surgical Procedural Interventional Recovery Expansion (SPIRE) project; that Palmerston North Hospital was placed third in the Inaugural Golden Hip Awards 2021; and acknowledged the work done to respond to the End of Life Choice Act.

It was resolved that the Board:

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

(Moved Vaughan Dennison; seconded Muriel Hancock)

4.2. Board KPI Dashboard

The Director of Strategy, Planning and Accountability presented this report, which was taken as read. She noted the plans in place across all localities to improve immunisation rates, particularly in Horowhenua. Improvements were planned for the February dashboard report which would cover the 12 health system indicators and avoid duplication of Non-Financial Performance Measures reporting. The Health System Indicators (HSIs) would continue to be presented for Māori and non-Māori across all indicators.

A Board member expressed concern about difficulties in enrolling newborns with GPs in the Horowhenua and the impact that had on immunisation rates and the First 1000 Days project. The Interim General Manager, Strategy, Planning and Performance advised that an update on the nurse-led practitioner clinic would be provided to the next Health and Disability Advisory Committee meeting.

On behalf of the Board, the Chair also acknowledged the work of the Director of Strategy, Planning and Accountability and wished her well in her new role with THINK Hauora.

It was resolved that the Board:

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

(Moved Brendan Duffy; seconded Oriana Paewai)

The Director of Strategy, Planning and Accountability left the meeting.

4.3. Finance Report – September 2021

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

In response to a question, the Deputy Chief Financial Officer noted that work had been done last year with Ernst and Young regarding Holiday Pay miscalculations resulting from the payroll system used by all District Health Boards. It had been estimated that around \$100k per week needed to be allowed by MidCentral District Health Board (MDHB) to rectify the issue. Once the payroll system had been corrected, this would be included as a payroll cost.

It was resolved that the Board:

note that the month operating result for September 2021 is a deficit before one-off items of \$3.351m, which is \$0.162m adverse to budget

note that the year to date result for September 2021 is a deficit before one-off items of \$1.992m, which is \$1.304m adverse to budget

note that year to date for September 2021 COVID-19 related contribution of \$0.150m and Holidays Act costs of \$1.478m have been incurred. Including these results in a year to date deficit after exceptional items of \$3.320m, which is \$0.883m adverse to budget

note that the total available cash and equivalents of \$31.454m as at 30 September 2021 is sufficient to support liquidity requirements

note this is an interim finance report and that a full report will come to the Board for consideration at its December meeting.

(Moved Vaughan Dennison; seconded Oriana Paewai)

4.4. Finance Report – August 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 report was endorsed by the Finance, Risk and Audit Committee at their 19 October meeting

note that the month operating result for August 2021 is a surplus before one-off items of \$0.542m, which is \$0.798m adverse to budget

note that the year to date operating result for August 2021 is a surplus before one-off items of \$1.420m, which is \$1.140m adverse to budget

note that year to date for August 2021 COVID-19 related contribution of \$0.149m and Holidays Act costs of \$0.922m have been incurred. Including these results in a year to date deficit after exceptional items of \$0.577m, which is \$0.816m adverse to budget

note that the total available cash and equivalents of \$38.777m as at 31 August 2021 is sufficient to support liquidity requirements

approve the August financial report.

(Moved Vaughan Dennison; seconded Oriana Paewai)

4.5. **Sustainability Plan Report**

The General Manager, Quality and Innovation presented this report, which was taken as read. She noted that issues raised at the Finance, Risk and Audit Committee meeting regarding the nurse specialising project and improving the readability of savings targets clearer was being progressed.

The Board Chair noted the effort of the management team in achieving genuine savings through the Sustainability Plan.

It was resolved that the Board:

note the Finance, Risk and Audit Committee endorsed this report at its October meeting, for Board consideration

note the Sustainability Plan benefits baseline and monitoring dashboard

note August 2021 indicates a negative variance to plan of \$25,060 year to date

note the progress in the implementation of the Sustainability Plan

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

(Moved Oriana Paewai; seconded Karen Naylor)

The General Manager, Quality and Innovation and the Deputy Chief Financial Officer left the meeting.

The Chief Digital Officer joined the meeting.

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

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

It was resolved that the Board:

note the Digital Services work programme covering planned work for the 2021/22 financial year

note the progress since the last reporting period

Unconfirmed minutes

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

(Moved John Waldon; seconded Muriel Hancock)

The Chief Digital Officer left the meeting.

The General Manager, People and Culture joined the meeting.

4.7. Health, Safety and Wellbeing

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

It was resolved that the Board:

note the quarterly Health, Safety and Wellbeing report

note that the Health, Safety and Wellbeing report was endorsed by the Finance, Risk and Audit Committee at its meeting on 19 October 2021 for submission to the Board.

