

**MINUTES OF THE MEETING OF THE
NORTHLAND DISTRICT HEALTH BOARD – PART I**

HELD ON MONDAY 1 DECEMBER 2008

**LEARNING CENTRE, MAUNU HOUSE,
WHANGAREI HOSPITAL, WHANGAREI**

COMMENCING AT 9.04AM

PRESENT

Lynette Stewart (Chair)
Pauline Allan-Downs
Debbie Evans
Peter Jensen
Sally Macauley

Bill Sanderson (Deputy Chair)
Craig Brown
Erima Henare (part)
Colin Kitchen
Tony Norman

IN ATTENDANCE

Karen Roach (CEO)
Kim Tito (GM, SD&F & Maori Health)
Kathryn Leydon (Board Support Officer)

Robert Paine (GM, Finance)
Julie Shepherd (Minute Taker)

Members of the public and press

Karakia was said by Kim Tito

FIRE PROCEDURES

The fire exits were noted

1. APOLOGIES

Apologies from Daniel Bolton were accepted. Erima Henare will be leaving the meeting early

2. CONFLICTS OF INTEREST

The Chair reminded Board members that in keeping with agreed protocol, conflicts of interest should be declared on a meeting-by-meeting basis as issues arise.

3. CONFIRMATION OF THE MINUTES

The number of Pacific People residing in Northland will be rechecked

The following alteration was requested to the minutes of the meeting held on 3 November 2008

Page 10, 7.2 Financial Report, ninth bullet point. The first sentence should read "Northland DHB is behind the national average for Day of Surgery Admission Rates with patients still being admitted the day prior to surgery *in some specialities*".

IT WAS MOVED THAT the minutes of the meeting held on 3 November 2008 be approved subject to the above amendment

MOVED Debbie Evans : SECONDED Peter Jensen CARRIED

4. MATTERS/ACTIONS ARISING FROM 3 NOVEMBER 2008

Smoke free

The Far North District Council is now smoke free in their offices and grounds

CTA Hauora Maori Training Fund

The CTA Hauora Maori Training Fund is \$175k pa and available to all Northlanders. Additional details are available in the Te Poutukomanawa report

5. ADVISORY COMMITTEES

Hospital Advisory Committee (HAC) – Meeting held 10 November 2008

- Discussion about smoke free facilities, especially Mental Health
- Optimising the Patient Journey is ongoing. HAC will be receiving regular updates
- Vacancies continue with medical and nursing staff, especially Radiology. Discussions about outsourcing Radiology work
- NDHB is working with NorthTec in the development of post graduate speciality programmes
- 14 of the 22 nursing graduates this year will be commencing work with NDHB
- A second tier nursing programme is being introduced at NorthTec focussing on nursing in Medical / Surgical areas
- Transport costs remain high. It is uncertain that the reduction in fuel costs will impact on these costs
- The Mental Health Unit is experiencing high occupancy levels
- Although HPV vaccine programme has been running for several months the uptake rate has been low

Key Issues and Discussion Points

- Subsidised and non-subsidised cessation smoking products were discussed. The Smoking Cessation team recommend the products used in the Provider arm
- The New Year will see a focus on changing the culture of smoking

Disability Support Advisory Committee (DiSAC) – No meeting was held in November 2008

Community and Public Health Advisory Committee (CPHAC) – Meeting held on 3 November 2008

- The minutes of the last CPHAC meeting are taken as read

IT WAS MOVED THAT the Board accept the HAC & CPHAC reports

MOVED Erima Henare : SECONDED Peter Jensen CARRIED

6. CHAIR'S REPORT

The Chair noted that:

- Hon. Tony Ryall had been appointed as Minister of Health. Northland has the following MPs: John Carter, Phil Heatley, Hone Harawira, Shane Jones, and Kelvin Davis
- The Board Chair recently had the opportunity to meet with Tariana Turia, Associate Minister of Health
- NDHB must ensure Northland receives its allocation of resources. Important issues in Northland include disabilities and the aged care sector
- Financially the organisation is proceeding well at the end of the second quarter
- Thanks were given to the CEO and Board members for their work in 2008. The Chair looked forward to working with everyone in 2009

7. CHIEF EXECUTIVE'S REPORT

The CEO spoke to her report

- 80% of the nursing graduates for 2008 have accepted positions with NDHB. This year NDHB will be offering permanent contracts instead of one year contract as in previous years. These contracts are on the basis of adequate performance at the end of the graduate year
- The second tier nursing programme commences in January 2009 with the first clinical placements in the aged care sector and NDHB in the second semester. NDHB needs adequate preceptors trained for these students
- Minister of Health has indicated early work will be undertaken to introduce voluntary bonding for medical, nursing and other allied health graduates
- A response to the report by the Medical Training Board will be presented to the Board early next year
- Department of Immigration has signed an MOU to work more closely recruiting overseas health workers. The registration bodies for doctors, nurses, midwives and other health workers will also need to improve their processes allowing registration in a timelier manner
- The Australasian College of Physicians visited NDHB last week and were very complimentary about the work being done here. NDHB has been given three years of accreditation for medical registrar training. It has also been suggested that NDHB should apply for the advanced training registrar programme in Whangarei. A letter of congratulations will be sent to the GM, Surgery, Critical Care, Medicine & Diagnostic Services and the Chief Medical Advisor for their guidance over this period
- Training costs of recent medical graduates discussed. The CEO will report back next year on the CTA funding available for PGY 1 and 2 doctors

