

**MINUTES OF THE MEETING OF THE
NORTHLAND DISTRICT HEALTH BOARD**

**HELD ON MONDAY 18 APRIL 2016
TE WAKA HAUORA, KAITAIA HOSPITAL**

COMMENCING AT 11.00AM

PRESENT

Sally Macauley (Acting Chair)
Craig Brown
Colin Kitchen

John Bain
Denise Jensen
Chris Reid

IN ATTENDANCE

Neil Beney, Meng Cheong, Kathryn Leydon, Andrew Potts, John Wansbone, Liz Inch, Libby Jones, Sarah Hunt (notes)

APOLOGIES

Tony Norman, Debbie Evans, June McCabe, Sharon Shea, Bill Sanderson, Nick Chamberlain, Sam Bartrum, Margareth Broodkoorn, Mike Roberts, Jeanette Wedding

FIRE PROCEDURES

The fire exits were noted

REGISTER OF INTERESTS

The Register of Interests was noted.

Chris Reid is Medical Advisor for Adventure for Good, and Royal NZ College of GP Practices Steering Group.

1. BOARD MINUTES

1.1. Confirmation of Minutes 7 March 2016

IT WAS MOVED THAT the minutes of the meeting held on 7 March 2016 be accepted.

MOVED Colin Kitchen: SECONDED Chris Reid

CARRIED

2. QUALITY & SAFETY GOVERNANCE REPORT

Patient Story

- Story about failures of hospital staff to recognize the particular needs of patients with dementia.
- Recognized that this is a common problem and will become a greater concern with the increasing prevalence of dementia.
- Agreed that it was important for staff to recognise the needs of patients with dementia and listen to carers.
- No easy solutions but education of staff to increase awareness is important.

Patient Experience

- Incidents
Confirm that the increase in numbers is as a result of initiatives around promoting incident reporting so entirely expected.
- Car parking complaints
Confirm more PM car parks closer to the hospital.
Additional free parking spaces have been introduced near Tohorā House.
Whangarei Hospital buggy currently not in use and using a DHB car in the meantime.
Investigating alternative options.

- Patient Experience Electronic Survey
All within allowances, except Education Material, Visiting and Signage.
- HDC 6 monthly complaints summary appended to this report.
- Whooping cough becoming prominent again. Appears to be a wearing off of immune status. Immunisation for this still a challenge in 2 year olds.
- Query on immunisation for over 60 year olds for flu and what the uptake is. Noted that flu immunisations are done in primary care.

3. CHAIR'S REPORT

The Deputy Chair spoke to the Chair's report, which was taken as read

Key Issues and Discussion Points

- Met with Minister Coleman and Auckland DHB Chairs. Minister reminded Chairs that challenges ahead and to be aware of this.
- Minister confirmed his expectation of a financial breakeven at Year End. Pleased with NDHB performance.
- Fluoridation – Proposal that DHBs be given responsibility for dealing with fluoridating water supplies. Request for further information to next meeting.

IT WAS MOVED THAT the Board receive the Chair's report.

MOVED Denise Jensen, SECONDED Craig Brown

CARRIED

4. CEO'S REPORT

CFO spoke to the CEO's report, which was taken as read

Key Issues and Discussion Points

- Highly focussed on implementing Neighbourhood Healthcare Homes. Currently preparing to receive Registration of Interest's from GP practices
- Major concern is the financial position. Taking an active role in this over the next 10 weeks.
- Highlight was the culmination of many years of planning and construction – the successful opening of the Maternity Unit.
- Recruitment of Ian McKenzie, commencing in June, replacing Kim Tito as GM Mental Health.
- Have received advice that the construction of a traffic lights at the intersection of Hospital and Maunu Roads will commence in October 2016.
- Pressure on operating theatres means some dental surgery is being provided at Kaitaia Hospital.
- Surgical Bus and theatre requirements discussed. Currently utilisation of mobile bus is high.

IT WAS MOVED THAT the Board receive the CEO's report.

MOVED John Bain: SECONDED Chris Reid

CARRIED

5. DECISION PAPERS

There are no papers for consideration

6. SYSTEMS PERFORMANCE

6.1. Health & Safety

6.1.1. Health & Safety Report

The Health & Safety Report was noted.

