

MIDCENTRAL DISTRICT HEALTH BOARD

Minutes of the MidCentral District Health Board meeting held on 10 November 2020 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; and Clinical Executive, Te Uru Kiriora
Celina Eves, Executive Director Nursing and Midwifery
Gabrielle Scott, Executive Director, Allied Health
Tracee Te Huia, General Manager, Māori Health; and Acting General Manager, Strategy, Planning and Performance
Margaret Bell, Board Secretary

IN ATTENDANCE (part meeting)

Keyur Anjaria, General Manager, People and Culture
Judith Catherwood, General Manager, Quality and Innovation
Kelly Isles, Director of Strategy, Strategy, Planning and Performance
Darryl Ratana, Deputy Chief Financial Officer
Adele Small, Tumu Rautaki, Pae Ora Paiaka Whaiora
Neil Wanden, General Manager, Finance and Corporate Services

Media – 1
Public – 1

1. KARAKIA

The meeting opened with the organisational karakia.

2. ADMINISTRATIVE MATTERS

2.1 Apologies

No apologies received.

2.2 Late items

There were no late items.

2.3 Register of Interests Update

There were no amendments to the Register of Interests.

2.4 Minutes of the 29 September 2020 meeting

The following amendment was advised:

Item 4.1 Te Tiriti o Waitangi Policy – second paragraph

Replace 'Rangitāne ki Manawatū and Rangitāne ki Tamaki Nui a Rua' with 'Rangitāne o Manawatū and Rangitāne o Tamaki Nui a Rua'.

It was resolved that:

the Part One minutes of the 29 September 2020 Board meeting be approved as a true and correct record. (Moved Maderoa Mar; seconded Jenny Warren)

2.6 Matters arising from previous minutes

Item 2.5 Matters arising – Item 4.5 Car Parking

A series of reports would be presented to the Board and the business case would include detailed financial information. The first report would be provided to the December 2020 Board meeting.

Item 4.4 Delegation of Authority Policy

The question raised at the September meeting of the Finance, Risk and Audit Committee (FRAC) meeting regarding ex gratia payments would be addressed at the December 2020 FRAC meeting.

The changes requested by the Board had been incorporated into the final policy. A copy would be made available on SharedNet.

3. STRATEGIC FOCUS

3.1 Manawhenua Hauora and MidCentral DHB hui debrief

The general manager Māori health presented this report, which was taken as read. She invited Board members to provide suggestions for issues to be discussed at future 'Board to Board' meetings.

It was resolved that the Board:

note the contents of the Manawhenua Hauora and MidCentral DHB hui debrief report

note the ongoing need for discussions by both boards to assist in the development of the Te Tiriti o Waitangi training programme

note the MidCentral DHB's ten-year strategy will be discussed at the 2 November 2020 Manawhenua Hauora meeting

endorse Manawhenua Hauora's role of governance over the Joint Work Plan 2020/21

approve that the board chair write to all iwi and Māori providers thanking them for the services provided during the COVID-19 lockdown. (Moved Materoa Mar; seconded Oriana Paewai)

4. PERFORMANCE REPORTING

4.1 Chief Executive's Report for September 2020

The chief executive presented this report, which was taken as read. She noted the operations executive, Te Uru Mātai Matengau would be leaving on Friday 20 November.

The board chair noted the financial position for the first quarter was on target, including holiday pay entitlements that had not been factored into the budget. He asked that the Board's appreciation for the work that had gone into achieving this result be passed on to the team.

The deputy chief financial officer joined the meeting.

A board member advised she had received feedback from staff on the Integrated Service Model (ISM) during quality and safety walkrounds. The chief executive asked that the feedback be emailed to her. She explained that the ISM health check carried out by Martin Jenkins would only impact on staff who report directly to the chief executive. Any potential change would be carried out through a management of change process and the Board would be advised in due course.

It was resolved that the Board:

note the update of key local, regional and national matters. (Moved Muriel Hancock; seconded Karen Naylor)

4.2 Finance Report – September 2020

The general manager, finance and corporate services and the deputy chief financial officer presented this report, which was taken as read.

They noted that an estimate of the liability to meet Holidays Act entitlement costs was expected in January or February 2021. Due to the uncertainty around this liability, these costs had not been included in the budget. The Government was holding funding to support the Holidays Act remediation costs.

The deputy chief financial officer advised that most of the revenue is included in the category 'Exceptional items', including COVID-19 costs and Holidays Act. It was agreed that future reports would provide a more detailed breakdown of this category.

The general manager, people and culture and the general manager, quality and innovation joined the meeting.

