

2.1 Confirmation of Minutes of the Meeting of the Board on 26 January 2011

Recommendation:

That the Minutes of the Meeting of the Board held on 26 January 2011 be approved.

Minutes of the meeting of the Waitemata District Health Board

Wednesday 26 January 2011

held at Waitemata DHB, Boardroom, Level 1, 15 Shea Terrace, Takapuna
Commencing at 1.37pm

BOARD MEMBERS PRESENT:

Lester Levy (Board Chair)
Max Abbott (Deputy Board Chair)
Pat Booth
Sandra Coney
Rob Cooper
Warren Flaunty
Wendy Lai
James Le Fevre
Christine Rankin
Allison Roe
Gwen Tepania-Palmer

ALSO PRESENT:

Dave Davies (Chief Executive)
Dale Bramley (Deputy Chief Executive)
Rosalie Percival (Chief Financial Officer)
Alan Wilson (Chief Operating Officer)
Andrew Brant (Chief Medical Officer)
Jocelyn Peach (Director of Nursing and Midwifery)
Phil Barnes (Director of Allied Health)
Sam Bartrum (General Manager, Human Resources)
Phil Brimacombe (Chief Information Officer)
Peter Hogg (Acting Chief Operating Officer, healthAlliance)
Paul Patton (Director of Communications)
Edith Mc Neil (Maori Planning and Funding Manager)
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)
Kere Cookson-Ua (Te Runanga o Ngati Whatua)
John Ross (CGO Harbour Health)
Hone Mutu (John) Retimana (Kaumatua Ngati Whatua and Director, Harbour Health)

APOLOGIES:

Christine Rankin (for early departure)

WELCOME

Lester Levy (Board Chair) wished all a Happy New Year and welcomed the new Board members to their first standard monthly Board meeting.

DISCLOSURE OF INTERESTS

There were no notifications of additions or amendments to interests that had been previously advised by members. It has been noted that the Register still needs to be updated for Warren Flaunty – replacing “Councillor – Waitakere City Council” with membership of three Local Boards.

There were no identified conflicts of interest for this agenda.

PART I – Items considered in public meeting

1 AGENDA ORDER AND TIMING

Items on the open agenda 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 24 November 2010 (agenda pages 1-14)

Resolution (Moved Warren Flaunty / Seconded Pat Booth)

That the minutes of the meeting of the Board held on 24 November 2010 be approved.

Carried

Actions Arising

Mandatory reporting of child abuse – follow up to be made to offer of meeting with Ministry of Social Development and Employment officials.

Planning for winter demand in 2011 – a paper is to be presented to the February Board meeting including the ADU (Ambulatory Day Unit) process as well.

2.2 Confirmation of Minutes of the Meeting of the Board 8 December 2010 (agenda pages 15-20)

Resolution (Moved Gwen Tepania-Palmer/ Seconded Pat Booth)

(a) That it be noted in the minutes that Wendy Lai gave an apology.

(b) That with the above correction, the minutes of the meeting of the Board held on 8 December 2010 be approved.

Carried

2.3 Confirmation of Minutes of the Executive Committee of the Board Meeting of 15 December 2010 (agenda pages 21-24)

Resolution (Moved Wendy Lai /Seconded Warren Flaunty)

That the Minutes of the Executive Committee of the Board meeting held on 15 December 2010 be approved.

2.4 Confirmation of Minutes of the Executive Committee of the Board Meeting of 14 January 2011

Resolution (Moved Lester Levy / Seconded Warren Flaunty)

That the Minutes of the Executive Committee of the Board meeting held on 14 January 2011 be approved.

3 CHAIR'S REPORT

Lester Levy noted that the Board had held its Strategy Day on Tuesday 25 January 2011 and the outcome would be formulated into the new Board's direction.

4 EXECUTIVE REPORTS

4.1 Chief Executive's Report (agenda pages 29-30)

James Le Fevre asked the question of whether he should declare an interest and retire from the meeting because of his involvement with the Resident Doctors' Association. It was decided that would be unnecessary as there was not an intention for the Board to discuss the progress of those industrial negotiations.

Dave Davies (Chief Executive) spoke briefly to his report. He noted:

- That the Board was still awaiting the formal approval from Treasury of the North Shore Hospital Carparking Building business case
- That the mechanism being used in bargaining with the Resident Doctors' Association was interest based bargaining
- That the two vacant legal positions had now successfully been filled, with both appointees starting in the first week of March. They would provide one channel for legal advice, but also a mechanism for seeking external legal advice when needed.

With regard to workforce development, the Board indicated that when staff members had achieved significant success in achieving qualifications, as a matter of policy they should receive a letter of congratulations from the Board.

