

MIDCENTRAL DISTRICT HEALTH BOARD

Minutes of the MidCentral District Health Board meeting held on 30 October 2012 at 10.00 am
at Pahiatua Town Hall, Main Street, Pahiatua

Unconfirmed Minutes

PRESENT

Phil Sunderland (Chair)
Diane Anderson
Ann Chapman
Jack Drummond
Kate Joblin

Pat Kelly
Karen Naylor
Richard Orzecki
Barbara Robson

IN ATTENDANCE

Murray Georgel, Chief Executive Officer
Mike Grant, General Manager, Planning & Support
Heather Browning, General Manager, Enable New Zealand
Jill Matthews, Principal Administration Officer
Anne Amooore, Manager, Human Resources
Dennis Geddis, Communications Officer
Bob Brown, Financial Services Manager
Craig Johnston, Senior Portfolio Manager, Primary Care (part meeting)

Public (3)
Media (1)

1. APOLOGIES

An apology for lateness was received from Lindsay Burnell.

2. LATE ITEMS

There were no late items.

3. CONFLICT AND/OR REGISTER OF INTERESTS UPDATE

3.1 Amendments to the Register of Interests

Ann Chapman advised her daughter no longer worked for ACC, having taken up a position with Social Welfare.

3.2 Declaration of Conflicts in Relation to Today's Business

Karen Naylor declared her interest as a staff member in items 8.3 – staff survey, and, 15.1 – financial assumptions and parameters.

4.2

4. PUBLIC FORUM

4.1 Questions from the Public

Sharon Wards, Tararua Health Group advised the Group had opened an expanded service in Woodville last month. The Group's plans to become an Integrated Family Health Centre had been formally approved and extremely positive progress was being made. Arrangements for a formal opening were being considered. The DHB's support was acknowledged with appreciation.

Shirley Hull, Councillor - Tararua District Council, Trustee – Central PHO, and Member, Pahiatua Community Services Trust advised the key issue for rural communities was clear communication – knowing what was available, what planning was underway, and what projects were proposed. These issues needed to be driven by the community. MidCentral DHB's open door policy was re-iterated.

His Worship the Mayor, Roly Ellis, believed things in terms of health had gone forward in a big way. From personal experience and anecdotal feedback, specialist health care, particularly cancer services, was very good both in terms of access and the quality of care. Mr Ellis expressed his appreciation at being able to readily raise any issues with the DHB's CEO whenever required.

The success of Bollards Pharmacy, Pahiatua in the MidCentral DHB Health Awards 2012 was acknowledged.

5. MINUTES OF PREVIOUS MEETING

5.1 Minutes

It was resolved:

that the minutes of the previous meeting held on 18 September 2012 be confirmed as a true and correct record.

5.2 Matters Arising from the Minutes

There were no matters arising from the minutes.

6. BOARD COMMITTEES

6.1 Group Audit Committee

It was resolved:

that the unconfirmed minutes of the meeting of the Group Audit Committee held on 18 September 2012 be received and the recommendations contained therein approved.

6.2 Matters Arising

There were no matters arising from the minutes.

Craig Johnston entered the meeting.

6.3 Hospital Advisory Committee

It was resolved:

that the unconfirmed minutes of the meeting of the Hospital Advisory Committee held on 9 October 2012 be received and the recommendations contained therein approved.

6.4 Matters Arising

6.4.1 Elective Services

Barbara Robson advised her views regarding an elective services workshop had not been well represented in the minutes. She considered a workshop around clinicians' views on the workability of the elective service performance indicators would be useful.

The Chair noted that the minutes reflected the Committee's view which was that a workshop was not necessary. However, Mrs Robson's view would be taken into consideration.

6.4.2 Child Health

It was noted that a member had requested a copy of the privacy assessment and consent form around the Health Home IT system.

6.5 Community & Public Health Advisory Committee

It was resolved:

that the unconfirmed minutes of the meeting of the Community & Public Health Advisory Committee held on 9 October 2012 be received and the recommendations contained therein approved.