Key Issues and Discussion Points

- National discussion has emerged around Emergency Department waiting times and strategies to reduce these waiting times. Indicators and strategies from Australia and England are being evaluated against national figures. NDHB data will be presented to the Board in the New Year. Strategies NDHB is using include Optimising the Patient Journey programme in the wards, discharge procedures, use of the Discharge Lounge in particular to free up beds for ED patients. Quality of care and patient safety need to be central to any strategy. Waiting times in Whangarei ED have improved in 1, 2, and 5 triage categories
- Work on improving the levels of cleanliness in the Whangarei Hospital is underway
- Patient complaint passed to CEO for investigation by a Board member

IT WAS MOVED THAT the Board accept the Chair's & CEO's reports

MOVED Erima Henare : SECONDED Colin Kitchen CARRIED

7.1 TE POUTOKOMANAWA – MAORI HEALTH SERVICE REPORT

The GM, Maori Health spoke to the report

- The CTA Hauora Maori Training Fund is new funding available to non-regulated workforce, e.g. community health care and potentially home based healthcare across Northland
- HPV Programme – NDHB is working regionally with Auckland DHBs for consistency across the district
- Data is now available indicating significant differences in surgical and radiotherapy intervention for Northland patients with breast and lung cancer compared to the Auckland DHBs. The Northern Cancer Network is examining the figures and investigating the reasons behind the barriers to access for Northlanders

Key Issues and Discussion Points

- Discussion around morbid obesity and the consequences of those people being left untreated. In some cases bariatric surgery may be the only treatment available. Report on treatment options in Northland for morbid obesity requested

IT WAS MOVED THAT the Board accept the Te Poutukomanawa report

MOVED Erima Henare : SECONDED Bill Sanderson CARRIED

7.2 FINANCIAL REPORT – OCTOBER 2008

The GM, Finance spoke to the financial report

- The consolidated financial result for the month shows an operating surplus of \$502k
- Acute cwds were under budget for the month by -5.34% for the month
- Elective cwds were under budget by -6.73% for the month

- Page 35, 4. Cash Flow; second paragraph should read “Capital expenditure for the month was \$554k against a budget of \$1,480k, and therefore *unfavourable to budget by \$3,848k*”
- Cost of services on the Revenue Statement on page 42; the difference between the Funder Demand Contracts and IDFs relates to the June wash-up

IT WAS MOVED THAT the Board accept the Financial report

MOVED Peter Jensen : SECONDED Tony Norman CARRIED

Erima Henare left the meeting

8. GENERAL BUSINESS

IT WAS MOVED THAT

The Board note the CHFA has completed its review, and has confirmed that the current facilities shall be maintained for a further 12 months

The Board note the CHFA has amended the Termination Dates of its current lending (Facility Schedule numbers NL002, NL004, and NL005) to Northland DHB by a further 12 months to 31 December 2018, and that this variation to the loan conditions is acceptable to Northland DHB

The Board authorise the following individuals to be the Authorised Signatories of Northland DHB

Lynette Stewart (Chair)
 Merrick (Bill) Sanderson (Deputy Chair)
 Karen Roach (Chief Executive)
 Robert Paine (Chief Financial Officer)

Signing Rule: Two signatories are required, one of which must be the Chair or Deputy Chair and the other the Chief Executive or Chief Financial Officer

MOVED Tony Norman: SECONDED Craig Brown CARRIED

GENERAL BUSINESS

- International Volunteers Day is recognised in the Hospitals on Friday. All Volunteers in the organisation receive a Christmas card from the Chair & CEO. A Christmas function is also arranged to show appreciation of all volunteers for their work during the year
- NDHB supports staff who are volunteer fire-fighters wherever possible.
- Trials in New Zealand and Australia have shown that the establishment of a GP practice within the ED department have not been successful
- Further discussion on options for Treaty of Waitangi training will occur in the New Year
- Catering arrangements for Board meetings discussed

9. NEXT MEETING DETAILS

The date of the next meeting is Monday 2 February 2008 in the Learning Centre, Maunu House, Whangarei Hospital

10. RESOLUTION TO EXCLUDE THE PUBLIC

Resolution to Exclude the Public

Recommendation:

“That the public be excluded from the following part of this meeting, under Schedule 3, Clause 32 of the NZ Public Health & Disability Act 2000 and in accordance, with the Official Information Act 1982 as detailed in the table below;”

Agenda item and general subject of the matter to be discussed		Reason	Reference
11.	Confirmation of minutes for meeting held on 3 November 2008 – Public excluded session	For reasons given in the previous meeting	
12.	Matters Arising/Actions Arising	As above	
13.	Review of Laundry Services	Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)
14.	Renal Transport Service	Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)
15.	Chief Executive Performance Review	Privacy. To protect the privacy of natural persons, including that of deceased natural persons	9(2)(a)

MOVED Bill Sanderson : SECONDED Tony Norman CARRIED

**NORTHLAND DISTRICT HEALTH BOARD PART II
PUBLIC EXCLUDED SECTION**

11. CONFIRMATION OF THE MINUTES

The minutes from the meeting on 3 November 2008 – Public Excluded minutes were approved

12. MATTERS ARISING / ACTIONS ARISING

There were no matters arising

13. REVIEW OF LAUNDRY SERVICES

The Board noted the information

14. RENAL TRANSPORT SERVICE

The Board approved the submission

15. CHIEF EXECUTIVE PERFORMANCE REVIEW

The review was discussed

The meeting came out of committee 1.09pm

There being no further business the meeting closed at 1.10pm

Confirmed that these minutes constitute a true and correct record of the proceedings of the meeting

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CHAIR

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DATE