4.2 Clinical Advisors' Report (agenda pages 31-34)

Andrew Brant (Chief Medical Officer), Jocelyn Peach (Director Nursing and Midwifery) and Phil Barnes (Director Allied Health) spoke to their report.

A request was made for an update on clinical governance in the next Clinical Advisors' report to the Board, also to cover the issue of clinical governance for primary care.

Phil Barnes noted that with regard to recruitment for Allied Health, there was not normally a problem in getting applicants but the difficulty was in getting quality applicants, and there was a perception that Auckland District Health Board pays more. The Board agreed that Sam Bartrum (GM HR) would work with Phil Barnes to get real data on this.

Phil Barnes also noted the importance of close links with the tertiary institutions to identify suitable new graduates for employment – there were good links with Massey, Auckland and Otago Universities.

With regard to the Nursing and Midwifery section of the report, the Strategic Priority list and the importance of workforce development both received positive comments from the Board.

Sam Bartrum advised that they had received an expression of interest from Health Workforce NZ for a physician assistant trial. The intention was for a surgery trial at Waitemata District Health Board and an Emergency Department trial at Northland District Health Board.

Resolution (Moved Gwen Tepania-Palmer / Seconded Rob Cooper)

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

Carried

5 DECISION PAPERS

There were no decision papers.

6 PERFORMANCE REPORTS (agenda pages 35-60)

Financial Performance

Rosalie Percival (Chief Financial Officer) summarised the report.

It was noted that on page 48 of the agenda "Bank Overdraft" was incorrectly listed as a liability.

With regard to the savings programme, Lester Levy expressed a concern that while it was positive that staff were accepting the need for fiscal prudence, there was a need to find different ways to get work done within restricted budgets, using innovation. What was needed was one, two or three good examples to be publicised to encourage others to follow that path.

Dale Bramley advised that Stephen McKernan, the recently retired Director of Health, had been commissioned to review the IDF issue. There would be a report to the next Board meeting. Hard discussions were needed with the Auckland District Health Board on pricing and these were under way and would occur on a regular basis.

Lester Levy said that he would sit down with the two Chief Executives and key staff with an expectation of resolving these issues.

The great improvement in the DHB's financial performance from the previous year was noted.

Resolution (Moved Wendy Lai / Seconded Pat Booth)

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

- 6.1 Consolidated Financial Performance**
- 6.2 Staff FTEs, Headcount and Overpayments**
- 6.3 Capital Expenditure**
- 6.4 Financial Position**
- 6.5 Cashflow Statement**
- 6.6 Treasury**

Carried

Organisational Performance

Janine Pratt (Group Planning Manager) spoke to the report.

Requests were made by the Board:

- To have two columns concerning variance in the KPI Scorecard – for absolute variance and relative variance
- To determine a target for discharges before 11a.m

A correction was noted on page 57 of the agenda relating to acute re-admissions to hospitals.

It was noted that reduction of sick leave deserved attention as a priority target.

Resolution (Moved Gwen Tepania-Palmer /Seconded Christine Rankin)

That the report be received.

7 COMMITTEE REPORTS

7.1 Community and Public Health Advisory Committee 8 December 2010 (agenda pages 61-68)

Resolution (Moved James Le Fevre / Seconded Rob Cooper)

That the following recommendation from the Community and Public Health Advisory Committee meeting of 8 December 2010 be approved:

Ref.	Item/Recommendation
3.1	2011/12 Planning That the Board:

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| | <p>a) Approve the approach to annual planning for 2011/12, including the strategic direction, timetable and workshops.</p> <p>b) Approve the approach to a Waitemata DHB Health Services Plan.</p> <p>c) Note the approach to the regional health services plan.</p> |
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Carried

Resolution (Moved Pat Booth / Seconded Gwen Tepania-Palmer)

That the Draft Minutes of the Community and Public Health Advisory Committee Meeting held on 8 December 2010 be received.

7.2 Hospital Advisory Committee 8 December 2010 (agenda pages 69-74)

Resolution (Moved Max Abbott / Seconded James Le Fevre)

That the Draft Minutes of the Hospital Advisory Committee meeting held on 8 December 2010 be received.

Carried

8 INFORMATION PAPERS

8.1 2011/12 Planning Update(agenda pages 75-84)

Janine Pratt (Group Planning Manager) summarised her report.

The additional Special Meetings of the Board on Wednesday 23 March (to approve Draft 1 of the Annual Plan) and on Wednesday 11 May (to approve the final Draft of the Annual Plan) were noted (timings confirmation to be sent to members).

The Chair advised new Board members on the advisability of thoroughly familiarising themselves with the first draft of the Annual Plan when they receive it as then it was relatively easy to follow subsequent tracked changes. He also advised that the letter of expectation from the Minister of Health had just been received and copies would be distributed to members later in the day.