(Moved Jenny Warren; seconded Karen Naylor)

4.8. Workforce Update

The General Manager, People and Culture presented this report, which was taken as read. He noted that there is now extra effort in place to recruit to nursing and midwifery positions. The overall vacancies were consistent, despite staff numbers increasing.

It was resolved that the Board:

note the workforce update

note the challenges and opportunities being undertaken to address workforce concerns identified within the report.

(Moved Lew Findlay; seconded Muriel Hancock)

The General Manager, People and Culture left the meeting.

The Chair and members of the Combined Medical Staff Association joined the meeting.

5. DISCUSSION/DECISION PAPERS

5.1. Combined Medical Staff Association and Executive Action Plan

The Chief Executive and the Chair of the Combined Medical Staff Association (CMS) presented this report, which was taken as read.

BOARD MINUTES

The Chief Executive noted that a consultation paper on the proposed changes to clinical leadership of Te Uru Arotau, Acute and Elective Specialists Service had been released. Feedback would close on 22 November and be considered before a final decision was released. Other matters on the action plan would be discussed and monitored at Medical Reference Group (MRG) meetings.

The CMS Chair noted the importance of good communication between management and clinicians, particularly leading up to the new health structure in 2022. Geoff Anderson raised issues relating to mitigations for the Surgical Procedural Interventional Recovery Expansion (SPIRE) project and the Crest Hospital contract. The Board Chair noted that the CMS Chair had been invited to the meeting to discuss the action plan and to raise any issues that could not be addressed by management. The SPIRE project had already commenced and the contract with Crest Hospital was scheduled for discussion later at this meeting.

Geoff Anderson left the meeting.

The Chief Executive advised that the CMS Chair had been kept informed of progress with the SPIRE project and the Crest Hospital contract negotiations. Board members suggested deferring this discussion until it was possible to have a face-to-face meeting. The Board Chair offered to have an informal meeting with the CMS Chair. Tom Carter asked that the small action group set up to develop goals and a shared action plan be reconvened, with the inclusion of some Board members.

The Board Chair advised he had looked closely at the organisational structures that the Chief Executive and the Executive Team were responsible for and was impressed with the level of opportunity for staff to engage in discussions and decision-making. The issues raised by CMS related to management, not governance and should not be discussed at a Board meeting.

It was resolved that the Board:

note the current progress in delivering the Combined Medical Staff Association (CMS) and Executive Action Plan.

(Moved Brendan Duffy; seconded John Waldon)

The Chair of the Combined Medical Staff Association and Tom Carter left the meeting.

5.2. **MidCentral District Health Board and Manawhenua Hauora Combined Work Plan Update**

The General Manager, Māori Health and the Manawhenua Hauora Chair presented this report, which was taken as read.

The Manawhenua Hauora Chair noted that the issue of immunisation rates had been raised with Hon Peeni Henare, Associate Minister of Health (Māori Health) during his visit to the district on 28 October. While the focus was on COVID-19 vaccinations, with messaging around 'Get vaccinated or else', this wasn't helpful in retaining the trust and confidence of the community. A request had been made for national messaging to strongly encourage people to get vaccinated against COVID-19, while also accepting their reasons for not doing so.

It was resolved that the Board:

note the progress made against the MidCentral District Health Board and Manawhenua Hauora Combined Work Plan 2021/22.

(Moved Muriel Hancock; seconded Lew Findlay)

The Operations Executive, Te Uru Pā Harakeke, Healthy Women, Children and Youth, joined the meeting.

Heather Browning left the meeting.

5.3. **Midwifery Workforce Update**

The Operations Executive, Te Uru Pā Harakeke presented this report, which was taken as read. She noted that Auckland University of Technology (AUT) hoped to offer a nursing to midwifery transition course in Semester Two, 2022. Ward 24 would be required to close for a four-week period from the end of November to enable COVID-19 facilities work to be completed. To provide additional bed capacity during this period, the antenatal clinic would be relocated to Te Papaioea Birthing Centre. It was hoped to provide a full 24-hour service at the Birthing Centre from April 2022.

A Board member noted the increase in consumer surveys completed during October and asked what the percentage of Māori responding was. The Operations Executive offered to make this information available at the next meeting. The key findings of the maternity culture survey released in July 2021 would be made available on the Stellar platform.

It was resolved that the Board:

note the current midwifery workforce position

note the key updates to the Midwifery Action Plan.

(Moved Lew Findlay; seconded Oriana Paewai)

The Operations Executive Te Uru Pā Harakeke left the meeting.

5.4. **Nursing Workforce Update**

The Executive Director, Nursing and Midwifery presented this report, which was taken as read.

It was resolved that the Board:

note the Nursing Workforce Report.

