

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

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**HELD ON MONDAY 16 JULY 2018  
TANGIHUA ROOM, TOHORA HOUSE, NORTHLAND DHB  
COMMENCING AT 11.00AM**

**PRESENT**

Sally Macauley (Chair)  
Sue Brown (Deputy Chair)  
Denise Jensen  
Debbie Evans  
Craig Brown

Libby Jones  
Gary Payinda  
Sharon Shea (via videoconference)  
John Bain  
June McCabe

**IN ATTENDANCE**

Nick Chamberlain, Meng Cheong, John Wansbone, Harold Wereta (part), Pip Zammit, Andrew Potts ,  
Liz Inch, Kathryn Leydon, Michael Roberts (part), Ian McKenzie (part), Paula Douglas (minutes)

**APOLOGIES**

Colin Kitchen  
Sharon Shea (for lateness joining in at 1.00pm)

**FIRE PROCEDURES**

The fire exits were noted

**REGISTER OF INTERESTS**

The Register of Interests was noted

**ATTENDANCE REGISTER**

Register was noted

The Chair acknowledged the contributions and efforts and staff during the recent nurses' strike. The CEO emailed all staff the day following the strike to thank them.

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Meeting was opened with a Karakia from Libby Jones.

**1. BOARD MINUTES**

**1.1 Confirmation of Minutes 5 June 2018**

***IT WAS MOVED THAT** the minutes of the meeting held on 5 June 2018 be accepted*

***Sue Brown / Libby Jones  
Carried***

**1.2 Matters/ Actions Arising**

**1.2.1 Report on food quality results taken from Patient survey**

- Discussions underway with Spotless Services around the issues raised by patients.

- A new menu has been proposed, currently being delivered with success in Palmerston North. The Northland DHB are also seeking other alternative options.
- Insulated trolleys are being ordered to mitigate the food temperature issues.
- Patient food was also served to staff during the strike period and feedback was it was well cooked but bland. The blandness of the food likely to be due to patient dietary requirements.
- Next health & safety walk around will include a visit to the Whangarei Hospital kitchen.
- **GM Finance, Funding and Commercial Services to bring information on locally sourced food content to next meeting.**

## 2. QUALITY & SAFETY GOVERNANCE REPORT

### Summary Report – June 2018

- Report was taken as read.
- Noting the patient stories. Patient story number 1 is an example of excellent care that is given by our staff in times of pressure with challenging behaviour demonstrated by the patient.
- Hand hygiene – latest data is not yet available.
- The data reported for hand hygiene for the last quarter of 87.5% uptake is a reflection of a lot of hard work; this result should make for improved outcomes for patients.
- Quality and safety markers (QSMs) – a new initiative that compares performance nationally.
- Data provided relating to falls assessment is not favourable. This will be followed closely; **Board noted it was due to receive an update on the falls prevention programme in November.**
- An improvement to patient feedback relating to cultural/spiritual support noted.
- Update provided on Ward 2 and district hospital results for discharge information, cultural needs; spiritual/religious needs. GM Child, Youth, Maternal, Oral, Public health and District Hospitals reported that earlier poor performance was an outlier and the recent survey results reported acceptable performance.

## 3. CHAIR'S REPORT

The Chair spoke to the report, which was received and taken as read

### Key Issues and Discussion Points

- On 7 June 2018 the Regional Governance Group welcomed 2 new Chairs; Pat Sneddon from ADHB and Mark Gosche from CMDHB.
- Regional Governance Group working well together with monthly teleconference meetings.
- Preference from other Chairs for NDHB Chair to remain as Chair for the Regional Governance Group.
- Health Service Review draft report expected early 2020.
- On 26 June the Chair, CEO, GM Planning, Integration, People and Performance and GM Finance, Funding and Commercial Services met with the Ministry of Health to discuss the draft 2018/19 Annual Plan. It was a positive afternoon and there was understanding shown of the DHB's position.

