

# MIDCENTRAL DISTRICT HEALTH BOARD

Minutes of the MidCentral District Health Board meeting held on 18 October 2011 at 10.00 am  
at MidCentral District Health Board Offices, Board Room, Gate 2, Heretaunga Street,  
Palmerston North

## PRESENT

Phil Sunderland (Chair)  
Diane Anderson  
Lindsay Burnell  
Ann Chapman  
Jack Drummond

Kate Joblin  
Pat Kelly  
Karen Naylor  
Barbara Robson

*Unconfirmed Minutes*

## IN ATTENDANCE

Murray Georgel, Chief Executive Officer  
Heather Browning, General Manager, Enable New Zealand  
Bob Brown, Manager, Financial Services  
Jill Matthews, Principal Administration Officer  
Niki Michael, Communications Officer  
Craig Johnston, Senior Portfolio Manager, Primary Health  
Lyn Horgan, Operations Director, Hospital Services  
Nicholas Glubb, Operations Director, Specialist Community & Regional Services  
Muriel Hanratty, Director, Patient Safety & Clinical Effectiveness  
Hentie Cilliers, Regional General Manager, Human Resources & Organisational Development  
Vivienne Ayres, Co-manager, Performance & Planning Unit  
Joy Christison, Project Manager

Public (2)  
Media (1)

### 1. APOLOGIES

An apology was received from Richard Orzecki, Board Member and Mike Grant, General Manager, Planning & Support.

### 2. LATE ITEMS

There were no late items.

### 3. CONFLICT AND/OR REGISTER OF INTERESTS UPDATE

#### 3.1 Amendments to the Register of Interests

There were no amendments to the register of interest.

#### 3.2 Declaration of Conflicts in Relation to Today's Business

Karen Naylor advised her interest as a member of the Care Capacity Demand Management programme noted in agenda item 8.2, Staff Climate Survey.

## **4. PUBLIC FORUM**

### **4.1 Questions from the Public**

A member of the public addressed the meeting regarding her experience in accessing surgical services at Palmerston North Hospital.

Heather Browning entered the meeting.

The member of the public expressed concern regarding communication processes and systems within the hospital. She advised she had a hearing impairment and believed the hospital staff communicating with her had not taken this into account. Arrangements were made for the member of the public to meet with the Director, Patient Safety & Clinical Effectiveness regarding her experiences and concern.

John Bent, member of the public addressed the meeting regarding the Board's proposed meeting arrangements for 2012, and, the DHB's capacity to recommend legislative changes.

In respect of the Board's 2012 meeting arrangements, the proposal contained in the agenda was cited. Mr Bent supported the proposal that the Primary Health Organisation would address the Community & Public Health Advisory Committee in the future. He did not support the proposal that the two public forums held in Manawatu and Palmerston North be reduced to one, with the venue alternating between the two districts on a yearly basis. Mr Bent also did not support the proposed move to a six-weekly meeting cycle, citing the experience of the Palmerston North City Council some years ago.

Mr Bent questioned the Board's capacity to request, by resolution, changes to statute law and/or consequential regulations. He outlined a possible scenario where a DHB may wish to consider taking this action – the Mental Health Act and the definition of a mental disorder. He cited US examples where anosognosia was implicitly recognised and the threshold for compulsory treatment lowered.

## **5. MINUTES OF PREVIOUS MEETING**

### **5.1 Minutes**

A member requested an amendment to the minutes in respect of the 2010/11 Annual Accounts.

It was resolved:

*that the minutes of the previous meeting held on 20 September 2011 be confirmed as a true and correct record, subject to the word "screen" being deleted from the requested amendment to the 2010/11 Annual Report.*

### **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 20 September 2011 be received and the recommendations contained therein approved.*

## 6.2 Matters Arising

There were no matters arising from the minutes.

## 6.3 Community & Public Health Advisory Committee

It was resolved:

*that the unconfirmed minutes of the meeting of the Community & Public Health Advisory Committee held on 4 October 2011 be received and the recommendations contained therein approved.*

## 6.4 Matters Arising

There were no matters arising from the minutes.

## 6.5 Hospital Advisory Committee

It was resolved:

*that the unconfirmed minutes of the meeting of the Hospital Advisory Committee held on 4 October 2011 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

The following amendments to the minutes were requested by a member. These to be referred to the Committee.

- Item 5.4, provide clarification the Quality & Risk Managers' meeting referred to was a national meeting.
- Item 5.6, provide clarification that the Health Passport referred to was that of the Health & Disability Commission
- Item 5.7, provide clarification that the Health Passport referred to was that of MidCentral DHB.

It was resolved:

*that the unconfirmed minutes of the meeting of the Disability Support Advisory Committee held on 4 October 2011 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 Regional Asset Management Plan: Update

The Manager, Finance advised the Regional Asset Management Plan was "work in progress" and updates would be provided to the Board as developments occurred. It was noted that the National Capital Investment Committee was seeking a meeting with DHBs on a regional basis re capital planning requirements.

The importance of regional lens on asset management and capital investment was noted.

