

2.1 Confirmation of Minutes of the Board meeting held on 27 July 2011

Recommendation:

That the Minutes of the Board meeting held on 27 July 2011 be approved.

Minutes of the meeting of the Waitemata District Health Board

Wednesday 27 July 2011

held at Waitemata DHB, Boardroom, Level 1, 15 Shea Terrace,
Takapuna, commencing at 1.02 p.m

BOARD MEMBERS PRESENT:

Max Abbott (Acting Board Chair)
Pat Booth
Warren Flaunty
James Le Fevre
Christine Rankin
Allison Roe
Gwen Tepania-Palmer

ALSO PRESENT:

Dale Bramley (Chief Executive Officer)
Rosalie Percival (Chief Financial Officer)
Alan Wilson (Chief Operating Officer)
Jocelyn Peach (Director of Nursing and Midwifery)
Phil Barnes (Director of Allied Health)
Debbie Holdsworth (Acting Chief Funding and Planning Manager)
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

No public or media representatives were present.

LEAVE OF ABSENCE: Rob Cooper

APOLOGIES: Lester Levy, Wendy Lai, Sandra Coney, Sam Bartrum and Barry Vryenhoek

WELCOME Max Abbott (Acting 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 29 June 2011
(agenda pages 1-14)

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

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

Carried

Matters Arising

It was agreed that the item relating to CADs – engaging with relevant Government Ministers on issues relating to referrals from the criminal justice system, be discussed with the Board Chair to see if he wished to pursue.

2.2 Confirmation of Minutes of the Special Meeting of the Board held on 5 July 2011
(agenda pages 15-22)

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

That the minutes of the Special Meeting of the Board held on 5 July 2011 be approved.

Carried

3 ACTING CHAIR'S REPORT

Max Abbott, the Acting Board Chair, reported on the following matters:

- The farewell planned for Dave Davies at 4p.m on Tuesday, 2 August, which Board members are welcome to attend.
- Both the Northern Regional Health Plan and the Waitemata District Health Board's Annual Plan and Statement of Intent had been formally signed by the Minister of Health, with a positive note received from him.
- The proposed healthAlliance Shared Services Agreement is being reviewed by the Board's legal advisers.
- District Health Boards New Zealand has been reconstituted on a much smaller scale.
- The Medical Council of New Zealand has conducted accreditation visits of Waitakere and North Shore hospitals and has been favourably impressed.
- A request will be made to the National Health Board to remove the status of "performance watch" for Waitemata District Health Board as this no longer has relevance to the Board's performance.

4 EXECUTIVE REPORTS

4.1 Chief Executive's Report (agenda pages 23-26)

Dale Bramley advised that in his first three weeks as Chief Executive, he had gone from service to service and ward to ward, meeting various groups of clinicians and staff. His overall impression had been of dedicated people, working very hard, and keen to engage with the corporate side of the organisation. He would be attending the various clinical meetings on a regular cycle.

The Chief Executive summarised his report, including:

- The focus he is giving on the need for quality improvement in meeting the needs of our clients/patients.
- The impressive performance against national health targets.
- The excellent financial result in achieving a surplus for 2010/11.
- The accreditation visit by the Medical Council and the very positive comments received including around intern supervision, the quality of Resident Medical Officers and the degree of collegiality between junior and senior doctors. (In subsequent discussion the Board noted the major turnaround in how Resident Medical Officers viewed Waitemata District Health Board over the last two years, including the high proportion of Year 1 RMOs who now wanted to return for Year 2.)

Dale Bramley commented on the celebration of Provider Arm Success for 2010/11, held on the evening of 26 July, where it had been impressive to see what had been accomplished over the year as a whole. He also advised that he had agreed to be the Chair of ARRMOS (Auckland Region Resident Medical Officers Services Ltd), which is about to become a regional training hub. On a temporary basis, he had agreed to be the regional Chief Executive lead for Mental Health.

The Chief Executive noted the contribution of Rosalie Percival and the business transformation team to achieving the financial result for 2010/11.

In response to a question, Dale Bramley outlined the current focus of GAIHN (Greater Auckland Integrated Health Network) around preventing avoidable hospitalisation. It was agreed that an information report on GAIHN be provided to CPHAC.

The Board discussed the concept of developing a new vision for the organisation. It was suggested that a new vision would complement the new leadership of the organisation and that a strong vision would support culture change. The suggestion of also reviewing the organisation's values, with the possible inclusion of some more patient centred values, was also raised. It was noted that if a new vision is to be developed it should involve the Board jointly with management and that staff consultation and involvement is strongly featured in such processes. Further consideration is to be given to this issue, which will also need to be discussed with the Board Chair.

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

That the Acting Chair's Report and the Chief Executive's Report be received.

Carried

4.2 Clinical Advisors' Report (agenda pages 27-30)

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

Phil Barnes commented that the comprehensive service review referred to in his report involved applying "lean" principles across the whole of Health Alliance, whereas previously this had been done piecemeal. Also previously the main focus had been on avoiding waste, whereas now there is also a concentration on ensuring that everything done provided value.

Phil Barnes highlighted the potential value of the development of a clinical scientist role for the region, in view of the difficulty in obtaining clinical pathologists. The pilot that would be led here would look at what the needs were and how a role could be created around that. The position of clinical scientist is well established in the United Kingdom and allows laboratory scientists to up-skill in order to take on clinical pathologist duties. The Acting Board Chair noted the potential of this initiative, and that it could open the way for innovation in other areas.

