

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

**HELD ON MONDAY 19 NOVEMBER 2018
TANGIHUA ROOM, TOHORA HOUSE, NORTHLAND DHB
COMMENCING AT 10.45AM**

PRESENT

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

Libby Jones
John Bain
Gary Payinda
Craig Brown

IN ATTENDANCE

Nick Chamberlain, Meng Cheong, Mark McGinley, Paul Welford, John Wansbone, Mike Roberts (part), Margaret Broodkoon, Sheryll Beveridge (part), Walaa Saweirs (part) Neil Beney, Jeanette Wedding (part), Harold Wereta, Liz Inch, Kathryn Leydon, Paula Douglas (minutes)

APOLOGIES

Denise Jensen
June McCabe

IT WAS MOVED THAT the apologies be accepted

**John Bain/Craig Brown
Carried**

REGISTER OF INTERESTS

The Register of Interests was noted and updated.

- Sharon Shea noted that she was a member of the Maori Health Expert Advisory Group that advises the Health and Disability System Review.

ATTENDANCE REGISTER

Register was noted

The Chair welcomed Paul Welford, Chief Operating Officer to his first Northland DHB Board meeting.

1. BOARD MINUTES

1.1 Confirmation of Minutes 8 October 2018

IT WAS MOVED THAT the minutes of the meeting held on 8 October 2018 be accepted

**Libby Jones / Colin Kitchen
Carried**

1.2 Matters/ Actions Arising

1.2.1 Salary costs waterfall graph.

- This will be included in the financial report section.

1.2.2 Health and Safety Action Plan

- Paper was taken as read.
- Paper is an annual review of the management system
- Statistically it has been a positive year for the Northland DHB due to a reduced number of lost time injuries.
- Key risks are patient violence; there are a number of events that have impacted on wellbeing of staff and patients.
- An increase in psychotic and antisocial behaviour incidences noted, this is being mitigated by the recruitment of an anti-violence lead who will review processes and implement improvements.
- Security staff are available on site but are not allocated to any specific department.
- The possibility of implementing a screening for weapons process was discussed.
- **GM Finance, Funding and Commercial Services to provide information on security services provided at Northland DHB sites to next meeting.**

1.2.3 Environmental factors contributing to falls with harm.

- Associate Director of Nursing spoke to the group and gave a presentation on falls prevention.
- Most patient falls take place within the rooms.
- It was noted that the age and style of the Whanagarei Hospital buildings impacted on patient care, with watching patients, layout and design. There is limited space due to increased bed sizes, IV devices and other necessary medical equipment now required in rooms.
- The other areas of most risk are in the bathroom/shower/toileting facilities.
- The falls data is not favourable in that falls are increasing, however falls with harm data is tracking well and not increasing.
- The Acting Director of Nursing and Director of Nursing & Midwifery are confident of an improvement over the next 3 months with auditing of the new risk assessments and care plans showing early signs of good completion rates.

2. QUALITY & SAFETY GOVERNANCE REPORT

2.1 Summary Report – October 2018

- Report was taken as read.
- Patient story number one was a difficult situation but had a good outcome and will result in much needed changes.
- 3 monthly patient experience survey was noted; responses in general were of a positive nature with steady improvement shown.
- Contributors of noise within the hospital environment were discussed; measures have been taken to reduce the noise where possible e.g. maintaining squeaky wheels on trolleys.
- The 3 monthly review of the Mental Health team received good feedback from patients.
- Health and Disability Commissioner Complaints – Northland DHB is tracking very well with a low number of complaints received.
- There is very low engagement of pre-natal care amongst Maori women; new initiatives are being rolled out to attempt to increase engagement in pre-natal care across Northland.
- **Additional bar to be added to patient experience data for comparison to previous performance.**
- **Request for presentation of Te Ara Whakapiri project at next meeting.**

3. CHAIR'S REPORT

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

Key Issues and Discussion Points

- Board Chair and Deputy Chair represented Northland DHB Board at the Northland Health and Social Innovation awards recently held at Forum North.
- Referred to an all staff letter recently sent out from the CEO – Chair advised a letter is to be sent out from the Board to staff prior to Christmas thanking them for their efforts over the past year.
- The CEO and Board Chair will be attending a State Services Commission workshop on 28 November 2018.

4. CEO'S REPORT

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

Key Issues and Discussion Points

- No questions as noted.

5. DECISION PAPERS

There were no papers for consideration.

6. SYSTEM PERFORMANCE

6.1 Health Measures

- The report was taken as read.

6.2 Finance Report

- The report was taken as read.
- 3 months into September the budget was \$159k favourable.
- 2 waterfall graphs have been included to demonstrate the current position.
- Additional money has been spent, predominately on pay equity.
- Many areas still over budget, balanced by favourable results in other areas.
- Overall savings targets are being met.

6.3 NDHB Funded Services Dashboard

- The report was taken as read.
- Preparing a detailed forecast for FRAC

7. INFORMATION REPORTS & UPDATES

7.1 Update on Maori Health Strategic projects

- Paper was taken as read.
- The CEO acknowledged the work that had gone into the report and the engagement that has been undertaken with our communities.

7.2 Chronic Kidney Disease and Home Therapy

- Dr Walaa Saweirs, Consultant, Renal Services, presented to the Board.

8. NEXT MEETING DETAILS

The next meeting will be held at 10.45am on Tuesday 29 January 2019 in 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	Confirmation of minutes for meeting held 8 October 2018 - 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 Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(i) 9 (2)(j)
12.0	Decision Papers 12.1 NRLTIP Portfolio of Work 12.2 Regional Information Systems Strategic Plan Update and Proposed Information Systems Governance Arrangements 12.3 PHO Services Agreement Variation 12.4 Microsoft Licence Renewal 12.5 Northland DHB Primary Care Configuration	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)
13.0	Information Updates 13.1 Project Office Report 13.2 Whangarei Hospital Transition Programme Business Case 13.3 Laboratory Services Update	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.

**Sally Macauley / Libby Jones
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 3.45pm

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

CHAIR _____

DATE _____