

## MIDCENTRAL DISTRICT HEALTH BOARD

Minutes of the MidCentral District Health Board meeting held on 11 December 2012 at 10.00am  
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  
Richard Orzecki  
Barbara Robson

*Unconfirmed Minutes*

### IN ATTENDANCE

Murray Georgel, Chief Executive Officer  
Mike Grant, General Manager, Planning & Support  
Jill Matthews, Principal Administration Officer  
Dennis Geddis, Communications Officer  
Nicholas Glubb, Operations Director, Specialist Community & Regional Services  
Lyn Horgan, Operations Director, Hospital Services  
Digby Ngan-Kee, Clinical Director, Women's Health Services (part meeting)  
Cheryl Benn, Midwifery Advisor (part meeting)  
Craig Johnston, Senior Portfolio Manager, Primary Health Care (part meeting)  
Jeff Small, Group Manager, Commercial Support Services  
Muriel Hancock, Director, Patient Safety & Clinical Effectiveness (part meeting)  
Joy Christison, Executive Project Manager (part meeting)  
Kevin Parker, Project Officer (part meeting)  
Hentie Cilliers, Regional General Manager, Human Resource & Organisational Development  
Vivienne Ayres, Planning & Accountability  
Doug Maclean, Project Manager, centralAlliance

Rowena Kui, Whanganui DHB (part meeting)  
Gilbert Taurua, Whanganui DHB (part meeting)

Public (2)  
Media (0)

Opening the meeting the Chairman conveyed season's greetings to all present.

#### 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**

There were no amendments to the Register of Interests.

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

Richard Orzecki noted his conflict with item 16.1, the CEO's operating report. He was Chair, Te Whiti ki Te Uru.

A member of the public, Mrs Margaret Robins, addressed the meeting regarding her family's personal health journey and how they experienced the primary and secondary health sector.

Pat Kelly entered the meeting.

At the suggestion of the Chair, Mrs Robins closed her address to the Board to meet with the Operations Director, Hospital Services to tell her story in a less public, more supportive environment.

Margaret Robins, Lyn Horgan and Muriel Hancock left the meeting. Board member Kate Joblin sought leave of absence for 10 minutes to participate in the discussions with Mrs Robins. This request was granted by the Chair and Mrs Joblin left the meeting.

### **4. MINUTES OF PREVIOUS MEETING**

#### **4.1 Minutes**

It was resolved:

*that the minutes of the previous meeting held on 30 October 2012 be confirmed as a true and correct record.*

#### **4.2 Matters Arising from the Minutes**

There were no matters arising from the minutes.

### **5. BOARD COMMITTEES**

#### **5.1 Funding Audit Sub-Committee**

It was resolved:

*that the unconfirmed minutes of the meeting of the Funding Audit Sub-Committee held on 30 October 2012 be received and the recommendations contained therein approved.*

#### **5.2 Matters Arising**

There were no matters arising from the minutes.

#### **5.3 Hospital Advisory Committee**

The Chair noted that the minutes of the Hospital Advisory Committee (HAC), as well as those of the Community & Public Health Advisory Committee (CPHAC), included a recommendation that implementation of the regional women's health service commence in accordance with the development plan. He advised that Whanganui DHB's HAC and CPHAC committees had also

made the same recommendation to their Board. The Whanganui DHB Board was scheduled to meet on 21 December 2012 at which time the Committees' recommendations would be considered.

It was resolved:

*that the unconfirmed minutes of the meeting of the Hospital Advisory Committee held on 20 November 2012 be received and the recommendations contained therein approved.*

The Board conveyed its best wishes to the management team for the implementation of the regional women's health service. It noted the huge amount of work done to date, and the huge amount of work ahead.

Digby Ngan-Kee, Rowena Kui, Gilbert Taurua, Cheryl Benn, Hentie Cilliers and Doug Maclean left the meeting.

#### **5.4 Matters Arising**

There were no matters arising from the minutes.

#### **5.5 Community & Public Health Advisory Committee**

It was resolved:

*that the unconfirmed minutes of the meeting of the Community & Public Health Advisory Committee held on 20 November 2012 be received and the recommendations contained therein approved.*

#### **5.6 Matters Arising**

There were no matters arising from the minutes.