It was resolved that the Board:

note that the September 2020 financial report was endorsed for Board consideration by the Finance, Risk and Audit Committee (FRAC) at their November 2020 meeting

note that the month result for September 2020 is a surplus of \$0.107m, which is \$0.009m favourable to budget

note that the result for September 2020 includes COVID-19 related net costs of \$0.004m and unbudgeted Holidays Act related costs of \$0.256m. Net of these costs the month variance to budget would be a favourable operating variance of \$0.269m

note that the year to date result for September 2020 is a deficit of \$0.522m, which is \$0.220m favourable to budget

note that total available cash and equivalents of \$32.202m as at 30 September 2020 is sufficient to support liquidity requirements

approve the September 2020 financial report. (Moved Vaughan Dennison; seconded Materoa Mar)

4.3 Finance Report – August 2020

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 the August 2020 financial report was endorsed for Board consideration by the Finance, Risk and Audit Committee (FRAC) at their November 2020 meeting

note that the result for August 2020 includes COVID-19 related net costs of \$0.015m and unbudgeted Holidays Act related costs of \$0.107m. Net of these costs the month variance to budget would be a favourable operating variance of \$0.185m

note that the year to date result for August 2020 is a deficit of \$0.629m, which is \$0.210m favourable to budget

note that total available cash and equivalents of \$32.024m as at 31 August 2020 is sufficient to support liquidity requirements

approve the August 2020 financial report. (Moved Vaughan Dennison; seconded Materoa Mar)

The general manager, finance and corporate services and the deputy chief financial officer left the meeting.

4.4 Sustainability Plan 2020-2023

The general manager, quality and innovation presented this report, which was taken as read. She noted that as new initiatives occurred, they would be added to the plan.

The inpatient Older People's Acute Assessment and Liaison Unit (OPAL) had been established. The outpatient OPAL model of care had been scoped and would be presented to the Organisational Leadership Team (OLT) as it required investment. Progress was expected in the next quarter.

The general manager, quality and innovation advised that the project brief and terms of reference for each project included a focus on Te Tiriti o Waitangi obligations and equity for Māori. The Sustainability Plan dashboard would be revised to make this clear.

It was resolved that the Board:

note the emerging risks and mitigation plans.

approve the approach and progress made to date on the Sustainability Plan for 2020-2023, which has been endorsed by the Finance, Risk and Audit Committee. (Moved Jenny Warren; seconded Muriel Hancock)

4.5 Quarterly Health, Safety and Wellbeing Report

The general manager, people and culture presented this report, which was taken as read. The report had been presented to the FRAC meeting on 3 November 2020.

It was resolved that the Board:

note the quarterly Health, Safety and Wellbeing Report

endorse the quarterly Health, Safety and Wellbeing Report. (Moved Vaughan Dennison; seconded Muriel Hancock)

The general manager, quality and innovation and the general manager, people and culture left the meeting.

The director of strategy, Strategy, Planning and Performance and the tumu rautaki, Pae Ora Paiaka Whaiora joined the meeting.

5. DISCUSSION/DECISION PAPERS

5.1 Nutrition and Physical Activity Policy

The clinical executive, Te Uru Kiriora, Public, Primary and Community Health presented this report, which was taken as read.

Some Board members expressed concern that the policy was too prescriptive, including always offering low fat milk as an option. The clinical executive noted that the policy aimed to encourage people to look at low fat options, but full fat options would also be provided.

A Board member noted this policy would apply to people in MDHB's care and its staff. It was important to follow international evidence and ensure the health and safety of our staff.

It was resolved that the Board:

approve the revised Nutrition and Physical Activity Policy.

(Moved from the chair)

(Abstention Karen Naylor; against Vaughan Dennison)

5.2 Refresh of Ka Ao, Ka Awatea Māori Health Strategic Framework 2017-2022

The general manager Māori health and the tumu rautaki for Pae Ora Paiaka Whaiora presented this report, which was taken as read. The refresh of Ka Ao, Ka Awatea was being done in conjunction with the refresh of the MDHB Strategy.

Materoa Mar reminded the Board of her previously declared interest as the chief executive of Te Tihi O Ruahine Whanau Ora Alliance and offered not to take part in any discussion on this report.

A Board member asked that the document be amended to show the framework was 'Applying principles of Te Tiriti o Waitangi' – not 'Applying the principles of Te Tiriti o Waitangi'. It was also noted that Ngati Kauwhata had not been included on the list of iwi included in the Manawhenua Hauora consortium.

It was resolved that the Board:

endorse the proposed approach for the refresh of Ka Ao, Ka Awatea Māori Health Strategic Framework 2017-2022. (Moved John Waldon; seconded Muriel Hancock)

5.3 Strategy Refresh

The director of strategy presented this report, which was taken as read. She noted the final document would be presented to the December meeting for approval.

The terms used in the strategy were aligned to the National Māori Health Strategy, and any references to 'goals' did not specifically relate to the articles or principles of Te Tiriti o Waitangi. These were the goals of the action plan, not Te Tiriti o Waitangi.

The following changes were agreed:

- The source of the description of Te Wao nui a Tāne would be checked with Hone Morris, Associate Professor, Massey University and referenced in the final document (page 160 of meeting papers).
- The strategic imperative of 'Achieving quality and excellence in everything we do' would be changed to 'Committing to quality and excellence in everything we do' (page 165 of meeting papers).