Jocelyn Peach acknowledged the major contribution of Charge Nurses Linda Moses and Desmae Earl, who had resigned after many years service, and of Amanda Tucker from ICU/HDU who has resigned to transfer overseas.

Jocelyn outlined difficulties being experienced in selecting the full quota of new graduate nurses of the standard needed, which indicated problems with the quality of training they had been provided with. She had previously discussed this issue with the training providers.

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

That the Clinical Advisors' Report be received and that letters of appreciation be sent to Linda Moses, Desmae Earl and Amanda Tucker on behalf of the Board.

Carried

5 DECISION PAPERS

There were no decision papers.

6 PERFORMANCE REPORTS (agenda pages 31-58)

6.1 Financial Performance

Rosalie Percival, Chief Financial Officer, presented this item. She commented that the savings programme result for 2010/11 had been a real team effort from all areas, with much hard work. For 2010/11 the nursing budget had been considerably under spent, whereas in previous years over expenditure had been an issue. Overall reductions in expenditure had been where most savings had been made.

The Acting Board Chair commended management for their efforts in achieving a highly demanding savings target.

In answer to a question about non resident revenue, Rosalie Percival advised that if payment could not be obtained over a six month period, the debt was referred to Baycorp. Waitemata DHB's recovery rate was quite good, about 70%. Another practice that had been introduced for non residents is that where treatment is not urgent, private sector treatment options are suggested. To streamline the process of checking eligibility, and avoiding unnecessary inconvenience to patients, what was being sought was direct access to data on New Zealand Citizenship and ideally to immigration data as well. More resource was being applied to tracking and collecting debts, and prices had been reviewed to make sure they reflected the real costs.

Resolution (Moved Pat Booth / 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.

Resolution (Moved Christine Rankin / Seconded Pat Booth)

That the report be received.

Carried

7 COMMITTEE REPORTS (agenda pages 59-86)

7.1 Disability Support Advisory Committee Meeting held on 22 June 2011

Resolution (Moved Max Booth / Seconded Warren Flaunty)

That the Draft Minutes of the Disability Support Advisory Committee Meeting held on 22 June 2011 be received.

Carried

7.2 Hospital Advisory Committee Meeting held on 29 June 2011

Resolution (Moved Gwen Tepania-Palmer / Seconded James Le Fevre)

That the Draft Minutes of the Hospital Advisory Committee held on 29 June 2011 be received and the following recommendation approved:

3.1	Development of a Child Health Brand at Waitemata DHB
	That the Board endorse Child Health Services over the next three months developing a proposal for a Child Health brand at Waitemata DHB and pursuing further recognition as a “Children’s Hospital”.

Carried

7.3 Community and Public Health Advisory Committee Meeting held on 13 July 2011

Resolution (Moved Warren Flaunty / Seconded Gwen Tepania Palmer)

That the Draft Minutes of the Community and Public Health Advisory Committee held on 13 July 2011 be received.

Carried

8 INFORMATION PAPERS

There were no information papers.

9 RESOLUTION TO EXCLUDE THE PUBLIC (agenda pages 87-88)

Resolution (Moved Max Abbott / Seconded Pat Booth)

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
<p>1. Minutes of the Meeting of the Board with Public Excluded (29/06/11)</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&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Confirmation of Minutes As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&D Act.</p>
<p>2. Minutes of the Special Meeting of the Board with Public Excluded (05/07/11)</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&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Confirmation of Minutes As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&D Act.</p>
<p>3. Minutes of the Hospital Advisory Committee with Public Excluded (29/06/11)</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&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Confirmation of Minutes As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&D Act.</p>
<p>4. Minutes of the Wilson Home Trust Committee of Management with Public Excluded (17/06/11)</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&D Act 2000 Schedule 3, S.32 (a)]</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.</p> <p>Official Information Act 1982 S.9 (2) (i)]</p>
<p>5. Bowel Screening</p>	<p>That the public conduct of the whole or the</p>	<p>Commercial Activities</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>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>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>6. Pharmacy</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&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.</p> <p>[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.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>
<p>7. Child Protection</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&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.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>

Carried

The meeting in open session concluded at 1.55p.m.

SIGNED AS A CORRECT RECORD OF THE MEETING OF THE WAITEMATA DISTRICT HEALTH BOARD - BOARD MEETING 27 JULY 2011

_____ CHAIR

Actions Arising and Carried Forward from Previous Board Meetings as at 22 August 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	Late 2011	This will now be covered as part of a draft Experience and Engagement Strategy which will be prepared for the Board's consideration. Refer update report on 31/08/11 Board agenda.
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 28/09/11	
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 27/7/11	3	<u>Request to be made to National Health Board</u> - to remove “performance watch” status from WDHB, as this no longer has relevance to WDHB performance.	Dale Bramley		Completed – letter sent 28/7/11
Board 27/7/11	4.1	<u>GAIHN</u> – information report to be provided to CPHAC	Andrew Coe	CPHAC 14/9/11	
Board 27/7/11	4.1	<u>Vision</u> – suggestion of developing a new vision for the organisation to be considered and ELT's and Chair's advice on this referred back to the Board.	Dale Bramley/ Janine Pratt	Board 26/10/11	Discussed with Board Chair and ELT – supported and work will be undertaken on this.
Board 27/7/11	4.2	<u>Letters of appreciation</u> - to be sent to Linda Moss, Desmae Earl and Amanda Tucker on behalf of the Board	Jocelyn Peach		