

## **2.1 Confirmation of Minutes of the Board meeting held on 29 June 2011**

### **Recommendation:**

**That the Minutes of the Board meeting held on 29 June 2011 be approved.**



## **Minutes of the meeting of the Waitemata District Health Board**

**Wednesday 29 June 2011**

held at Waitemata DHB, Boardroom, Level 1, 15 Shea Terrace,  
Takapuna, commencing at 1.37 p.m

### **BOARD MEMBERS PRESENT:**

Lester Levy (Board Chair)  
Sandra Coney  
Warren Flaunty  
Wendy Lai  
James Le Fevre  
Christine Rankin  
Allison Roe  
Gwen Tepania-Palmer

**ALSO PRESENT:** Dave Davies (Chief Executive Officer)  
Rosalie Percival (Chief Financial Officer)  
Alan Wilson (Chief Operating Officer)  
Andrew Brant (Chief Medical Officer)  
Debbie Holdsworth (Acting Chief Funding and Planning Manager)  
Phil Barnes, (Director of Allied Health)  
Sam Bartrum (General Manager Human Resources)  
Paul Patton (Director of Communications)  
Paul Garbett (Board Secretary)

(Staff members who attended for a particular item are named at the start of the minute for that item)

### **PUBLIC AND MEDIA REPRESENTATIVES**

Lynda Williams (Auckland Women's Health Council)

**LEAVE OF ABSENCE:** Rob Cooper

**APOLOGIES:** Max Abbott, Pat Booth, Dale Bramley and Barry Vryenhoek and an apology for early departure from Wendy Lai, who would need to leave at 3.30p.m.

**WELCOME** Lester Levy (Board Chair) welcomed those present.

### **DISCLOSURE OF INTERESTS**

There were no notifications of additions or amendments to interests that had previously been notified by members.

There were no identified conflicts of interest for the open part of the agenda.

## **PART I – Items considered in public meeting**

### **1 AGENDA ORDER AND TIMING**

Items were taken in the same order as listed in the agenda.

### **2 BOARD MINUTES**

#### **2.1 Confirmation of Minutes of the Meeting of the Board held on 25 May 2011** (agenda pages 1-14)

**Resolution** (Moved Christine Rankin / Seconded Allison Roe)

**That the minutes of the Board meeting held on 25 May 2011 be approved.**

**Carried**

#### **Matters Arising**

With regard to the item on Financial Performance – good examples of savings to be conveyed to the organisation, Rosalie Percival advised that as soon as the financial year end of year results are known a message would go out to all staff including what had been achieved in 2010/11, good examples of savings to inspire staff and what was needed in 2011/12. This will also be provided to the Board Secretary for forwarding to Board members.

#### **2.2 Confirmation of Minutes of the Special Meeting of the Board held on 8 June 2011** (agenda pages 15-18)

**Resolution** (Moved Gwen Tepania Palmer / Seconded Warren Flaunty)

**That the minutes of the Special Meeting of the Board held on 8 June 2011 be approved.**

**Carried**

### **3 CHAIR'S REPORT**

With the conclusion of the financial year pending, the Board Chair commented on exceptional improvements made in Waitemata DHB's national target performance over the last two years. The target of 95% of patients admitted, discharged or transferred from Emergency Departments within six hours will be met for the first time for the month of June, as will the target of 90% of hospitalised smokers being provided with advice and help to quit. Financial performance for the year was also forecast to be at surplus. He noted that with the final version of the amended District Annual Plan being sent to the Ministry of Health that day, the focus switches to the new financial year.

Lester Levy advised that at a regional level, he is trying to help find a framework for regional decision making. It is important to understand that the Northern Regional Plan is not an all encompassing strategic plan for the region, but fundamentally is a set of critical projects, with a focus on encouraging collaboration across the region (especially clinical collaboration). Another issue that it is important for Rosalie

Percival and Dale Bramley to become involved in quickly is the settlement of transfer of assets relating to healthAlliance. This is an issue that should not be allowed to drift.