It was resolved:

*that the report be received.*

## **7.2 2012/13 Annual Plan: Approach and Timelines, and Assumptions**

It was noted that the last page of this report had been included in error.

The CEO advised that the Ministry of Health was intending to get planning information to DHBs as early as possible, however the forthcoming general elections may result in changes (minor and/or significant) being required. This could see some policy, target, and even financial changes occurring post Christmas 2011.

It was resolved:

*that the report be received.*

## **7.3 2011/12 Annual Plan: Updates**

### **7.3.1 Fiscal Responsibility Initiatives**

Support was expressed for the work being done regarding organisational culture.

The results of the on-line staff exit survey were discussed. It was noted that 68% of those surveyed indicated they would return to MDHB. In respect of the remaining 32%, management advised a portion of these were retiring, going overseas, or moving on for career purposes so a return to MDHB would not be something they would consider. The results were monitored, and the level of negative feedback was not considered significant.

It was resolved:

*that the report be received.*

### **7.3.2 Further Maturity of Business Continuity & Disaster Recovery Capability and Framework**

Management confirmed that MDHB had participated in an Emergo Train System disaster recovery training exercise. It further confirmed that a definition was in place regarding what constituted a major disruption to services and that an appropriate communication process was in place to ensure escalation to the appropriate level.

It was resolved:

*that the report be received.*

## **8. OPERATIONAL REPORTS**

### **8.1 CEO's Report**

#### **8.1.1 Innovation Hub**

Discussion took place around how the newly announced national innovation hubs could work, including interface with organisations such as the National Health Committee. The CEO advised that this detailed information was not yet available.

8.1.2 *centralAlliance Update*

The centralAlliance quarterly update was received. It was agreed this should continue to be provided in full to the Board, noting that the information was provided to the Board’s committees via regular management reports and that it would also be included in the Regional Services Plan quarterly reports.

Taranaki DHB’s appointment of a Palliative Care Clinical Director was noted and management confirmed that the appointee was not MDHB’s Palliative Care CD. It was agreed the report should be amended to clarify this point.

8.1.3 *Central Region’s Information Systems Plan (CRISP)*

The CEO advised that a heads of agreements between the six DHBs party to CRISP was being developed. This would be submitted to each Board next month for consideration. The HoA looked to operationalise the business case, covering things such as ownership of assets, commitment of funds, timing of contributions, and decision-making processes.

The temporary appointment of Mike Grant, General Manager, Planning & Support as the project’s Acting Manager was noted and supported.

8.1.4 *Health Targets*

MidCentral DHB’s progress against the National Health Targets was noted. Management advised that plans on how to improve emergency department wait times had been discussed at the Hospital Advisory Committee.

The Minister of Health’s decision to cease the diabetes get checked programme based on evidence that it was not resulting in significant gains was discussed and supported.

8.1.5 *Financial Matters*

The CEO advised that the preliminary results for September showed a continuation of the year to date trends, being a small positive variance across all divisions. The DHB had a strong balance sheet and all covenants were being met.

The current positive variance against personnel costs was discussed, including any potential risk in light of wage round negotiations not yet been concluded. The CEO advised the only likely risk would possibly be in terms of timing of cash flow, eg one-off annual payments instead of percent increases paid each fortnight. The budget had been phased in line with expected wage/salary increases

8.1.6 *Regional Projects*

The Board noted the amount of work being done by MidCentral DHB on a regional basis. Members considered MDHB to be “punching above its weight” in this regard.

Ann Chapman left the meeting.

It was resolved:

*that the report be received.*

**8.2 Staff Climate Survey**

Karen Naylor’s involvement in the Care Capacity Demand Management Programme was noted. It was agreed this did not present a conflict and Mrs Naylor was able to participate in discussions.

The Board supported management's approach and timing to the staff climate survey.

The Care Capacity Demand Management staff survey was questioned.

Ann Chapman re-entered the meeting.

Management advised a small portion of staff had participated in the CCDM survey – around 20%. Anecdotal feedback was the project and survey was seen as a nursing tool, similar to how many viewed the "In Good Hands" survey as a medical one. The CCDM survey results showed MDHB should focus on our organisational culture and a separate work stream had been established. A member requested a copy of the CCDM survey results.

It was resolved:

*that the report be received.*

## **9. GOVERNANCE ISSUES**

### **9.1 Manawhenua Hauora Minutes**

It was resolved:

*that the minutes be received.*

### **9.2 Associated Organisations**

#### *9.2.1 Technical Advisory Service: AGM Arrangements*

The CEO requested an amendment to the recommendation, being the inclusion of Mike Grant, General Manager, Planning and Support as MDHB's proxy in the absence of the CEO.

The CEO advised that verbal advice had been received from the auditors that they would be furnishing an unqualified audit opinion. The annual accounts had been signed off by the TAS board.

It was noted that the date of the 2010 annual general meeting minutes was incomplete.