It was resolved that the Board:

endorse the refreshed content for the MidCentral Strategy, noting that further content, editorial and graphic work is intended before it is submitted to the Board for formal approval at the December 2020 Board meeting. (Moved Oriana Paewai; seconded Jenny Warren)

The director of strategy and the tumu rautaki left the meeting.

5.4 Allied Laundry Services Annual General Meeting

The report was taken as read.

It was resolved that the Board:

Appoint Neil Wanden, general manager, finance and corporate services (or, in his absence, Louise Bishop) as MidCentral DHB's proxy at Allied Laundry Services Limited's Annual General Meeting in November 2020, and instruct him to support the recommendations as included in the Notice of Annual General Meeting dated 22 September 2020. (Moved Karen Naylor; seconded Materoa Mar)

The member of the public left the meeting.

5.5 Technical Advisory Services Annual General Meeting

The report 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) Annual General Meeting on 2 December 2020; 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 Muriel Hancock; seconded Vaughan Dennison)

5.6 Remuneration and Expenses for Board Members

The report was taken as read. It was noted questions raised by a Board member had been responded to via email by the interim director of the office of the chief executive.

During discussion, Board members noted they were more concerned about the additional workload of having two meetings on the same day than about the fees payable. It was also noted that this situation was only expected to arise in exceptional circumstances.

It was agreed to amend the Governance Manual Section 18 to include clarification of conjoint or consecutive meetings; to remove the sentence 'Where this occurs only one fee is payable' from the proposed new section; and to amend the first paragraph of the proposed new section to read as follows:

Fee for concurrent meetings

With agreement by the Board, it may be necessary or preferred for a Board or Committee meeting or two Committee meetings to be held at the same time.

It was resolved that the Board:

approve the revision to MidCentral DHB's Governance Manual, Section 18: Remuneration and Expenses for Board Members. (Moved Oriana Paewai; seconded Norman Gray)

5.7 Review of Record of Board and Committee Meetings Policy

The report was taken as read.

It was agreed to change the first sentence of Section 4 'Policy' to read:

"A documented record shall be maintained of all meetings of the Board and its Committees."

It was resolved that the Board:

approve the proposed changes to the MidCentral District Health Board (MDHB) Record of Board and Committee Meetings Policy. (Moved from the chair)

5.8 2020/21 Board Work Programme

The report was taken as read.

A Board member, Materoa Mar, noted the workload for staff created by frequent reporting to the Board and its Committees and that due to the short reporting periods, there was little change in reports provided to the Health and Disability Advisory Committee (HDAC). She asked that consideration be given to having less frequent HDAC meetings and suggested that five meetings be held each year (rather than eight).

Board members were supportive of having less HDAC meetings but noted the committee needed to meet regularly enough to make timely decisions. To enable further discussion, Materoa Mar was asked to email her suggested changes to the work programme to the chief executive.

Management agreed to provide an updated annual work programme for approval at the December board meeting. It was noted that any change to HDAC meeting dates would impact on the timing of reports to the board.

The following amendments to the work programme were advised:

- DHB Board and Manawhenua Hauora Joint Work Programme meetings should be quarterly, not six-monthly.
- Add the annual governance evaluation.

It was resolved that the Board:

note finalising the work programme has been delayed by the COVID-19 lockdown disruptions

note the variations from the previous work programme

note a revised Board work programme will be presented to the December 2020 board meeting for approval. (Moved Jenny Warren; seconded Vaughan Dennison)

5.9 Revised reporting template – feedback

Board members found the questions on the cover page of the report helpful and asked that questions about Māori health outcomes and equity be included. The landscape orientation was challenging to read, and if the size was increased, it meant having to move the page back and forth.

6. INFORMATION PAPERS

6.1 Minutes of HDAC meeting – Part One, 13 October 2020

It was resolved that the Board:

note the unconfirmed Part One minutes of the 13 October 2020 Health and Disability Advisory Committee (HDAC) meeting. (Moved from the chair)

7. LATE ITEMS

There were no late items.

8. DATE OF NEXT MEETING

Tuesday, 15 December 2020 – Board Room, MidCentral District Health Board, Gate 2 Heretaunga Street, Palmerston North

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 29 September 2020 meeting.	
Fluoroscopy Business Case	Subject to commercial sensitivity	9(2)(j)
Board only time	No decision sought	
'In committee' minutes of the previous HDAC meeting	For reasons set out in the agenda of the 13 October 2020 meeting	
Serious Adverse Events (SAC 1)	To protect patient privacy	9(2)(a)
Health and Disability Commissioner Breach Finding	To protect patient privacy	9(2)(a)

(Moved Norman Gray; seconded Vaughan Dennison)

Part One of the meeting closed at 11.45am

Confirmed this 15th day of December 2020

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Chairperson