The Board Chair acknowledged Chief Executive Officer, Dave Davies at his last Board meeting, and thanked him for all the work he had done as CEO over the previous five years and for what he had done for the Waitemata District Health Board in the period before that around mental health. He noted that Dave would be stepping down as CEO on 1 July and assisting the new Chief Executive, Dale Bramley, in his transition to the role from 4 July. There would be a farewell for Dave Davies in August.

In response Dave Davies said that he would like to thank Board members and previous Board members, including for the great support he had received from the Board when making major changes in mental health services. Now the Board could be quite proud of having some of the most innovative mental health services in the country. He thanked the Board for working through the challenge of significant changes in Board membership and in management. He said that he had appreciated the Board's support and expected that Dale Bramley would receive that in future. He gave his best wishes to all.

## **4 EXECUTIVE REPORTS**

### **4.1 Chief Executive's Report** (agenda pages 19-20)

The Chief Executive summarised highlights from his report and provided the following additional information.

He advised that the closing down of DHBNZ is almost complete, as from July 2011. The Central Region DHBs' agency TAS would provide a small support function confined to support for national CEO meetings, overview of national contracts and supporting employment relations negotiations.

Dave Davies noted that there had been a very large attendance at the open staff forum held at North Shore Hospital recently – 150 to 160 staff members. There had been a lot of discussion around the changes to car parking, but most of that had been constructive and positive. He also commented on the SMO/ELT joint forum held on 10 June. A new format had been used, with clinical leaders presenting about their services. He congratulated Andrew Brant on a very productive way to engage with the clinical team.

### **4.2 Clinical Advisors' Report** (agenda pages 21-24)

Andrew Brant (Chief Medical Officer), and Phil Barnes (Director Allied Health) were present for this item.

Andrew Brant commented that a lot of IT related issues are causing frustration for clinicians. The Board Chair suggested that it might be useful to develop an inventory of those issues causing frustration, to clearly establish whether or not they can be addressed.

Phil Barnes referred to the section of his report relating to echocardiography, and was asked to escalate these issues up to the Board if they were not resolved in say six months.

**Resolution** (Moved Warren Flaunty / Seconded Gwen Tepania Palmer)

**That the Chief Executive's Report (4.1) and the Clinical Advisors' Report (4.2) be received.**

**Carried**

Warren Flaunty congratulated Dave Davies for the work he had done including turning around Mental Health services.

**5 DECISION PAPERS**

**5.1 Appointment of Trustee to Three Harbours Health Foundation** (agenda page 25)

**Resolution** (Moved Sandra Coney / Seconded Gwen Tepania Palmer)

**That the Board appoint Janice Chesters as a Trustee of the Three Harbours Health Foundation.**

**Carried**

**6 PERFORMANCE REPORTS** (agenda pages 27-54)

**6.1 Financial Performance**

Rosalie Percival, Chief Financial Officer, presented this item. She briefed the Board on the amounts owed by two significant debtors, as requested previously by the Board. She noted the forecast year end surplus of \$1.9M which is planned to be applied to capital expenditure. She distributed a chart showing overall personnel expenditure changes, comparing 2009/10 actual with 2010/11 forecast. For nursing this showed a reduction in both salaried cost and outsourced cost. In answer to a question, she advised that the savings programme was on track and new savings had increased in size through the year and in the last quarter as well.

The Board Chair commented that the savings achieved had been a significant feat across both the funder and the provider. This had been the biggest savings programme of any DHB in New Zealand and unfortunately an even higher savings target needed to be achieved in 2011/12. Despite savings made there were significant service enhancements of which emergency services across both North Shore Hospital and Waitakere Hospital are but one example.

In answer to a question with regard to the financial outcome of the transfer of renal services not being as expected in the business case, Debbie Holdsworth noted that it needed to be remembered that about half of this service still remained with Auckland DHB. With the business case, they had started with numbers that they were not particularly happy with, forecasting years ahead. By the time that the transfer was implemented, the modality had changed.