#### **5.7 Enable New Zealand Governance Group**

It was resolved:

*that the unconfirmed minutes of the meeting of the Enable New Zealand Governance Group held on 20 November 2012 be received and the recommendations contained therein approved.*

#### **5.8 Matters Arising**

There were no matters arising from the minutes.

### **6. STRATEGIC MATTERS**

#### **6.1 2012/13 Annual Plan: "Living within our Means" Initiatives**

Craig Johnston entered the meeting.

The HBL finance, procurement and supply chain project was discussed. Management confirmed that implementation was occurring progressively, and MDHB was in the fifth wave of six. Delays had been experienced and the first wave was yet to commence. At this stage, management did not believe the delays would be "caught up". A conservative approach had been taken to incorporating the benefits from the HBL work into MDHB's financial projections.

Members noted that current reporting against the HBL programme focused on MDHB's timelines. It was agreed future reporting be inclusive of the benefits and learnings of DHBs which were early implementers of the programme.

The Board noted that the roll-out of Concerto at MidCentral DHB was to commence in January 2013. This may bring improvements and efficiencies around processes.

The matter of electronic signatures was raised. Management advised that as part of the medical oncology work, this matter had been explored. Canterbury DHB had sought dispensation under the current legislation for use of electronic signatures. MidCentral DHB expected to take a similar approach. A change to legislation was also expected to occur in due course. A member commented she understood the dispensation process was time consuming and onerous.

It was resolved:

*that the report be received.*

### **6.3 2012/13 Annual Plan: Investment Planning**

The Board received the investment planning paper noting it would be the subject of a workshop discussion in early 2013. Members were asked to put forward any matters or questions they wanted addressed at the workshop.

Management confirmed that the Maori Manager, MidCentral Health had inputted into the investment planning process.

Members expressed their appreciation of the report and the engagement process which had taken place to date. It was noted that the organisation's culture would improve with this type of approach.

The location of the hospital's generators was raised and management advised these were sited by the boiler house.

Members noted the wide range of ideas put forward during the engagement process, and that future investment needed to be self-funded by the DHB. This would require prioritisation and rationing of expectations.

It was resolved:

*that the report be received.*

Joy Christison and Kevin Parker left the meeting.

## **7. OPERATIONAL MATTERS**

### **7.1 CEO's Report**

#### *7.1.1 Wairarapa and Hutt Valley DHBs*

The CEO advised that an appointment had been made to the shared CEO role for these two DHBs. Mr Graham Dyer, current CEO, Hutt Valley DHB had been appointed.

#### *7.1.2 DHB Shared Services (DHBSS)*

Management advised that the work undertaken by DHBSS regarding PHO performance related to the PHO performance programme. This programme was made up of a number of metrics such as screening rates, immunisation, and diabetes assessments. General practices were paid on a per patient process, and this was managed through DHBSS.

### 7.1.3 Disposal of Surplus Properties – Kimberley Centre and old Horowhenua Hospital

Richard Orzecki advised a hui had been held in the week commencing 3 December between Iwi and OPUS regarding the due diligence of the properties. Not all parties were present. There was more interest around the Kimberley Centre property. Mr Orzecki understood another meeting was scheduled for 19 December. He advised those present at the hui would appreciate receiving information from the DHB regarding its outgoings for maintaining both properties. Mr Orzecki advised he had undertaken to bring this matter to the Board table on behalf of his party.

It was noted that MidCentral DHB worked through the Office of Treaty Settlements and had provided the holding cost information to that office. Management agreed to provide a copy of this information to Mr Orzecki and other MDHB board members.

Mr Orzecki declared his conflict of interest. He advised this interest was not with Raukawa but another branch and he would advise the details outside the meeting.

### 7.1.4 Privacy Breaches

The CEO advised a critical systems analysis into the breaches was being undertaken. He confirmed that the planned staff education and awareness programme had been brought forward, as had the internal audit review. Reminders to staff were being provided via various channels, and arrangements were being made for a presentation by the DHB's lawyers. The CEO advised the role of Privacy Officer was held by the Customer Relations Co-ordinator. The education and awareness programme would include the role of the Privacy Officer.