Key discussion points

- Summary from last year is a satisfactory result. Reduction in Lost Time Injuries (LTIs) and LTI frequency rate significantly lower than the DHB national average.
- Query on how these results look when compared with international data as well. Can capture that moving forward.
- KPI's will be reported in the next quarterly report.
- Performance metrics for next year. Should be looking at recordable cases, noting and growing trends and particular injuries occurring.
- Reporting has risen every year for last 3 years. Not necessarily that there are more injuries.
- Culture of reporting near misses is good in some services but needs further education in others.

6.2. Health Targets

Key Issues and Discussion Points

- Shorter stays in Emergency Department
Continuing challenges. Reflects pressure due to acute admitted workload over summer period.
- Improved access to elective surgery
Definition extends broadly across a number of procedures, including minor procedures undertaken in clinic.
- Faster cancer treatment
Shown quarterly. Not a hard target currently. 85% target comes in from July to September this year.
- Increased immunisation
Target achieved in month 8. Notable achievement.
- Better help for smokers to quit, hospitalised smokers, primary care smokers
Achieving this in the hospital, close in primary care.
- More heart & diabetes checks, completed cardiovascular risk assessment & diabetes
Achieved

6.3. Finance Report

The Chief Financial Officer spoke to the Financial Report. The report was taken as read

Key Issues and Discussion Points

- Had a deficit of \$614,000 compared with a budget surplus of \$2M
- March result saw slight deterioration of financial position, deficit of \$990,000 with 3 months to go until the end of the financial year.
- Significant reduction in adverse run rate from earlier in the year.
- Implemented strong management around inventory, reduced stores, currently carrying 6 weeks supply. Reduced but not eliminated use of Kensington Hospital. Continue to reduce the hospital vehicle fleet where appropriate.
- Continue to forecast break even position, but significant management focus applied to achieve this. Board requested to see the position each month until the end of the year.
- There will be some additional revenue with a continued emphasis on reducing discretionary spend.
- CEO has taken an active role in this. Delegations have been reduced significantly.

IT WAS MOVED THAT the Board receive the financial report.

MOVED Chris Reid: SECONDED Craig Brown

CARRIED

7. INFORMATION PAPERS

7.1. Draft CPHAC/DiSAC Minutes 21 March 2016

- The draft minutes were noted.

8. NEXT MEETING DETAILS

The next meeting will be held at 11.00am, Monday 30 May 2016, in the Community Services Conference Room, Dargaville Hospital

9. 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
10. Confirmation of minutes for meeting held on – Public excluded session 7 March 2016	For reasons given in the previous meeting	
11. Decision Papers 11.1 Long Term Health of Older People Home Based Support Services 11.2 Age Related Residential Care Services 11.3 Manaia PHO Primary Mental Health Services 11.4 Community Pharmacy Services Agreement 11.5 Draft Northern Region Health Plan 2016/17	Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9 (2)(i) 9 (2)(j)
12. Information Updates 12.1 Project Office Report 12.2 Draft Minutes Audit Finance & Risk Management Committee - Meeting 21 March 2016	Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9 (2)(i) 9 (2)(j)
13. Risk Management/Initiatives	Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities Negotiations. To enable the Board to carry out, without prejudice or	9 (2)(i) 9 (2)(j)

		disadvantage, negotiations (including commercial and industrial negotiations)	
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IT WAS MOVED THAT THE Board move into Public Excluded meeting

MOVED Craig Brown: SECONDED John Bain

CARRIED

10. PUBLIC EXCLUDED MINUTES

The minutes were confirmed

11. DECISION PAPERS

The submissions were approved

12. INFORMATION UPDATES

The updates were discussed

13. RISK MANAGEMENT/ INITIATIVES

The issues were discussed

The meeting closed at 1.34pm

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

CHAIR _____

DATE _____

**ACTIONS ARISING FROM THE MINUTES OF THE NORTHLAND DHB
MEETING ON MONDAY 18 APRIL 2016**

	ACTION	BY	WHEN
1.	Health and Safety KPI's will be reported in the next quarterly report. <i>Actioned</i>	Organisational Development Manager	May 2016
2.	Financial position to be supplied to the Board monthly until the end of the financial year <i>Actioned</i>	Chief Financial Officer	Monthly