

MINUTES Open

TARANAKI DISTRICT HEALTH BOARD

9 December 2010

2.30pm

Corporate Meeting Room 1

Base Hospital

David Street

New Plymouth

Present

Mary Bourke (Chair) Peter Catt, Alex Ballantyne, Ella Borrows, Kura Denness, Karen Eagles, Flora Gilkison, Brian Jeffares, Pauline Lockett

In Attendance

Tony Foulkes (Chief Executive), George Thomas (General Manager Finance & Corporate Services), Joy Farley (General Manager Hospital and Specialist Services), Rosemary Clements (Clinical Services Manager), Sandra Boardman (General Manager Planning, Funding and Population Health), Ngawai Henare (Chief Advisor Maori Health), Gavin Woolley (General Manager HR & Organisation Development) Sue Carrington (Communications), Jenny McLennan (Minute Taker)

Messrs Danny Rathgeber and Murray Bardwell from Healthe Workforce Solutions

645.0 Apologies

Resolution

That the Taranaki District Health Board receive apologies from Mrs Alison Rumball and Ms Colleen Tuuta..

*Bourke/Catt
Carried*

646.0 Conflict of Interest

The Conflict of Interest Register was circulated for members to review and sign.

647.0 Minutes of Previous Meeting

Resolution

That the Minutes of the Taranaki District Health Board held 4 November 2010 be confirmed as a true and accurate record.

*Gilkison/Eagles
Carried*

648.0 Board Committee Reports

648.1 Hospital Advisory Committee

Resolution

That the Taranaki District Health Board receive and note the minutes of the Hospital Advisory Committee meeting held on 30 November 2010 and note the recommendations contained therein.

*Catt/Eagles
Carried*

Matters Arising

648.2 Staffing Model – Hawera Hospital

It was noted that the model was to be presented to the Hawera Hospital Committee at the meeting to be held the following week.

648.3 Key Performance Indicator (KPI) Report

To date there had not been any feedback received from Committee members regarding which KPIs they would like to monitor by way of the monthly report. This would be picked up following introduction of new scorecard.

649.0 Chairman's Report

Miss Bourke noted the orientation session recently arranged by the Ministry which was recently held in Wellington and the scheduled Midland orientation session to be held in Tauranga 3-4 March 2011.

The Chair also advised of her recent visit meeting with other Midland Chairs.

650.0 Management Reports

650.1 Chief Executive's Report

As this was the last board meeting that Ms Farley would be attending Mr Foulkes took the opportunity to thank Joy for her contribution to the health service over the last twenty years, highlighting more recently her role as General Manager Hospital & Specialist Services and the assistance provided to him as Chief Executive. Mr Foulkes thanked Joy for her contribution and acknowledged Rosemary Clements appointment to the role as Acting General Manager Hospital & Specialist Services.

Mr Foulkes extended a welcome to new board members advising that he was looking forward to working with them.

Mr Foulkes took his report as read and highlighted the following points:-

- National activities include a strong focus of regional aspects
- Regional Clinical Service Plan in draft with feedback awaited from the NHB.
- Long Term Health Sector Plan (LTHSP) continues its development by the NHB with a final draft for sector engagement and consultation due out early 2011. Publication of the final plan was expected July 2011.
- Taranaki DHB Annual Plan had been endorsed by the Ministry with the 'Letter of Expectation' due early 2011.
- Planning to strengthen relationship within the Midland Smokefree Network by endorsing a shared vision of a 'Smokefree Midland by 2020'.

- Planning continues for transition to St John for the provision of Ambulance Services for 1 February 2011.
Mr Foulkes acknowledged the effort by Mrs Clements Mr Thomas and during this strategic piece of work.

Discussion

- It was noted that the Midland Regional Clinical Service Plan (MRCSP) focussed on the provision of vulnerable services with the Regional IS Plan referring to the 'delivery of regional access to clinical information through a Clinical Data Repository solution, delivery of regional Medical Management functionality, and delivery of the Midland Connected Health Network.
- In response to a query from Ms Denness it was advised that the Health targets results related to the overall target results and not individual programmes within.
- Mr Foulkes advised that Project Maunga was on track to go to tender March/April with construction to commence July/August 2011. It was noted that a full briefing would be provided at the February board meeting. The theatre mock-up had proved to be useful to surgeons and anaesthetists.
- Mrs Foulkes advised that a further meeting was arranged with the South Taranaki Community group to progress discussions regarding future services in the area.

Resolution

That the Taranaki District Health Board notes and receives the Chief Executive and attachments.

*Bourke/Gilkison
Carried*

Messrs Gavin Woolley, Danny Rathgeber and Murray Bardwell joined the meeting

650.2 Health Target Presentation

Mrs Boardman and Ms Farley gave a presentation on the six Health Targets:-

- Shorter Stays in Emergency Departments
- Improved Access to Elective Surgery
- Shorter Waits for Cancer Treatment
- Increased Immunisation
- Better Help for Smoker to Quit
- Better Diabetes and Cardio-vascular Services

For each target the presentation provided details on:-

- What is the Target?
- Why is this important
- Activities Contributing and
- What are we doing to improve performance?

650.3 Project Whakapai

Mr Foulkes introduced Messrs Gavin Woolley – GM Human Resources & Organisational Development, Danny Rathgeber and Murray Bardwell from Health Workforce Solutions referring to Project Whakapai and how it provided a tool for managing the variations between set budgets and actual results for staffing costs. Project initiatives included the realignment of budgets, training of budget holders and the establishment of an Allocations Department which coordinated supplementary staff management through a central point by applying the Projects staff management policy.

