

## **2.1 Confirmation of Minutes of the Board meeting held on 22 February 2012**

### **Recommendation:**

**That the Minutes of the Board meeting held on 22 February 2012 be approved.**



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

**Wednesday 22 February 2012**

held at Waitemata DHB, Boardroom, Level 1, 15 Shea Terrace,  
Takapuna, commencing at 1.40p.m

### **BOARD MEMBERS PRESENT:**

Lester Levy (Board Chair)  
Pat Booth  
Sandra Coney (present from 1.47p.m)  
Warren Flaunty  
Wendy Lai  
James Le Fevre (present from 1.47p.m)  
Christine Rankin  
Allison Roe  
Gwen Tepania-Palmer

**ALSO PRESENT:** Dale Bramley (Chief Executive Officer)  
Rosalie Percival (Chief Financial Officer)  
Andrew Brant (Chief Medical Officer)  
Debbie Holdsworth (Acting Chief Planning and Funding Officer)  
Paul Patton (Director of Communications)  
Jocelyn Peach (Director of Nursing and Midwifery)  
Sam Bartrum (General Manager Human Resources)  
Imelda Quilty-King (Community Engagement Co-ordinator)  
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**

Nick Swain (ProCare)

**APOLOGIES:** Max Abbott, Rob Cooper, Naida Glavish, James LeFevre (for late arrival) and Pat Booth (for early departure)

### **KARAKIA**

Gwen Tepania-Palmer led the Board in a karakia.

### **WELCOME**

The Board Chair welcomed those present.

### **DISCLOSURE OF INTERESTS**

There were no notifications of additions or amendments to interests that had been previously 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 30 November 2011**  
(agenda pages 1-16)

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

**That the minutes of the Board meeting held on 30 November 2011 be approved.**

**Carried**

Matters Arising

No issues were raised.

**2.2 Confirmation of Minutes of the Executive Committee of the Board held on 14 December 2011** (agenda pages 17-20)

**Resolution** (Moved Warren Flaunty/Seconded Wendy Lai)

**That the minutes of the Executive Committee of the Board held on 14 December 2011 be approved.**

**Carried**

**2.3 Confirmation of Minutes of the Executive Committee of the Board held on 01 February 2012** (agenda pages 21-24)

**Resolution** (Moved Warren Flaunty/Seconded Wendy Lai)

**That the minutes of the Executive Committee of the Board held on 01 February 2012 be approved.**

**Carried**

**3 CHAIR'S REPORT**

The Board Chair noted that he had already been able to update the Board on current issues earlier in the day. On the anniversary of the February 2011 Christchurch Earthquake, the Board's thoughts and hopes were with the people of Christchurch and particularly those who had suffered the most.

## **4 EXECUTIVE REPORTS**

### **4.1 Chief Executive's Report** (agenda pages 25-36)

The Chief Executive highlighted the very successful 2012/13 annual planning workshop (page 26 of the agenda). It had been pleasing that there had been a match between the high level values identified by the Executive Leadership Team and those identified by the workshop. He thanked James Le Fevre and Christine Rankin for their assistance in the work that had been done on the organisational promise statement and values of the District Health Board. He outlined the thinking behind the draft values to support the organisational promise of best care for everyone: everyone matters; more than a job; better, best, brilliant; and connected. The next stage will be for the Executive Leadership Team to take the draft values out to the organisation through its forums, starting with the clinical forums. He noted that this initiative is not at great expense and is very much driven internally from within the organisation. Dale Bramley then highlighted other aspects of his report.

In answer to a question, the Board was advised that the Elective Surgery performance result (page 31) includes IDF work carried out for Waitemata DHB patients elsewhere. Results are based on DHB of domicile.

Christine Rankin thanked the Chief Executive for the approach being taken of active involvement by himself and the Executive Team with the Emergency Department. Dale Bramley noted that the flattening of the management structure means that the whole of the Executive Team is more visible in key areas, for example Rosalie Percival's involvement in the patient flow project.

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

**That the Chief Executive's Report be received.**

**Carried**

### **4.2 Communications Report** (agenda pages 37-42)

The Director of Communications noted the extensive coverage that had been obtained on the quality of hospital food, including the front page story in the North Shore Times, the feature on Campbell Live and coverage in the Western Leader.

