

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

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**HELD ON MONDAY 27 MAY 2019  
COMMUNITY SERVICES CONFERENCE ROOM, DARGAVILLE HOSPITAL  
COMMENCING AT 10.45AM**

**PRESENT**

Sally Macauley (Chair)  
Sue Brown (Deputy Chair)  
Debbie Evans  
Colin Kitchen  
Sharon Shea (via Zoom)

Libby Jones  
John Bain  
Gary Payinda  
Craig Brown  
June McCabe

**IN ATTENDANCE**

Nick Chamberlain, John Wansbone, Mike Roberts, Meng Cheong, Paul Welford, Dee Telfer, Harold Wereta, Kathryn Leydon, Paula Douglas (minutes)

**APOLOGIES**

Denise Jensen

The meeting was opened with a karakia opened

*IT WAS MOVED THAT the apologies be accepted*

**Libby Jones / Colin Kitchen  
Carried**

**REGISTER OF INTERESTS**

The Register of Interests was noted.

**ATTENDANCE REGISTER**

Register was noted

**1. CONFIRMATION OF OPEN MINUTES**

**1.1 Confirmation of Minutes 15 April 2019**

*IT WAS MOVED THAT the minutes of the meeting held on 15 April 2019 be accepted*

**Libby Jones / Colin Kitchen  
Carried**

**1.2 Matters/ Actions Arising**

**1.2.1 Measures to strengthen equity in NHH**

- Paper taken as read.
- There will be a new resource in Mahitahi Hauora which will be addressing this in the future. A further paper will be brought to a future meeting.

**1.2.2 St John patient pickup data**

- Paper taken as read.
- A national paper was released outlining data.
- Northland DHB are tracking well at 20% see and treat vs 15% nationally.
- Patient flow meetings are a regular occurrence.

- Discussions have been undertaken with White Cross in relation to patients that they could possibly treat instead of the patient coming to ED. The Primary Options Acute Demand Management Service (POADMS) initiative is being rolled out by Dr Melissa Gilbert-Smith who will further assist and improve these numbers.

#### 1.2.3 Discharge Summaries

- Redacted summary is attached to the Quality and Safety Governance report.

## 2. QUALITY & SAFETY GOVERNANCE REPORT

### 2.1 Summary Report – May 2019

- Report was taken as read.
- Patient stories noted by the Board.

## 3. CHAIR'S REPORT

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

#### Key Issues and Discussion Points

- A meeting took place with the Ministry and a very good presentation was given by the CEO, GM Planning, Integration, People and Performance and Chief Financial Officer.
- Challenges faced and financials were a focus looking into 2020.
- Minister would like to have the forecast deficit addressed.
- Northland DHB are the first DHB to be addressing the Holidays Act situation and are on track to report back to Board on how this will affect the forecast deficit.
- Michelle Arrowsmith, Deputy Director-General DHB Performance, wishes to meet with the Board and it is proposed that she join the July meeting.
- Chair will disseminate a copy of the Minister's key points to the Board.

## 4. CEO'S REPORT

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

#### Key Issues and Discussion Points

- Schools maintain a manual database recording the immunisation records of its students which is quite inaccurate and could be improved by cross matching with our NIR records. This would not breach the privacy code.
- Immunisation data is collected to share across health organisations; it is not available as a matter of public record.
- There have been 4 cases of measles recorded in Northland; one person however is not from Northland but contracted the disease while in the area.
- There is a database that tracks the immunisation of the children of Northland. The number of missed children is of concern and is being followed up. The outreach programme is looking to remedy this. Recall systems are being improved.
- ANZACS QI data is to be reported at the next meeting.
- Faster cancer treatment numbers are extremely low; strike action has been an impacting factor but the low Auckland radiotherapy treatment numbers have also had a significant impact on the ability for Northland DHB to increase performance in this area.

## 5. DECISION PAPERS

There are no papers for consideration.

## 6. SYSTEM PERFORMANCE

### 6.1 Quarterly Health and Safety Report

- The report was taken as read.
- It was pleasing to note where Northland DHB was tracking in relation to sick days – it indicates a positive culture within the organisation.
- There are incidences taking place in ED that indicate a further need for security for staff.
- A violence prevention programme is being developed and will be brought to a future meeting.
- A number of different metrics are used to measure health and wellbeing including sick leave data, survey results and EAP uptake. There is a wellbeing survey that is being created which is going to be used in place of a staff survey this year. This index seeks to capture more information behind the data that is reported and identify areas of focus.

### 6.2 Health Measures

- The report was taken as read.
- Discussion took place relating to immunisation rates.
- These are challenging times at the moment.

### 6.3 Finance Report

- The report was taken as read.
- April had an operating deficit of \$6.1m against an approved deficit of \$5.4m - unfavourable by \$641k.
- The Ministry have advised we can invoice them for \$500k for the meningococcal vaccines.
- Holiday pay provision – good progress has been made. Northland has a full process of calculating exposure and paying this out. This is not a budgeted expense.
- Behind on the electives delivery – looking to outsource to ensure targets are met.
- Good progress made against the 19/20 budget proposals
- Advised that the budget announcement will provide us with final budget advice. There will then be a three week period to provide the Ministry with a revised budget position.

### 6.4 Northland District Health Board Funded Services Dashboard

- The report was taken as read.
- Pay equity – transitional funding. Mental Health and Addiction providers have signed contract variations incorporating actual pay equity funding into existing contracts effective 1 December 2018.

## 7. INFORMATION REPORTS & UPDATES

There are no papers to review.

## 8. NEXT MEETING DETAILS

The next meeting will be held at 10.45am on Monday 15 July 2019 at Tangihua Room, Tohora House, Northland DHB.

## 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	Confirmation of minutes for meeting held 15 April 2019 - public excluded session	For reasons given in the previous meeting	
11.0	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)
12.0	Decision Papers		
	12.1 Services to promote Resilience, Recovery and Connectedness – Arataki Ministries	Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities	9(2)(i)
	12.2 Services to promote Resilience, Recovery and Connectedness – Emerge Aotearoa	Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)
	12.3 Services to promote Resilience, Recovery and Connectedness – Te Mana Oranga		
	12.4 Services to promote Resilience, Recovery and Connectedness – Ngati Hine Health Trust		
	12.5 Agreements for Health of Older People: Home & Community Support Services: Northland DHB Contracted Home & Community Support Service Providers		
12.6 Agreements for Provision of Support Services for Long-term Support – Chronic Health Conditions			

	<p>12.7 Whanau Ora Primary Health Services – Ngati Hine Health Trust</p> <p>12.8 Strategic Vision for Community Pharmacies and Pharmacists in Northland 2019-2026</p> <p>12.9 Te Kaupapa Mahitahi Hauora – Papa O Te Raki Trust (known as Mahitahi Hauora)</p> <p>12.10 Workspace Business Case</p> <p>12.11 Delegation for Long-term Maintenance Contracts</p> <p>12.12 Extension of Hokianga Health Enterprise Trust Contracts</p> <p>12.13 Draft 2019/20 Northern Region Service Plan</p>		
13.0	<p>Information Updates</p> <p>13.1 Maori Health Strategic Projects</p> <p>13.2 Project Office Report</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.***

***Craig Brown /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 3.55pm

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

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_