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 2011, and in his absence, Mike Grant, General Manager, Planning & Support, and;*

*that he be instructed to support the recommendations as included in the Draft Notice of Annual General Meeting dated 6 October 2011.*

#### *9.2.2 Allied Laundry Services Limited: AGM Arrangements*

It was resolved:

*that this report be received,*

*that Murray Georgel, CEO be appointed as MidCentral DHB's proxy at Allied Laundry Services Limited's annual general meeting in October 2011, and in his absence, Jeff Small, Group Manager, Commercial Services,*

and that he be instructed to support the recommendations as included in the Notice of Annual General Meeting dated 4 October 2011.

### 9.3 2012 Meeting Arrangements

In respect of the proposed reduction in public forums, from four to three, with the Palmerston North and Manawatu based forums being combined, the CEO advised the Board's Standing Orders had been amended in recent times to enable members of the public to address meetings of the Board and its statutory committees. This enabled residents of Palmerston North and Feilding particularly with easy access to the Board.

It was agreed that the Tararua-based public forum alternate between Dannevirke and Pahiatua.

A request was made for the earlier provision of agendas where possible.

A member questioned whether the DHB was doing sufficient to ensure patients/service users were aware of the complaints procedures. The Director, Patient Safety & Clinical Effectiveness (DPSCE) believed this requirement was met. The specific case raised in the public forum was cited, and the DPSCE confirmed the person in question was aware she could make a complaint but had not chosen to do so

Joy Christison entered the meeting. Lindsay Burnell left the meeting.

It was noted that if board members received complaint or issues of concern, these should be provided to the CEO or Chair.

The on-line complaints process for Enable New Zealand was raised, and a member noted that ENZ's website linked through to MidCentral DHB's in this regard. It was agreed this matter be taken up outside the meeting with ENZ management.

It was resolved:

*that the 2012 meeting schedule, as set out below, be approved.*

| <b>MIDCENTRAL DISTRICT HEALTH BOARD</b>                     |   |   |               |                                      |  |                    |                    |                      |
|---|---|---|---------------|--------------------------------------|--|--------------------|--------------------|----------------------|
| <b>2012 MEETING SCHEDULE FOR BOARD &amp; ITS COMMITTEES</b> |   |   |               |                                      |  |                    |                    |                      |
|   | <b>HAC</b>  | <b>CPHAC</b>  | <b>DSAC</b>   | <b>ENZGG</b>                         | <b>Board</b>   | <b>Group Audit</b> | <b>Hosp. Audit</b> | <b>Funding Audit</b> |
| <b>START TIME</b>   | <b>8.45am</b>   | <b>1pm</b>  | <b>3.30pm</b> | <b>3.30pm</b>                        | <b>10am</b>  |                    |                    |                      |
| <b>DATE</b>   | 31 Jan<br>13 Mar<br>24 Apr<br>5 June<br>17 July<br>28 Aug<br>9 Oct<br>20 Nov  | 31 Jan<br>13 Mar<br>24 Apr<br>5 June <sup>2</sup><br>17 July<br>28 Aug<br>9 Oct<br>20 Nov | 13 Mar        | 31 Jan<br>24 Apr<br>28 Aug<br>20 Nov | 21 Feb<br>3 April<br>15 May <sup>1</sup><br>26 June<br>7 Aug <sup>3</sup><br>18 Sep<br>30 Oct <sup>4</sup><br>11 Dec | 21 Feb             | 3 Apr<br>7 Aug     | 15 May<br>30 Oct     |
| <b>NOTES</b>  | <ol style="list-style-type: none"> <li>1. To be held in Horowhenua and include a public forum.</li> <li>2. To include a presentation from the Central PHO.</li> <li>3. To be held in Manawatu and include a public forum.</li> <li>4. To be held in Dannevirke and include a public forum.</li> </ol> |   |               |                                      |  |                    |                    |                      |

#### 9.4 2011/12 Work Programme

It was resolved:

*that the updated work programme for 2011/12 be noted.*

#### 10. LATE ITEMS

There were no late items.

The Board expressed appreciation to all staff involved in the successful 2011 Health Awards. The fantastic function supported and celebrated innovation.

#### 11. DATE OF NEXT MEETING

Tuesday, 15 November 2011, 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><br><ul style="list-style-type: none"> <li>• <i>Community &amp; Public Health Advisory Committee, 4 October 2011</i></li> <li>• <i>Hospital Advisory Committee, 4 October 2011</i></li> <li>• <i>Remuneration Committee: CEO's performance review and measures, and salary review</i></li> </ul> | <i>For the reasons set out in the Committee's order paper of 4.10.11 meeting held with the public present. For the reasons set out in the Committee's order paper of 4.10.11 meeting held with the public present. To protect personal privacy</i> | <i>9(2)(a)</i> |
| <i>Strategic Matters</i><br><ul style="list-style-type: none"> <li>• <i>2012/13 Annual Plan Assumptions &amp; Approach</i></li> </ul>  | <i>Under negotiation</i>   | <i>9(2)(j)</i> |
| <i>Operational Matters</i><br><ul style="list-style-type: none"> <li>• <i>CEO's Report: HBL &amp; CRISP</i></li> </ul>   | <i>Subject of negotiation</i>  | <i>9(2)(j)</i> |

Confirmed this 15<sup>th</sup> day of November 2011.

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Chairman