Paul Patton updated the agenda report by advising that Fairfax Newspapers had agreed to support, through its newspapers, a fundraising initiative related to the expansion of Rangatira (Children's) Ward at Waitakere Hospital. The campaign will run for six weeks from the first week in April and will encourage readers to donate cash to enhance the ward by providing play equipment and, depending on how much money is raised, medical equipment as well. An "essential shopping list" has been put together. It is hoped to also obtain corporate sponsorship and suggestions for that will be welcomed. There will be a series of stories about children and children's health over the six week period, and three or four of these had already been written. The Western Leader will take the lead on this, with the stories flowing through to the other newspapers. It is hoped to also have television coverage.

There was a short discussion of Smokefree proposals to extend restrictions on smoking in public places and where the issue currently sat with Auckland Council.

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

**That the report be received.**

**Carried**

## **5 DECISION PAPERS**

### **5.1 Submission on the Green Paper for Vulnerable Children** (agenda pages 43-88)

Tim Wood (Group Manager Funder NGO) and Nikki Hill (Child Protection Coordinator) were present for this item. An apology was conveyed from Dr Tim Jelleyman.

The Board was supportive of the submission, subject to the following changes being made:

- Mandatory reporting of suspected child abuse and neglect (under the heading “Watching out for vulnerable children” on page 47 of the agenda) - the extension of this requirement to also apply to all citizens is to be sought.
- Strengthen the message that families are vital to child wellbeing and that this should be taken into account in establishing a government agency accountable for the Children’s Act (page 46 of the agenda).
- A check to be made of the Human Rights Act to see whether that still does not apply to children under the age of 16 and whether the Government is still absolved from the provisions of the Act. If that is the case, consider including recommendations to amend the Human Rights Act in the submission, bearing in mind that the Human Rights Commission has enforcement and investigative powers that the Children’s Commission does not hold.
- Comment in the introduction to the submission, that while the submission is primarily focused on the issues raised in the Green Paper, the Board would also like to draw attention to the macro issues (social and economic factors) which are well defined in the submission by the Auckland Regional Public Health Service.
- If there is to be a hearing of submissions, an opportunity to speak in support of the submission is to be requested (it was suggested that Dr Tim Jelleyman would be an effective person to do this).

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

- (a) **That the Board support the proposed submission on the Green Paper for Vulnerable Children, subject to the changes requested at the meeting.**
- (b) **That the Board Chair and the Chief Executive be authorised to approve the final wording of the submission.**
- (c) **That a request be made for an opportunity to appear in support of the submission if there is to be a hearing of submissions.**

**Carried**

### **5.2 Community and Public Health Advisory Committee Membership** (agenda pages 89-90)

In answer to a question, the Board Chair advised that the CPHAC Committee Chair, Lee Mathias, is in the process of identifying a suitable person to recommend for appointment as the Pacifica representative on the Committee.

**Resolution** (Moved James Le Fevre/Seconded Christine Rankin)

**That the Board approve the following additional appointments to the Community and Public Health Advisory Committee, effective from 1 March 2012: Auckland District Health Board member, Judith Bassett and Waitemata District Health Board member, Gwen Tepania-Palmer.**

**Carried**

## **6 PERFORMANCE REPORTS**

### **6.1 Financial Performance** (agenda pages 91-106)

Rosalie Percival (Chief Financial Officer) presented this report and outlined key aspects.

Responses to questions raised included:

- Current policy is that surpluses generated in DHBs are able to be retained within the DHB, there is no requirement to return surpluses to the Ministry of Health. With regard to the current year it would be essential to apply that money to the building fund for the Mason Clinic repairs.
- The attempt to obtain access to Immigration Department records to facilitate checking of resident status seems to have stalled in legal arguments over what information can and can not be shared. With regard to requests for proof of status (through passports etc.), there is about 95% compliance, but some people are difficult and their details need to be checked with Immigration. One improvement is that with the expansion of healthAlliance to cover all of the Northern Region, once one DHB has confirmed resident status, other DHBs in the region will be able to access that information electronically without further requests to the patient for proof of status.

The Board Chair expressed satisfaction with the clarity of the Financial Performance Report and with progress with the Savings Plan.