#### 4. CEO'S REPORT

The CEO spoke to his report, which was received and taken as read

##### Key Issues and Discussion Points

- Neighbourhood Healthcare Homes and Primary Healthcare – noting Māori Health Priorities project – need to identify 5 priorities for Māori health.
- Focus is not on reducing spend on Māori health; need to ensure equitable spend across all providers.
- Involving the community and Iwi in the process.
- Mixed bag of health targets; ED struggling to meet length of stay targets due to higher daily presentations. Occupancy and availability of beds remain problematic.
- Health targets will continue to be reported to the Board until formal notification from the Ministry of Health / Minister.
- Correspondence received advising penalties for the elective targets no longer apply.
- Surgical theatre capacity is inadequate.
- Immunisation is still below target and decline rates are high.
- Smoking cessation has a reasonable response rate.
- The target of reducing smoking for pregnant women is tracking well, particularly with Māori women.
- Raising Healthy Kids target is tracking well.
- Community Collaborative Care improvement – exciting initiative relating to Mental Health and community services. A lot of regional interest has been expressed.
- Good work happening in relation to family violence.
- NZ RDA projects – organised within current rosters, improvement and innovation teams worked together – A pilot will be undertaken to see if this can be rolled out.
- Strike contingency planning work was exceptional.
- iMoko administration centre was noted as closed in the North; it has been moved to Auckland. The programme is still being run in Northland, particularly relating to the prevention of rheumatic fever.
- Currently tracking at 71% for staff influenza immunisation.
- There has been no evidence of the flu impacting in the north as yet.

#### 5. DECISION PAPERS

##### Bad debts for write off

- Paper taken as read and previously presented at the Audit committee.
- Committee has asked management to explore GPS tracking for the more expensive loan items such as wheel chairs
- **GM Finance, Funding & Commercial Services to report information on the GPS tracking initiative at the next Audit Committee meeting.**

*IT WAS MOVED that the Board write off up to \$29,790 as bad debts noting that these fall well within the provision for doubtful debts.*

**Craig Brown / John Bain**  
**CARRIED**

### **Change of Committee Name and Terms of Reference**

- Audit Finance and Risk Committee has proposed new name - Finance, Risk and Assurance Committee (FRAC).
- Finance Risk and Assurance Committee (FRAC) is a better descriptor for the scope of the Committee's work.
- Propose changes to the terms of reference noted including inclusion of FRAC post implementation review of major projects.

### ***IT WAS MOVED that the Board:***

- ***Approves*** the Audit, Finance and Risk Management Committee name change to Finance Risk and Assurance Committee (FRAC)
- ***Approves*** the updated terms of Reference for the Finance Risk and Assurance Committee (FRAC)

***John Bain / Denise Jensen  
Carried***

## **6. SYSTEM PERFORMANCE**

### **6.1 Health Targets**

- The report was taken as read.
- Context of report covered off in CEO report.

### **6.2 Finance Report**

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

- The year to date result for the DHB to end of May 18 is a deficit of \$7.9m compared to the budget of \$6.5m. An unfavourable variance of \$1.3m.
- Meeting the increasing acute volumes and the momentum on the safety and staff initiatives, in particular, 2<sup>nd</sup> acute theatre, AAU beds, reduction in Mental Health vacancies, outsourced elective surgery.
- Acute demands are higher than normal which translates into increased staffing.
- Extra money has been used for outsourcing where procedures could not be handled in house.
- Facilities and theatre space; paying for outsourcing and acute demand also contribute to the deficit.

### **6.4 NDHB Funded Services Dashboard**

- The report was noted.

## **7. INFORMATION REPORTS & UPDATES**

### **7.1 CPHAC/DiSAC Chairs report – Meeting 25 June 2018**

- Highlights were discussion relation to the Neighbourhood Healthcare Homes initiative
- Calderdale Framework was presented and was interesting.

## 8. NEXT MEETING DETAILS

The next meeting will be held at 10.45 am on Monday 27 August 2018 at the Tangihua Meeting Room, Tohora House, Whangarei 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 5 June 2018 – public excluded session	For reasons given in the previous meeting	
11.	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 disadvantage, negotiations (including commercial and industrial negotiations)	
12.	Decision Papers  12.1 Draft Annual Plan 2018/19 12.2 Community Pharmacy Services Agreement 12.3 Contribution to National Haemophilia Management Group 12.4 healthAlliance Ltd Shareholder Issues 12.5 Transforming Health Services in Northland: Services and Campus Redesign Programme	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.	Information Updates  13.1 Project Office Report 13.2 Audit Finance & Risk Management Committee Chair's Report – Meeting 25 June 2018	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)

**IT WAS MOVED THAT** *the public be excluded.*

**Libby Jones / John Bain**  
**CARRIED**

**10. CONFIRMATION OF MINUTES**

The minutes were confirmed

**11. RISK MANAGEMENT/ INITIATIVES**

The updates were discussed

**12. DECISION PAPERS**

The submissions were approved

**13. INFORMATION UPDATES**

The updates were discussed

The meeting closed at 3.20pm

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

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_