### 7.1.5 Financial Result

The CEO advised the preliminary results for November were positive across the DHB.

It was resolved:

*that the report be received.*

## 7.2 Capital Expenditure: Substitutions

The changes in capital expenditure provisions and expenditure were noted. Management advised that reductions in the current year's programme meant items not completed last year could be accommodated.

Kate Joblin and Lyn Horgan re-entered the meeting.

It was noted that actual expenditure against major items was reported through the audit committees via the post event audit process.

It was resolved:

*that the report be received.*

## 7.3 Contracts: Update

The General Manager, Planning & Support drew the Board's attention to the Crown Health Funding Agreement. He stated this was the instrument used to transfer funds from the Ministry of Health to DHBs to perform agreed outputs. Funding was based on demographics using the population based funding formula. From time to time, new programmes of work were contracted by the Ministry and these were agreed and funded by way of CHFA variations. Mr

Grant advised he would be signing the CHFA after the minutes of the current Board meeting were confirmed.

It was resolved:

that the report be received.

## **8. GOVERNANCE ISSUES**

### **8.1 Manawhenua Hauora**

#### *8.1.1 Minutes*

It was resolved:

*that the minutes be received.*

#### *8.2.2 2012/13 Work Programme: Update*

The CEO advised his executive leadership team had met with the Maori managers recently. The ELT members had suggested that in addition to the process milestones contained in the work programme, the possibility of some outcome measures should be considered for the future. The Maori managers had accepted this challenge and would look to recommend such measures for the 2013/14 work programme.

It was resolved:

*that the report be received.*

### **8.2 2012/13 Work Programme**

Kate Joblin advised as a result of the meeting with Margaret Robins, member of the public following her partial address to the Board, she and the Operations Director, Hospital Services and Director, Patient Safety & Clinical Effectiveness had agreed Margaret's experience being a case study in terms of how well MDHB's services might be doing. Mrs Joblin requested an update on this matter be reported to the Board. This was supported by other members, with the CEO and Chair to determine the "how", ie via the board meeting or a workshop.

It was resolved:

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

## **9. LATE ITEMS**

There were no late items.

## **10. DATE OF NEXT MEETING**

Tuesday, 26 February 2013, MidCentral District Health Board Offices, Board Room, Gate 2, Heretaunga Street, Palmerston North.

## 11. 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"> <li>• <i>Hospital Advisory Committee, 20 November 2012</i></li> <li>• <i>Community &amp; Public Health Advisory Committee, 20 November 2012</i></li> <li>• <i>Enable New Zealand Governance Group, 20 November 2012</i></li> </ul>	<i>For the reasons set out in the Committee's order paper of 20.11.12 meeting held with the public present</i>  <i>For the reasons set out in the Committee's order paper of 20.11.12 meeting held with the public present</i>  <i>Contracts update – for reasons of negotiation</i>	<i>9(2)(j)</i>
<i>Strategic Matters</i> <ul style="list-style-type: none"> <li>• <i>2013/14 annual planning update</i></li> <li>• <i>Seismic Assessment of Buildings</i></li> </ul>	<i>Subject of negotiation</i> <i>Subject of negotiation and legal privilege</i>	<i>9(2)(j)</i> <i>9(2)(h)</i> <i>+ (j)</i>
<i>Operational Matters</i> <ul style="list-style-type: none"> <li>• <i>CEO's report: regional IT capability, legal services contract, and revenue banking</i></li> </ul>	<i>Subject of negotiation</i>	<i>9(2)(j)</i>
<i>Governance Matters</i> <ul style="list-style-type: none"> <li>• <i>Regional Governance Arrangements</i></li> <li>• <i>Central Region's Information Systems Plan (CRISP) Agreement</i></li> </ul>	<i>Under negotiation</i> <i>Under negotiation</i>	<i>9(2)(j)</i> <i>9(2)(j)</i>

Confirmed this 26<sup>th</sup> day of February 2013.

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Chairman