**Resolution** (Moved Sandra Coney/Seconded Warren Flaunty)

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

- 1 Financial Performance – DHB Consolidated**
- 2 Financial Performance – DHB Arms**
- 3 Financial Performance – Other Indicators/ Trends**
- 4 Capital Expenditure**
- 5 Financial Position**
- 6 Cashflow Statement**
- 7 Treasury**

**Carried**

**7 COMMITTEE REPORTS** (agenda pages 107-140)

**7.1 Auckland and Waitemata DHB Disability Support Advisory Committees held on 16 November 2011**

**Resolution** (Moved Sandra Coney/Seconded Pat Booth)

**That the Draft Minutes of the Auckland and Waitemata DHB Disability Support Advisory Committees Meeting held on 16 November 2011 be received.**

**Carried**

**7.2 Hospital Advisory Committee Meeting held on 30 November 2011**

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

**That the Draft Minutes of the Hospital Advisory Committee Meeting held on 30 November 2011 be received.**

**Carried**

**7.3 Auckland and Waitemata DHB Community and Public Health Advisory Committees Meeting held on 14 December 2011**

**Resolution** (Moved Warren Flaunty/Seconded Wendy Lai)

**That the Minutes of the Auckland and Waitemata DHB Community and Public Health Advisory Committees Meeting held on 14 December 2011 be received.**

**Carried**

**7.4 Auckland and Waitemata DHB Community and Public Health Advisory Committees Meeting held on 01 February 2012**

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

**That the Draft Minutes of the Auckland and Waitemata DHB Community and Public Health Advisory Committees Meeting held on 01 February 2012 be received.**

**Carried**

**8 INFORMATION PAPERS**

**8.1 Patient Flow Work Programme** (agenda pages 141-142)

Rosalie Percival (Chief Financial Officer) briefly summarised the report.

The Board received the report, noting the work in progress.



**9 RESOLUTION TO EXCLUDE THE PUBLIC** (agenda pages 143-146)

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

**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><b>1. Minutes of the Meeting of the Board with Public Excluded (30/11/11)</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>2. Minutes of the Executive Committee of the Board Meeting with Public Excluded (14/12/11)</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 Executive Committee of the Board Meeting with Public Excluded (01/02/12)</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 Hospital Advisory Committee with Public Excluded (30/11/11)</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>5. Minutes of the Audit and Finance Committee with Public Excluded (14/12/11)</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>

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>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>6. Minutes of the Audit and Finance Committee with Public Excluded (01/02/12)</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>7. Minutes of the Community and Public Health Advisory Committee with Public Excluded (14/12/11)</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>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>8. Minutes of the Community and Public Health Advisory Committee with Public Excluded (01/02/12)</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. [NZPH&amp;D Act 2000, Schedule 3, S.32 (a)]</p>	<p><b>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>9. Minutes of the Wilson Home Trust (18/11/11)</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. [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>10. Minutes of the Maori Health Gain Advisory Committee with Public Excluded (19/10/11)</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. [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>11. Minutes of the Maori Health Gain Advisory Committee with Public Excluded (25/01/12)</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>12. Radiology</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>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>13. Lease</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>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>

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>14. 2012/13 Draft Annual Plan/Statement of Intent</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>Obligation of Confidence</b></p> <p>(i) The disclosure of information would not be in the public interest because of the greater need to protect information which is subject to an obligation of confidence.</p> <p>[Official Information Act 1982 S.9 (2) (ba)]</p> <p><b>Negotiations</b></p> <p>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>15. Health Workforce New Zealand</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>Confidence</b></p> <p>The disclosure of information would not be in the public interest because of the greater need to protect information which if made available:</p> <ul style="list-style-type: none"> <li>i) would disclose a trade secret; or</li> <li>ii) would be likely to unreasonably prejudice the commercial position of any person who supplied, or who is the subject of, such information.</li> </ul> <p>[Official Information Act 1982 S.9 (2) (b)]</p> <p><b>Commercial Activities</b></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><b>16. Capital Investment Committee</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></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>

**Carried**

The meeting in open session concluded at 2.43p.m.

SIGNED AS A CORRECT RECORD OF THE MEETING OF THE WAITEMATA  
DISTRICT HEALTH BOARD - BOARD MEETING 22 FEBRUARY 2012

\_\_\_\_\_ CHAIR

## Actions Arising and Carried Forward from Previous Board Meetings as at 26 March 2012

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		Reported to CPHAC 14/3/12 meeting.