6.6 Matters Arising

There were no matters arising from the minutes.

6.7 Disability Support Advisory Committee

It was resolved:

that the unconfirmed minutes of the meeting of the Disability Support Advisory Committee held on 9 October 2012 be received and the recommendations contained therein approved.

6.8 Matters Arising

There were no matters arising from the minutes.

7. STRATEGIC MATTERS

7.1 Feilding Integrated Family Health Centre

The Board noted that the development of a business case for a Feilding Integrated Family Health Centre had been completed, and this would be the subject of a decision paper at the next meeting of the Community & Public Health Advisory Committee.

It was noted that over time, it was expected the proportion of Feilding/Manawatu people enrolled with the IFHC would increase. Management advised that currently a proportion of these residents accessed primary health care in Palmerston North.

4.4
It was resolved:

that the report be received.

8. OPERATIONAL REPORTS

8.1 CEO's Report

8.1.1 Security of Information

The Government's review of all consumer facing IT systems operated by State Sector organisations was noted. Management advised that the privacy and security of information was an item on MidCentral DHB's internal audit programme for 2012/13. The terms of reference for this work were being prepared for Group Audit Committee and the review was scheduled to commence in seven weeks. This internal audit review would also take in to account the Government's review requirements, as well as issues identified in the recent ACC review.

Management advised MDHB had two patient portals; one within the radiotherapy department – a local area network, and one to enable pharmacies and GPs access to a library service.

8.1.2 My DHB

Management confirmed that staff privacy requirements were upheld.

8.1.3 The 3DHB Programme

It was noted that the amalgamation of management functions had been determined by the three DHBs, and was not directed from the Centre. It was further noted that legislation around this issue was permissive in that the number and governance of DHBs was determined, not management arrangements.

8.1.4 Performance Audit of Regional Services Planning and Capital Intentions

The CEO advised that while this audit was to look at Southern and Northern DHB regions, it would provide good information for the Central Region. He noted that the Central Region was less developed in this area, with the regional capital plan being a collection of the six DHB's plans rather than a single, prioritised list for the region.

8.1.5 Treasury Management and Banking Arrangements

Management advised that the banking and treasury management arrangements, as determined by the Board, were now in place. Details of how the daily sweep arrangement worked in practice were outlined to members.

8.1.6 2011/12 Annual Report and Audit

The CEO confirmed that the difference between estimated and actual elective revenue, following the annual wash-up, was \$1.3m.

8.1.7 Health Shuttles

The Board noted the Regional Council's decision to continue funding health shuttles for the next three years, and that the Council had assumed a financial contribution from DHBs commensurate with Horizon's own contribution. It further noted that a report on this matter was to be submitted to the Community & Public Health Advisory Committee.

8.1.8 Concerto

The timeline for the release of Concerto, the clinical workstation was discussed. The CEO advised that a precise date for the launch had yet to be determined as work was still being done to ensure all information provided via the system's data repository was absolutely accurate. Currently, some issues were being incurred around laboratory data. The clinicians who were overseeing the project on the Steering Group advised that full user acceptance testing and piloting of the system be held over until these matters were resolved, and the CEO was acting on this recommendation. While the rollout of Concerto had occurred elsewhere in New Zealand, there were differences in the software versions used. All parties were working hard to rectify the matters.

User acceptance testing of other information stored in the data repository would get underway shortly.

8.1.9 Travel and Accommodation

The CEO undertook to find out the timeline for the development of a regional submission on how the national travel and accommodation policy could be improved to better support regionalisation. The Technical Advisory Services (TAS) was co-ordinating this submission, and it was well aware of the interest of MDHB's board and its desire to participate in the process.

It was resolved:

that the report be received.

8.2 Capital Expenditure: Six Monthly Update

The capital expenditure update was received. Management advised this outlined the major capital expenditure for 2013/14 and 2014/15, and that the landscape was changing with major projects such as HBL and CRISP. Future asset planning would be closely linked to the outcome of current seismic evaluations. The potential liability of new seismic requirements would be known in the near future.