(Moved Muriel Hancock; seconded Materoa Mar)

5.5. **Technical Advisory Services Annual General Meeting and Annual Report**

The Interim General Manager, Strategy, Planning and Performance presented this report, which was taken as read.

It was resolved that the Board:

approve that the Board Chair, Brendan Duffy, represent MidCentral District Health Board (MDHB) at the Technical Advisory Services (TAS) AGM on 2 December 2021; and in the event the Board Chair is unable to attend, either the Deputy Board Chair, Oriana Paewai, or the Chief Executive, Kathryn Cook, attend as a proxy to represent MDHB

approve that the recommendations included in the Notice of TAS Annual General Meeting be supported.

(Moved Oriana Paewai; seconded Muriel Hancock)

Heather Browning rejoined the meeting.

5.6. **Allied Laundry Services Annual General Meeting**

The General Manager, Finance and Corporate Services presented this report, which was taken as read. In response to questions from Board members, he offered to seek an update from the Chief Executive of Allied Laundry regarding water usage, mitigation strategies and impacts of the proposed Three Waters Reform (drinking water, waste water, storm water).

It was resolved that the Board:

note the notice of Annual General Meeting for Allied Laundry Services Limited and the Report to Shareholders

appoint Neil Wanden, General Manager, Finance and Corporate Services as MidCentral DHB's proxy at Allied Laundry Services Limited's Annual General Meeting in November 2021, and instruct him to support the recommendations as included in the Notice of Annual General Meeting dated 5 October 2021.

(Moved Vaughan Dennison; seconded Lew Findlay)

6. **INFORMATION PAPERS**

6.1. **NZ Health Partnerships Limited**

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 activities of New Zealand Health Partnerships Limited (NZHP).

(Moved John Waldon; seconded Vaughan Dennison)

6.2. Board's Work Programme

The report was taken as read. The following changes were agreed:

Annual Plan and Budget 2022/23

Remove from the work programme as MDHB is only required to provide information for 2022/23 to establish a budget for Health New Zealand. To ensure the Board has oversight and can ensure that any emerging risks are being addressed, this information will be incorporated into the MDHB Transition to Health New Zealand updates, which are on the work programme.

Memorandum of Understanding between MDHB and Manawhenua Hauora (triennial review due September 2021)

Remove from the work programme. It had been agreed with Manawhenua Hauora this would not be reviewed due to the transition to Health New Zealand and the Māori Health Authority in 2022.

Chief Executive's Performance Review

Bring forward to May 2022 so this can be completed before the Board is disestablished.

It was resolved that the Board:

note the Board's annual work programme.

(Moved Vaughan Dennison; seconded Muriel Hancock)

7. GLOSSARY OF TERMS

8. LATE ITEMS

No discussion.

9. DATE OF NEXT MEETING

Tuesday, 14 December 2021 – Board Room, MidCentral District Health Board, Gate 2 Heretaunga Street, Palmerston North (*subject to any COVID-19 restrictions*).

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:

Unconfirmed minutes

BOARD MINUTES

| Item | Reason | Ref |
|---|---|-------------|
| 'In Committee' minutes of the previous Board meeting | For reasons set out in the agenda of 28 September 2021 | |
| 2020/21 Annual Report and Financial Statements | To maintain the effective conduct of public affairs through free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any public service agency or organisation in the course of their duty | 9(2)(g)(i) |
| Replacement of High Acuity Patient Monitors | To protect negotiations, including commercial and industrial | 9(2)(j) |
| e-Prescribing and Administration Business Case | To protect negotiations, including commercial and industrial | 9(2)(j) |
| Laboratory Results Electronic Sign Off Business Case | To protect negotiations, including commercial and industrial | 9(2)(j) |
| Regional Common Patient Administration System (webPAS) as a Service Business Case | To protect negotiations, including commercial and industrial | 9(2)(j) |
| SPIRE Construction Contract | To protect negotiations, including commercial and industrial | 9(2)(j) |
| Construction Contract for EDOA/MAPU Unit | To protect negotiations, including commercial and industrial | 9(2)(j) |
| Capital Intentions | To protect negotiations, including commercial and industrial | 9(2)(j) |
| Health Sector Reforms – Transition Plan for MDHB | 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) |
| Special Delegation of Authority | To protect negotiations, including commercial and industrial | 9(2)(j) |
| Board only time | No decision sought | |
| 'In Committee' minutes of the previous FRAC meeting | For reasons set out in the agenda of the meeting held on 19 October 2021 | |

(Moved Karen Naylor; seconded John Waldon)

Part One of the meeting closed at 11.30am

Unconfirmed minutes

BOARD MINUTES

Confirmed this 14th day of December 2021

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Board Chair

Unconfirmed minutes