

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

**HELD ON MONDAY 8 OCTOBER 2018
TANGIHUA ROOM, TOHORA HOUSE, NORTHLAND DHB
COMMENCING AT 10.45AM**

PRESENT

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

Libby Jones
John Bain
June McCabe

IN ATTENDANCE

Nick Chamberlain, Meng Cheong, Andrew Potts, Mike Roberts (part), Margaret Broodkoorn, Neil Beney, Pip Zammit, Jeanette Wedding (part), Harold Wereta, Liz Inch, Kathryn Leydon, Paula Douglas (minutes)

APOLOGIES

Sharon Shea
Craig Brown
Gary Payinda

IT WAS MOVED THAT the apologies be accepted

**Colin Kitchen / John Bain
Carried**

REGISTER OF INTERESTS

The Register of Interests was noted and updated.

- John Bain noted he is no longer an owner of Club 21 Limited.

ATTENDANCE REGISTER

Register was noted

Board Chair welcomed 2 members of the public to the meeting.

June McCabe opened with a karakia.

1. BOARD MINUTES

1.1 Confirmation of Minutes 27 August 2018

Pat Sneddon's report – Mr Sneddon will be speaking at the next Te Kahu o Taonu meeting on 19 November, with a report forthcoming in the New Year. All Board members are welcome at this meeting.

IT WAS MOVED THAT the minutes of the meeting held on 27 August 2018 be accepted

**June McCabe / John Bain
Carried**

1.2 Matters/ Actions Arising

1.2.1 Report on handover process within hospital teams

- The RDA has been collaborating with the DHB in regards to their interest in undertaking research.
- Handover - well known as a time of risk as if it is not done correctly there is a possibility of information being missed.
- A Junior Doctor has worked on how to identify/lessen the risk at handover.
- Metrics are hard to identify with a handover.
- Many were consulted with the production of the research.
- Initial assessment found the process was felt unsafe by some.
- A proforma was trialled that captured key information which resulted in increased satisfaction in the information provided compared with information that has been provided in the past.

The Update on the Health and Safety action plan was postponed until October due to the GM Planning, Integration, People and Performance being on leave.

2. QUALITY & SAFETY GOVERNANCE REPORT

2.1 Summary Report – August 2018

- Report was taken as read.
- Feedback from a patient on an after care hand out in patient story number 3 provided an opportunity to improve the level of patient centred care.
- Patient Safety & Quality Improvement Manager is working to improve areas that have been identified from the feedback.
- Paediatric ward has been very busy over the past few months; it is pleasing to note the good feedback received from the public.

3. CHAIR'S REPORT

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

Key Issues and Discussion Points

- Highlight of the month was the opening of the Stage One redevelopment at the Bay of Islands hospital.
- Noted that it was Mental Health Awareness week and Northland DHB won a supreme award at the 'Cutting Edge' Conference held in Rotorua.

IT WAS MOVED that the Board forward a letter of congratulations to GM Mental Health and Addictions regarding Te Ara Oranga.

Sally Macauley / Libby Jones
Carried

4. CEO'S REPORT

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

Key Issues and Discussion Points

- Telehealth and Mobility – finalised a contract for Zoom as a long term provider; positive outcome for the DHB.
- GM Maori has finalised meetings with whānau around the Northland area to improve collaboration within the health priorities and Māori health funding. There is a strong willingness to have the conversation on how things can be improved.
- DHB/Iwi partnership review meeting is taking place in November and is proposed to be a broad discussion around equity in collaboration with Iwi.
- The bed block within the hospital is the biggest obstacle for patient flow through ED resulting in no beds available for patients to be moved into.
- A new process has been implemented today to free up 6 additional beds in the wards that will be available to ED first thing in the morning.
- ED is continuing to improve their processes.
- Cancer treatment – Northland DHB have achieved the 90% target this month.
- Immunisations – Northland's rates of immunisation continue to decline.
- Primary care and smoking cessation rates continue to improve.
- Safer Patient Flow Framework programme – a positive improvement programme getting a lot of buy-in to improve the flow within the hospital.
- Northland DHB holds the top result for exclusive breastfeeding upon discharge in the country.
- A positive workshop regarding research took place at the end of August 2018. Growing research capability was part of the presentation.

