

# MIDCENTRAL DISTRICT HEALTH BOARD

## Minutes of the MidCentral District Health Board meeting held on 7 July 2020 at 9.00am

### PART 1

#### MEMBERS

Brendan Duffy, Chairperson  
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  
Jeff Brown, Acting Chief Executive  
Gabrielle Scott, Executive Director, Allied Health  
Tracee Te Huia, General Manager, Māori Health  
Nicki Williamson, Committee Secretary

#### IN ATTENDANCE (part meeting)

Neil Wanden, General Manager, Finance and Corporate Services  
Craig Johnston, General Manager, Strategy, Planning & Performance  
Darryl Ratana, Deputy Chief Financial Officer

#### 1. KARAKIA

The meeting opened with the organisational karakia.

#### 2. ADMINISTRATIVE MATTERS

##### 2.1 Apologies

There were no apologies.

##### 2.2 Late Items

There were no late items.

##### 2.3 Register of Interests Update

There were no additions to the Register of Interests.

##### 2.4 Minutes of the May 2020 Board Meeting

It was resolved:

*that the minutes of the May 2020 Board meeting be approved as a true and correct record. (Moved Oriana Paewai; seconded Jenny Warren)*

## **2.5 Minutes of the June 2020 Board Meeting**

It was resolved:

*that the minutes of the June 2020 Board meeting be approved as a true and correct record. (Moved Heather Browning; seconded Muriel Hancock)*

## **2.6 Matters Arising**

There were no matters arising.

## **3. PERFORMANCE REPORTING**

### **3.1 Chief Executive's Report for July 2020**

The Chief Executive presented this report. The report was taken as read. The Chief Executive was excited to advise that the new Chief Medical Officer was now in Christchurch after he and his family were initially refused boarding on to their flight from Sydney. He and his family were in isolation for the mandatory two week period but would then transfer to Palmerston North.

The Board thanked Jeff Brown for his efforts and dedication whilst covering the Chief Medical Officer role.

The Board would send a letter of congratulations and recognition to Dr Garry Forgeson for his Queen's Birthday Honour for his services to oncology.

The staff survey showed that staff participation and engagement had increased on the last survey in 2018. Early analysis showed some positive trends were emerging and that the organisation had started to head in the right direction, although there was still much that could be improved.

The joint Manawhenua Hauora and MDHB Board session would be an ideal time to engage with THINK Hauora and provide everyone with a clear picture of the sector response during COVID-19.

It was resolved that the Board:

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

### **3.2 Non Financial Performance Measures**

The Chief Executive presented the report.

Child immunisation and child oral health under section four of the report were discussed. The Outreach Immunisation Service was not available in March because of staff vacancies, but subsequently new staff had been appointed and trained. It was noted that disappointingly decline rates had increased.

The Child and Adolescent Oral Health Service was working on data issues, including ethnicity. This was being led by the Medical Lead, supported by the recently appointed new manager. The work was progressing but was not expected to be a quick fix.

It was resolved that the Board:

*note this report and progress that was made in delivering MidCentral DHB's performance expectations for the third quarter of 2019/20. (Moved Karen Naylor; seconded Norman Gray)*

The General Manager, Strategy, Planning & Performance left the meeting.

The General Manager, People & Culture joined the meeting.

### **3.3 Health and Safety Strategy Update**

The General Manager, People & Culture presented the report. The report was taken as read. There was still some dependency on the online Health and Safety system whilst awaiting the replacement of the riskman system which was a work in progress.

The worker participation agreement was noted. MDHB was probably the only DHB to have this agreement fully signed and supported by all unions.

The Health and Safety Board workshop had not been held in April due to COVID-19 but this had now been superseded by the Tregaskis Brown online training. Once that training had happened and been reviewed, the requirement for further training would be considered.

The General Manager, Finance & Corporate Services joined the meeting.

It was resolved that:

*The update against activities identified in year two (2019-20) of the District Health Board's Health and Safety Strategy and Plan be noted  
Refreshing the Health and Safety Strategy with input from staff and unions be endorsed. (Moved Oriana Paewai; seconded Lew Findlay)*

## **4. DISCUSSION / DECISION PAPERS**

### **4.1 Six Monthly Workforce Update**

The General Manager, People & Culture presented this report. The report was taken as read. This was a six monthly workforce update that included ethnicity statistics.

Challenges with RMO recruitment remained.

Annual leave; whilst staff with more than two years annual leave had been reduced, there had been an increase in staff with between one and two years annual leave due to the COVID-19 travel restrictions. This was a risk and active management would be required to keep these numbers down.

The increasing level of vacancies, from 92 to 116 FTEs was discussed. The report was the six months to the end of March and COVID-19 had actually helped with recruitment as many specialists were now not going overseas. The next report should show a drop in this figure.

The General Manager, People & Culture would advise the Board on the Corporate and Other figures without Enable New Zealand included.

