

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

**HELD ON TUESDAY 29 JANUARY 2019
TANGIHUA ROOM, TOHORA HOUSE, NORTHLAND DHB
COMMENCING AT 1.00pm**

PRESENT

Sally Macauley (Chair)
Debbie Evans
Colin Kitchen
Sharon Shea

Libby Jones
John Bain
Gary Payinda
Craig Brown
June McCabe

IN ATTENDANCE

Nick Chamberlain, Meng Cheong, Mark McGinley, Paul Welford, John Wansbone, Mike Roberts, Neil Beney, Harold Wereta, Liz Inch, Paula Douglas (minutes)

APOLOGIES

Sue Brown (Deputy Chair), Denise Jensen

IT WAS MOVED THAT the apologies be accepted

**John Bain / Sharon Shea
Carried**

REGISTER OF INTERESTS

The Register of Interests was noted and updated.

ATTENDANCE REGISTER

Register was noted

1. BOARD MINUTES

1.1 Confirmation of Minutes 19 November 2018

IT WAS MOVED THAT the minutes of the meeting held on 19 November 2018 be accepted

**John Bain / Libby Jones
Carried**

1.2 Matters/ Actions Arising

1.2.1 Security Services

- An update was requested by Board in November 18 meeting.
- Violence Prevention Coordinator commenced in role 2 weeks ago.
- Threats of violence are increasing significantly.
- A need for increased security within the hospital has been identified.
- A potential recommendation was made to more than double the security services currently provided.
- Northland DHB needs to ensure that staff feel safe in the workplace.

- Kaitaia Hospital now has a 24/7 security presence.

1.2.2 Additional patient experience data

- This is still in progress – patient experience reports.
- There are challenges in providing a report 'run chart'.

1.2.3 Te Ara Whakapiri project

- Director Nursing and Midwifery gave a presentation on the Te Ara Whakapiri project.
- The project focuses on care, what matters most, being patient focused, patient centred and includes care after death.
- Looks at clinical needs.
- There are comprehensive documents in place and these are still being improved.
- Discharge care plans are being reviewed to see how support can be better provided once people leave hospital.
- Currently being trialled in wards 14 and 16.
- It is a national document that can be adapted locally.

2. QUALITY & SAFETY GOVERNANCE REPORT

2.1 Summary Report – January 2019

- Report was taken as read.
- There are some inaccuracies in the data in the 'adverse events' due to a miscalculation in the number of patients.

3. CHAIR'S REPORT

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

Key Issues and Discussion Points

- Attended the University of Auckland Pukawakawa regional training programme Powhiri.
- Congratulated CEO on his speech at the event.
- Students are prioritised as year one house officers with Northland DHB once they have qualified.
- A number of the students have grown up in Northland and then like to return home once their studies are complete.

4. CEO'S REPORT

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

Key Issues and Discussion Points

- Recognised the attendance of Philip Balmer and Eru Lyndon at the planning session.
- Excited about Collaboration Kaupapa finally coming into fruition; potentially a model for the future in regard to structures.
- Both PHO Boards have committed to providing significant funding to enable the transition.
- Northland DHB CEO will be an ex-officio on the Collaboration Kaupapa Trust.

- MenW programme is ongoing; CEO acknowledges General Manager Child, Youth, Maternal, Oral, Public Health and District Hospitals and her team on their great work. Stage 2 is now underway.
- Incentive payments have been made to practices to allow them to provide extra resource to contact parents/caregivers and capture as many children as possible.
- 3 new detox beds have been opened in Dargaville; this will allow a decrease in waiting times.

5. DECISION PAPERS

5.1 Bad debt write off

- The Finance, Risk and Assurance Committee agreed to the write off and recommend this to the Board.

IT WAS MOVED THAT the Board write off up to \$41,860 as bad debts noting that these fall well within the provision for doubtful debts.

**Craig Brown / June McCabe
CARRIED**

6. SYSTEM PERFORMANCE

6.1 Health Measures

- The report was taken as read.
- Challenges continue to be the ED length of stay and how the large assessment rooms are utilised.
- A GP clinic being run in ED over the weekends up to 1 February 2019 to alleviate some of the pressure on ED.
- There appears to be a strengthening and hardening of the anti-vaccination movement.

6.2 Finance Report

- The report was taken as read.
- The adverse variance of \$855k is mainly attributable to the MenW vaccination campaign being the cost of the vaccines and the additional staff to administer these.
- Adverse variance is currently against the unapproved budget of \$6m.
- **Chief Operating Officer to give a presentation at next meeting on general patient flow.**

6.3 NDHB Funded Services Dashboard

- The report was taken as read.
- Unfavourable expenditure of \$1.7m is made up of Mental Health pay equity and Health of Older People.

7. INFORMATION REPORTS & UPDATES

7.1 CPHAC/DisAC Chair's Report – Meeting 3 December 2018

- Draft minutes were noted.
- Plan for 2019 to be set; there is a focus on population health.
- Next meeting is coming up on 25 March 2019.

8. NEXT MEETING DETAILS

The next meeting will be held at 10.45am on Monday 11 March 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 19 November 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 Proposed Change to 2018/19 Operational Budget 12.2 CSU Washer Service Agreement 12.3 Operating Theatre Power Tool Fleet Management 12.4 Te Hiku Accord	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 Regional Iwi Partnership Arrangements Update 13.2 Finance, Risk & Assurance Committee Chair's Report – Meeting 3 December 2018 13.3 Project Office Report	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 / Craig Brown
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 _____