Mr Rathgeber presented details on the Project which demonstrated positive results thus far

Mr Jeffares left the meeting at 3.55pm

650.4 Finance and Corporate Services Report

Mr Thomas took his report as read highlighting a number of points:

- Results tracking to budget but noting the financial support provided through Planning & Funding
- Remaining eight months will continue to present challenges.

Discussion

- It was agreed that capital charging within the financial reports was an area for discussion and understanding and future board members orientation.

Resolution

That the Taranaki District Health Board notes and receives the management report of the General Manager Finance & Corporate Services and attachments.

*Denness/Borrows
Carried*

651.0 Other Business

651.1 District Health Board Planning Cycle

A briefing paper prepared by the GM Planning & Funding on the DHB planning cycle, changes to the planning cycle arising from the New Zealand Public Health and Disability Amendment Act 2010 and the timeframes for the development of the 2011/12 Annual Plan was received and discussed.

An Illustrative Draft for the 2011/12 Annual Plan was also received. It was noted that the draft Annual Plan would be presented to the Board in March 2011 with a final Plan being submitted to the National Health Board in May 2011.

Resolution

That the Taranaki District Health Board note:-

- a) DHB Planning requirements*
- b) Changes to planning requirements arising from the New Zealand health and Disability Amendment Act 2010*
- c) The likely format of the 2011/12 Annual Plan*
- d) Timeframes for the production of Taranaki DHBs 2011/12 Annual Plan*

*Bourke/Eagles
Carried*

651.2 Board and Committee dates

Resolution

That the Taranaki District Health Board confirm the Board and Committee dates for 2011 as follows:-

Board Meetings (Thursday) commencing at 2.30pm

*10 February
10 March
7 April
5 May
9 June
7 July
4 August
8 September
6 October
10 November
8 December*

Hospital Advisory Committee (Tuesday) commencing at 10am

*25 January
22 February
29 March
26 April
31 May
28 June
26 July
30 August
27 September
25 October
29 November*

Community, Public Health Advisory Committee/ Disability Support Advisory Committee (Thursday) commencing at 12.30pm

*22 February
26 April
28 June
30 August
25 October
13 December*

Finance, Audit & Compliance (Thursday) commencing at 12noon

*10 February
5 May
4 August
6 October*

Noting that the ability to change meeting dates remains at the discretion of the Chairman.

*Bourke.Lockett
Carried*

651.2 Committee Membership

A memorandum from the Chair proposing membership for the committees was tabled for members consideration.

Hospital Advisory Committee

Ella Borrows (Chair), Karen Eagles (Deputy Chair), Pauline Lockett, Alison Rumball and Brian Jeffares

Co-opted members – Dr Nic Boheimer, Jan Dunlop, Peter Moeahu (one vacancy left by Brian Jeffares who is now an elected member)

Community & Public Health & Disability Support Advisory Committee

Flora Gilkison (Chair), Alex Ballantyne (Deputy Chair), Karen Eagles, Alison Rumball, Colleen Tuuta, Ella Borrows

Co-opted Members - Donna Leatherby, Brian (Brick) Mathieson, David Tamatea, Tom Ryder, Tony Waghorn, Marion Wellington

Finance, Audit & Compliance Committee

Kura Denness (Chair), Alex Ballantyne, Peter Catt (Deputy Chair), Pauline Lockett, Brian Jeffares

Compensation & Appointments Committee

Mary Bourke (Chair), Peter Catt, Flora Gilkison, Kura Denness

ASSOCIATED COMPANIES

Allied Laundry Services– Kura Denness

Fulford Radiology Services Ltd – Flora Gilkison

HealthShare Ltd – Tony Foulkes

HIQ Ltd – Peter Catt, Tony Foulkes, George Thomas

Resolution

That the Taranaki District Health Board resolve:-

- 1. THAT: The current committee structure comprising Hospital Advisory, Community and Public Health and Disability Support Advisory, Finance Audit Compliance, and Compensation and Appointments remain the same.*
- 2. THAT: The Terms of Reference for the Compensation and Appointments Committee be amended to accommodate four members including the Chairman and Deputy Chairman of the Board.*
- 3. THAT: The membership as set out above be confirmed regarding board members and reviewed in the New Year regarding the process and appointment of community and TWPK representatives.*

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4. *THAT: The Chair and Deputy Chair be appointed as ex-officio members to HAC and CPHAC/DSAC*
5. *THAT: The board appointments to associated companies be considered as and when the constitutional arrangements of those companies require it.*

*Catt/Bourke
Carried*

651.3 Acknowledgement – Ms Joy Farley

Resolution

That the Taranaki District Health Board acknowledge the resignation of Ms Joy Farley – General Manager Hospital & Specialist Services, thank her for her efforts and wish her the very best.

*Gilkison/Deness
Carried*

651.0 Date of Next Meeting

The next Board meeting was scheduled to be held on Thursday, 10 February 2011 in New Plymouth.

652.0 Exclusion of Public

Resolution

That the Taranaki District Health Board Board to resolve to exclude the public from the remainder of the meeting

1. *To present Taranaki District Health Board Minutes pursuant to an earlier resolution publicly excluding the item*
2. *To present Minutes of Committee meetings pursuant to an earlier resolution publicly excluding the item.*
3. *To present Chief Executive's Report in that the public conduct of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:*
 - (g) *Enable the DHB, Board or Board Committee holding the information to carry out, without prejudice or disadvantage, commercial activities.*
 - (h) *Enable the DHB, Board or Board Committee holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).*

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Chairman

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Date