Further information was sought regarding the substitution process used when capital items were no longer required or their priority status had changed, eg operating theatre for women's health. Management undertook to provide this via the CEO's next operational report.

It was further agreed that future capital expenditure reports clearly show items which had been removed, and what substitutions had been made.

Management confirmed that all items valued at \$500,000 or more required Board approval.

The General Manager, Planning & Support advised that investment plan would be submitted to the Board in December, at which time guidance would be sought as to which items/projects the Board would like further explored. The paper would not be a decision paper. The importance of ensuring sufficient time for considering the investment plan was emphasised, and the possibility of a workshop(s) was raised.

It was resolved:

that the report be received.

8.3 Staff Survey

Karen Naylor's interest as a staff member was noted. It was agreed that as this paper not a decision paper, Mrs Naylor should be able to participate fully.

4.6

Members congratulated management for undertaking the survey and the comprehensive report on the results, including the draft work programme.

The participation rate (50%) was discussed and management advised that this was very good in the sector.

The qualitative nature of the survey was noted. Members agreed it provided a snapshot of the staff culture at a point in time, and would provide a benchmark for the future.

Given the importance of a healthy workforce and that the survey result showed improvements could be made, it was agreed quarterly updates be provided regarding the implementation of the work programme. Management was asked to consider if any qualitative measures could be incorporated.

The Manager, Human Resources confirmed that the results, as outlined in section 5 of the report, were as advised by the external survey parties.

In respect of bullying and harassment, the Manager, Human Resources advised that this was a theme which had come through the survey, but that the numbers were not necessary high. However, given it was a theme, specific actions had been included to address the issues identified, eg team development process, defining "bullying", and reviewing MDHB's policy.

Benchmarking against other DHBs was discussed. Management advised that Whanganui DHB had completed the survey around the same time as MDHB and this would enable benchmarking to occur. However, all other DHBs' surveys of this nature had been carried out some years ago and contained different questions so there were concerns around the validity of comparing with these. Karen Naylor stated she considered comparison with all other surveys of this nature, regardless of timing, would be useful.

It was resolved:

that the report be received.

9. GOVERNANCE ISSUES

9.1 Manawhenua Hauora Minutes

Richard Orzecki, in his role as Manawhenua Hauora Chair, advised Manawhenua Hauora had met on 29 October. Hauora a Iwi, Whanganui had joined the meeting and positive discussions had been held regarding sub-regional priorities.

Craig Johnston left the meeting.

In respect of the Regional Women's Health Service initiative, Manawhenua Hauora supported the forums held with Maori in both MidCentral and Whanganui districts. Reports from these meetings indicated they had been successful. However, it appeared the Maori midwives had been missed and Manawhenua Hauora considered it important that they be engaged with the process. Mr Orzecki noted that the Maori midwives had been invited to attend a forum but did not attend as arrangements had not been re-confirmed with them.

It was resolved:

that the minutes be received.

9.2 Central Region's Technical Advisory Service: Annual General Meeting Arrangements

The CEO advised an update on the audit process had been received. The auditors had finished their work and it was understood no changes would be made to the result as contained in MDHB's papers. Further, no change was expected to be made to the accounting treatment applied to receipts in advance.

The Statement of Service Performance was discussed in light of TAS' future role as a shared services agency. The need for the SSP to be extended to include health outcome type measures was raised. It was agreed that such measures rested with the shareholding DHBs. TAS, as a tool of the DHBs, should report against measures to reflect how effectively and efficiently it had completed its agreed programme of work.

It was noted that the Statement of Service Performance for 2011/12 showed mixed results, with around 50% of measures achieved and 50% not achieved. It was questioned whether this was because of resource availability or was performance related. It was agreed that MDHB's representative at the annual general meeting raise the Board's concerns regarding TAS' reported performance.

It was further agreed that MDHB's representative at the AGM resist any proposal to change the way receipts in advance were treated.

It was resolved:

that this report be received,

that Murray Georgel, CEO be appointed as MidCentral DHB's proxy at the Central Region's Technical Advisory Service Limited's annual general meeting in November 2012 and that he be instructed to support the recommendations as included in the Draft Notice of Annual General Meeting dated 18 October 2012.