The Chief Executive advised that it would be useful for the report to include an overview of various contracted services and their staffing number.

The data on page 48 was queried and how it linked to the Māori workforce plan. The services and workforce were not well integrated yet, but the General Manager, Māori Health was working on developing a pipeline through the schools and Massey to encourage school leavers and second chance learners to consider MDHB as a career path. Massey had been very keen to engage with MDHB and arrange student walk-rounds on site. A workforce resource would be recruited within the next three months so progress should be made on this in the next six months.

The target figure for annual leave was queried. The General Manager, People & Culture stated that workforce targets including annual leave was set as part of the Chief Executive's performance targets. These targets should be consistently used and would be reported to HDAC.

The General Manager, People & Culture advised one factor impacting reporting on disabled employees was that many people didn't disclose their disability. If possible, this would be included in future reports.

The midwifery positive increase was discussed. Whilst it was a positive, the increase was also affected due to the inclusion of the birthing centre employees.

It was resolved that:

*The July 2020 workforce update be noted. (Moved Oriana Paewai; Seconded Karen Naylor)*

## **4.2 Year End Audit Process**

The General Manager, Finance & Corporate Services presented this report. This was an annual report and was required to satisfy audit requirements of Treasury and the Ministry of Health. The Chair and another Board member, as well as the Chief Executive and General Manager, Finance & Corporate Services would be required to sign that the financials were materially correct. The Holidays Act information would be an estimation.

It was resolved:

*That the Board Chair and a Board Member be authorised to sign the Letter of Representation in respect of the 2019/20 year-end financial return to the Ministry of Health. (Moved Muriel Hancock; Seconded Norman Gray)*

## **5. INFORMATION PAPERS**

### **5.1 Report from Manawhenua Hauora**

The Chair of Manawhenua Hauora presented this report. The report was taken as read. Going forward the Board would be having regular quarterly meetings with Manawhenua Hauora.

MALT was expected to convene for its inaugural meeting in July with the terms of reference due to be completed in early July for sign off by the DHBs CEO. Manawhenua

Hauora were pleased to see the progress in Māori Health and were looking forward to further gains with the establishment of MALT.

There was discussion on the exchange of governance and cultural viewpoints, on championing and the importance of looking for expertise in solutions from Māori.

It was resolved that the Board:

*Note the content of this report*

*Approve quarterly meetings between Manawhenua Hauora and MDHB in 2020/21 as part of the joint Manawhenua Hauora and MDHB work programme. (Moved Oriana Paewai; Seconded Materoa Mar)*

## **5.2 Minutes of HDAC meeting 26 May**

The report was taken as read.

It was resolved that the Board:

*Note the minutes of the HDAC meeting 26 May. (Moved Vaughan Dennison; Seconded Heather Browning)*

## **5.3 Minutes of FRAC meeting 16 June**

The report was taken as read.

Member Muriel Hancock advised that she had been recorded as seconding the April and May finance reports, but should not have as she was not a FRAC member. The Committee secretary would check the records and amend to Brendan Duffy.

It was resolved that the Board:

*Note the minutes of the HDAC meeting 26 May. (Moved Oriana Paewai; Seconded John Waldon)*

## **6. LATE ITEMS**

There were no late items.

## **7. DATE OF NEXT MEETING:**

Tuesday, 18 August 2020 – Boardroom, MidCentral District Health Board, Gate 2 Heretaunga Street, Palmerston North

## 8. 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 meeting	For reasons set out in the order paper of 14.04.20	
Phase Two Primary Birthing Review	Negotiating Position paper	9(2)(j)
Annual Plan and Budget	Subject to contract negotiations	9(2)(j)
Facilities Maintenance and Hotel Services	Subject to tender process	9(2)(j)
Health & Disability System Review	Maintain effective conduct of public affairs	9(2)(g)(i)
Service Change – Adult Secondary Community Mental Health team	Subject to contract negotiations	9(2)(j)
Integrated Hospital & Community Pharmacy & Improved Front of House Area,	Subject to contract negotiations	9(2)(j)
<b>"In committee" minutes of the previous FRAC meeting 16 June</b>	<b>For reasons set out in the order paper of 25.02.20</b>	
COVID-19 Security Update	To retain security of MDHB systems	9(2)(k)
Low Voltage Substation & 11kV Network Upgrade	Contract negotiations	9(2)(j)
Update on Hospital Boilers	Maintain legal professional privilege	9(2)(h)
Ingegrated Facilities Management and Hotel Services	Contract negotiations	9(2)(j)
Increased Emergency & Acute Care Capacity	Subject to tender processs	9(2)(j)
Annual Plan and Budget	Subject to contract negotiations	9(2)(j)
<b>"In committee" minutes of the previous HDAC meeting 26 May</b>	<b>For reasons set out in the order paper of 17.03.20</b>	

*(Moved Brendan Duffy; seconded Materoa Mar)*

Confirmed this 18<sup>th</sup> day of August 2020.

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Chairperson