Resolution (Moved Gwen Tepania-Palmer/ Seconded Allison Roe)

That the Board note the update on the 2011/12 Annual Plan/Statement of Intent and Northern Region Health Plan.

Carried

2.30p.m - Christine Rankin retired from the meeting.

PART II - Items to be considered with public excluded.

Resolution (Moved Wendy Lai / Seconded Warren Flaunty)

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:

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
<ol style="list-style-type: none">1. Minutes of the Board with Public Excluded (24/11/10)2. Minutes of the Hospital Advisory Committee with Public Excluded (08/12/10)3. Minutes of the Executive Committee of the Board with Public Excluded (14/01/11)4. 2010/11 Funding Advice to Waitemata DHB and Proposed Revenue Allocation Process5. Primary Options for Acute Care6. Review of Cleaning and Orderly Services7. Agreement for supply of Medical Gases and Associated Services8. Supply of Syringe Pumps: Deed of Novation9. Northern Region Shared Services Organisation10. Approval for Lakeview Extension First Floor Fit Out – Contract Award and Capped Lump Sum	<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&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Negotiations 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. [Official Information Act 1982 S.9 (2) (j)]</p> <p>Commercial Activities 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. [Official Information Act 1982 S.9 (2) (i)]</p>

Carried

The meeting in open session concluded at 2.30 pm.

SIGNED AS A CORRECT RECORD OF THE MEETING OF THE WAITEMATA DISTRICT HEALTH BOARD - BOARD MEETING 26 JANUARY 2011

CHAIR

Actions Arising and Carried Forward from Previous Board Meetings as at 15 February 2011

Meeting Date	Agenda Ref	Topic	Person Responsible	Expected Report back	Comment
Board 26/5/10 26/1/11	9.1	<u>Mandatory reporting of child abuse</u> The Minister for Social Development and Employment is asking her officials to meet with WDHB. Ensure Board members are invited. Follow up with Minister requested 26/1/11	Peta Molloy		Meeting date in process of being confirmed
Board 27/10/10	5.2	<u>Planning for Winter Demand in 2011</u> Management to prepare plan to demonstrate how the additional costs to open the short stay ward for 5 months (May to September 2011) will be met.	Alan Wilson/ Rosalie Percival	Board 23/2/11	On 23/02/11 Board agenda.
Board 24/11/10		<u>Eating Disorders</u> -Board members to be kept informed on progress with establishment of the regional eating disorders residential treatment service.	Dave Davies		Noted for future reports.
Board 24/11/10	7.2	<u>HAC Minutes</u> <u>Policy on Complementary Medicines and Therapies</u> The following aspects need to be considered: - Funder role as well as Provider. - Need to consider not just evidence for benefit/harm but also cost/benefit (can we <u>afford</u> to provide or fund the treatment or therapy?). - Previous work undertaken by National Health Committee. - A key issue is the 'therapeutic claim' made in relation to the medicine or therapy. - Role of traditional medicine, including traditional Maori medicine. - Role of pastoral (spiritual) care. It was recognised that additional resource might be needed to undertake this work and that <u>the first step is to develop a scope for consideration by the Board.</u>	Andrew Brant and Dale Bramley	Board 23/2/11	On 23/2/11 Board agenda
Executive Ctte 15/12/10	1	<u>Community Oral Health Project</u> • Media feature focusing on the project to be prepared and timed in conjunction with the opening of the Henderson Intermediate School Fixed Dental Facility in February 2011.	Paul Patton		Actioned.
Board 26/1/11	4.1	<u>Achievement of Qualifications</u> – when staff have achieved significant success in achieving qualifications, as a matter of policy should receive a letter of congratulations from the Board.	Sam Bartrum		Noted for action

Board 26/1/11	4.2	<u>Clinical Advisors' Report</u> - an update on clinical governance to be included in the next Clinical Advisors' report to the Board, also to cover the issue of clinical governance for primary care.	Andrew Brant	Board 23/02/11	Refer to item 4.2 on Board agenda.
Board 26/1/11	6	<u>Financial Performance</u> – need to find different ways to get work done within restricted budgets, using innovation – one, two or three good examples need to be identified and publicised to encourage others to follow the path.	Rosalie Percival		Underway – business transformation team will circulate this information
Board 26/1/11	6	<u>Organisational Performance</u> - requests for future reports : <ul style="list-style-type: none"> • To have two columns concerning variance in the KPI Scorecard – for absolute variance and relative variance. • To determine a target for discharges before 11 a.m. 	Janine Pratt		Noted.
Board 26/1/11	8.1	<u>2011/12 Planning Update</u> – additional Special meetings on 23 March and 11 May – timing confirmations to be sent to members.	Paul Garbett/Peta Molloy		Actioned.