9.3 Allied Laundry: Annual General Meeting Arrangements

It was resolved:

that this report be received,

that Jeff Small, Group Manager, Commercial Services be appointed as MidCentral DHB's proxy at Allied Laundry Services Limited's annual general meeting in October 2012,

and that he be instructed to support the recommendations as included in the Notice of Annual General Meeting dated 18 October 2012.

9.4 2013 Meeting Arrangements

The proposed meeting arrangements were discussed. The Chair advised that requests to amend the schedule to meet the individual needs of members could not be accommodated. Arrangements for audit committees on days when the Board meetings were to take place in outlying areas was discussed, and the difficulties around ensuring auditors attendance, minimising the travel requirements were specific members was noted.

The issue of whether public forums should be held, particularly in DHB election year was raised. The majority view was these should continue.

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It was resolved:

that the 2013 meeting schedule, as set out below, be approved.

MIDCENTRAL DISTRICT HEALTH BOARD 2013 MEETING SCHEDULE FOR BOARD & ITS COMMITTEES								
	HAC	CPHAC	DSAC	ENZGG	Board	Group Audit	Hosp. Audit	Funding Audit
START TIME	8.45am	1pm	3.30pm	3.30pm	10am	Note 1	Note 1	Note 1
DATE	5 Feb 19 Mar 30 April 11 June 23 July 3 Sep 15 Oct 26 Nov	5 Feb 19 Mar 30 April 11 June ⁵ 23 July 3 Sep 15 Oct 26 Nov	19 Mar	5 Feb 30 Apr	26 Feb ² 9 April ³ 21 May ⁴ 2 July 13 Aug 24 Sep 5 Nov 17 Dec	26 Feb	9 April 13 Aug	21 May 5 Nov
NOTES	<ol style="list-style-type: none"> 1. To commence between 8am and 9am depending on agenda. 2. To include a public forum. 3. To be held in Levin and include a public forum. 4. To be held in Dannevirke and include a public forum. 5. To include a presentation from the Central Primary Health Organisation. 							

9.5 2012/13 Work Programme

Upcoming reports and commitments were noted.

It was resolved:

that the updated work programme for 2012/13 be noted.

10. LATE ITEMS

There were no late items.

11. DATE OF NEXT MEETING

Tuesday, 11 December 2012, MidCentral District Health Board Offices, Board Room, Gate 2, Heretaunga Street, Palmerston North.

12. 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:

<i>Item</i>	<i>Reason</i>	<i>Ref</i>
<i>"In Committee" Minutes of the Previous Meeting</i>	<i>For reasons stated in the previous agenda</i>	
<i>"In Committee" Minutes of Committee Meetings:</i> <ul style="list-style-type: none"> • <i>Hospital Advisory Committee, 9 October 2012</i> <li style="padding-left: 20px;"><i>Community & Public Health Advisory Committee, 9 October 2012</i> • <i>Disability Support Advisory Committee, 9 October 2012</i> 	<i>For the reasons set out in the Committee's order paper of 9.10.12 meeting held with the public present</i> <i>For the reasons set out in the Committee's order paper of 9.10.12 meeting held with the public present</i> <i>For the reasons set out in the Committee's order paper of 9.10.12 meeting held with the public present</i>	
<i>Strategic Matters</i> <ul style="list-style-type: none"> • <i>2013/14 Annual Planning Assumptions & Parameters</i> • <i>HBL Contract Arrangements</i> 	<i>Subject of negotiation, and, basis of negotiating strategies</i> <i>Subject of negotiation</i>	<i>9(2)(j)</i> <i>9(2)(j)</i>
<i>Governance Matters</i> <ul style="list-style-type: none"> • <i>Regional Governance Arrangements</i> • <i>Insurance</i> 	<i>Subject of negotiation</i> <i>Under negotiation</i>	<i>9(2)(j)</i> <i>9(2)(j)</i>

Confirmed this 11th day of December 2012.

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 Chairman