There was a discussion around the concept of "unmet demand" – that when there is a transfer of service, the overall volume of service delivered increases. The need to find

a more coherent way of funding this cost, to avoid unfair disadvantage to the new provider, was highlighted.

**Resolution** (Moved Wendy Lai / Seconded Gwen Tepania Palmer )

**That the following performance reports for the month and attachments be received:**

- 1 Consolidated Financial Performance**
- 2 Staff FTEs, Headcount and Overpayments**
- 3 Capital Expenditure**
- 4 Financial Position**
- 5 Cashflow Statement**
- 6 Treasury**

**Carried**

## **6.2 Organisational Performance**

Janine Pratt (Group Planning Manager) and Wendy Bennett (Planning and Accountability Analyst) were present for this item.

In answer to questions, the Board was advised:

- that with regard to performance results presented to the Board in different ways, this organisational performance report provided the most up to date figures;
- variance between target levels set for different health boards depended on what was negotiated with the Ministry of Health as part of the Annual Plan, however the quarterly charts released by the Ministry compared all Boards on the basis of the same national targets.

There was a discussion around the analysis of triage patterns for children between Waitemata and Auckland DHBs for Waitemata domiciled patients (page 49 of the agenda). It was noted that triage categories 4,5 did not equate to primary care type patients – triage category was not the right measure for acuity as to who needs to be admitted to hospital.

Further to the comment on Did Not Attends (DNAs) on page 50 of the agenda, Alan Wilson noted that they were also going to trial an administrative person to work on phoning Maori relating to DNAs.

**Resolution** (Moved Sandra Coney / Seconded Christine Rankin )

**That the report be received.**

**Carried**

**7 COMMITTEE REPORTS** (agenda pages 55-78)

**7.1 Hospital Advisory Committee Meeting held on 25 May 2011**

**Resolution** (Moved Wendy Lai / Seconded Sandra Coney)

**That the Draft Minutes of the Hospital Advisory Committee Meeting held on 25 May 2011 be received.**

**Carried**

**7.2 Community and Public Health Advisory Committee Meeting held on 8 June 2011**

**Resolution** (Moved Warren Flaunty / Seconded Gwen Tepania Palmer)

**That the Draft Minutes of the Community and Public Health Advisory Committee held on 8 June 2011 be received.**

**Carried**

**7.3 Maori Health Gain Advisory Committee Meeting held on 8 June 2011**

**Resolution** (Moved Gwen Tepania Palmer / Seconded Wendy Lai )

**That the Draft Minutes of the Maori Health Gain Advisory Committee held on 8 June 2011 be received.**

**Carried**

**8 INFORMATION PAPERS**

There were no information papers.

**9 Resolution to Exclude the Public** (agenda pages 79-82)

**Resolution** (Moved Warren Flaunty / Seconded Christine Rankin )

**That, in accordance with the provisions of Schedule 3, Sections 32 and 33, of the NZ Public Health and Disability Act 2000:**

**The public now be excluded from the meeting for consideration of the following items, for the reasons and grounds set out below:**

<b>General subject of items to be considered</b>	<b>Reason for passing this resolution in relation to each item</b>	<b>Ground(s) under Clause 32 for passing this resolution</b>
<b>1. Minutes of Board Meeting with Public Excluded (25/05/11)</b>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.  [NZPH&D Act 2000 Schedule 3, S.32 (a)]	<b>Confirmation of Minutes</b> As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&D Act.