5. DECISION PAPERS

5.1 Treasury Policy Review

- Every year a review is undertaken of the policy
- The report was tabled at FRAC and was endorsed with no amendments to the parameters.

IT WAS MOVED that the Board:

1. *Approve the Treasury Review report*
2. *Approves the re-approval of the Treasury Policy*

**Sue Brown / Denise Jensen
CARRIED**

6. SYSTEM PERFORMANCE

6.1 Health Targets

- The report was taken as read.

6.2 Finance Report

- The report was taken as read.
- The YTD result deficit of \$1.75m compared to the budgeted deficit of \$1.59m. Resulting in an unfavourable variance of \$151k for the first 2 months of the financial year.
- Activity in hospital is high resulting in high expenditure levels, along with locum usage in district hospitals.
- Significant use of blood product has contributed to the deficit.
- The first tranche of the nursing settlement has been made resulting in a spike in expenditure.

- Forecast – predicted that we would dip in cash deficit by \$1.1m which has occurred but has now recovered when Ministry funding was received.
- **A waterfall graph outlining salary costs will be tabled at the next board meeting.**
- Made good early progress on procurement process.

6.3 NDHB Funded Services Dashboard

- The report was taken as read.
- Note that the bulk of the unfavourable variance is due to pay equity related expenditure now being incurred.
- The high risk identified has been mitigated.

7. INFORMATION REPORTS & UPDATES

7.1 CPHAC/DiSAC Chair's Report – Meeting 24 September 2018

- A move from a disability 'awareness' to a 'responsiveness' framework.
- A lot of monitoring and compliance has been undertaken in relation to areas on obesity.
- A presentation on community mental health services was given by Ian McKenzie
- All were reminded that they are welcome to attend the meeting with the next meeting scheduled for 3 December 2018.

8. NEXT MEETING DETAILS

The next meeting will be held at 10.45am on Monday 19 November 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 |
|---|--|--|-----------|
| 10.0 | Hokianga Health Enterprises Trust | Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 9 (2)(j) |
| 11.0 | Confirmation of minutes for meeting held 27 August 2018 - public excluded session | For reasons given in the previous meeting | |
| 12.0 | Risk Management/Initiatives | Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities | 9(2)(i) |
| | | Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 9 (2)(j) |

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|------|---|--|--------------------------------|
| 13.0 | <p>Decision Papers</p> <p>13.1 Whangaroa Health Services Trust</p> <p>13.2 Draft Annual Financial Statements 2017/18</p> <p>13.3 Community Laboratory Services</p> <p>13.4 healthAlliance Shareholder Appointments</p> <p>13.5 Easement over Bay of Islands Hospital Site</p> <p>13.6 Accommodation Whangarei Community Mental Health Services</p> <p>13.7 Upgrade to Clinical Portal 8 Business Case</p> <p>13.8 Haemodialysis Equipment, Services, and Consumables Business Case</p> <p>13.9 Evergreen Integrated Community Pharmacy Services</p> | <p>Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities</p> <p>Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>9(2)(i)</p> <p>9(2)(i)</p> |
| 14.0 | <p>Information Updates</p> <p>14.1 Update - Te Kahu O Taonui/Iwi governance partnership and Maori Health priority hui</p> <p>14.2 Finance, Risk & Assurance Committee Chair's Report – Meeting 24 September 2018</p> | <p>Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities</p> <p>Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>9(2)(i)</p> <p>9 (2)(j)</p> |

IT WAS MOVED THAT the public be excluded.

***Sally Macauley/ June McCabe
CARRIED***

10. HOKIANGA HEALTH ENTERPRISE TRUST

Discussions were held.

11. CONFIRMATION OF MINUTES

The minutes were confirmed

12. RISK MANAGEMENT/ INITIATIVES

The updates were discussed

13. DECISION PAPERS

The submissions were approved

14. INFORMATION UPDATES

The updates were discussed

The meeting closed at 3.45pm

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

CHAIR _____

DATE _____