General subject of items to be considered	Reason for passing this resolution in relation to each item	Ground(s) under Clause 32 for passing this resolution
<p><b>2. Minutes of Special Meeting of the Board with Public Excluded (08/06/11)</b></p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Confirmation of Minutes</b> As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&amp;D Act.</p>
<p><b>3. Minutes of the Hospital Advisory Committee with Public Excluded (25/05/11)</b></p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Confirmation of Minutes</b> As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&amp;D Act.</p>
<p><b>4. Minutes of the Audit and Finance Committee with Public Excluded (08/06/11)</b></p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Commercial Activities</b> The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p><b>Negotiations</b> The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>
<p><b>5. Minutes of the Wilson Home Trust Committee of Management with Public Excluded (20/05/11)</b></p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Commercial Activities</b> The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>
<p><b>6. After-Hours Services Update: Extension of Current Contracts</b></p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p>	<p><b>Commercial Activities</b> The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>

General subject of items to be considered	Reason for passing this resolution in relation to each item	Ground(s) under Clause 32 for passing this resolution
	[NZPH&D Act 2000 Schedule 3, S.32 (a)]	<p><b>Negotiations</b> The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>
<b>7. Mental Health</b>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Commercial Activities</b> The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>
<b>8. PHO Request to Operate within Waitemata District</b>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Negotiations</b> The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p> <p><b>Commercial Activities</b> The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>
<b>9. Expansion and Reconfiguration of the Waitakere Paediatric Inpatient (Rangitira) Ward</b>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Commercial Activities</b> The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>

General subject of items to be considered	Reason for passing this resolution in relation to each item	Ground(s) under Clause 32 for passing this resolution
<p><b>10. Approval and Execution of Car Park Project Loan Documentation</b></p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Commercial Activities</b> The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>
<p><b>11. Committee Membership</b></p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&amp;D Act 2000 Schedule 3, S.32 (a)]</p>	<p><b>Privacy</b> The disclosure of information would not be in the public interest because of the greater need to protect the privacy of natural persons, including that of deceased natural persons.</p> <p>[Official Information Act 1982 S.9 (2) (a)]</p>

**Carried**

The meeting in open session concluded at 2.27 p.m.

SIGNED AS A CORRECT RECORD OF THE MEETING OF THE WAITEMATA DISTRICT HEALTH BOARD - BOARD MEETING 29 JUNE 2011

\_\_\_\_\_ CHAIR

## Actions Arising and Carried Forward from Previous Board Meetings as at 20 July 2011

Meeting Date	Agenda Ref	Topic	Person Responsible	Expected Report back	Comment
Board 23/2/11	4.2	<u>Clinical and Corporate Governance</u> - report on consumer links to be prepared for the Board.	Paula Halliday and Janine Pratt	Board 28/9/11	This will now be covered as part of a draft Experience and Engagement Strategy which is being prepared for the Board's consideration in September.
HAC and Board 23/2/11	7.3	<u>Long Term Adult Oxygen Therapy</u> – IDF Service Shift – business case to be prepared for the Board.	Peng Voon	Board 31/08/11	
Board 30/3/11	8.1	<u>CADs</u> – Engage with relevant Government Ministers on issues relating to referrals from the criminal justice system, with a view to bringing forward a proposal to enhance services and increase impact on communities while addressing the issue of adequate funding.	Board supported by CADS		
Board 27/4/11 29/6/11	2.2	<u>Financial Performance</u> – request for good examples of savings to inspire the organisation to be taken to next Steering Group meeting and response reported back to the Board.	Rosalie Percival		Communication to go out to the organisation as soon as end of year results known, including what had been achieved in 2010/11, good examples of savings to inspire staff, and what is needed in 2011/12. To be copied to Board members via Board Secretary.
Board 27/4/11	6.2	<u>D.N.As</u> - work requested to provide understanding of the dynamics of DNAs suggesting reference to work done by Auckland and Counties Manukau DHBs. A report on DNA initiatives to be provided to the Board.	Alan Wilson	HAC 27/7/11	On July HAC agenda.
Board 25/5/11	5.1	<u>Diabetes Management</u> – Taranaki District Health Board to be approached to find out how they achieved their outstanding health target result	Tom Robinson		Update e-mail to Board members 28 June. More detail will be included in subsequent report on diabetes to CPHAC.

Board 25/5/11	5.1	<u>Theatre Productivity Measures</u> - advice to be given to Board members on how the different reporting measures to the Ministry and in the COO report to HAC are related.	Alan Wilson	HAC 27/07/11	On July HAC agenda.
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