

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

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**HELD ON MONDAY 12 MARCH 2018  
TANGIHUA MEETING ROOM, TOHORA HOUSE, WHANGAREI HOSPITAL**

**COMMENCING AT 11.00am**

**PRESENT**

Sally Macauley (Chair)  
John Bain  
Sue Brown  
Debbie Evans

Libby Jones  
June McCabe via TC  
Gary Payinda  
Sharon Shea via TC

**IN ATTENDANCE**

Nick Chamberlain, Meng Cheong, Jeanette Wedding, Margareth Broodkoorn, Mike Roberts, Kathryn Leydon, John Wansbone, Liz Inch, Delwyn Flower (minutes)

Beryl Wilkinson (member of the public)  
Mark Fury, PSA Organiser

**APOLOGIES**

Colin Kitchen, Craig Brown and Denise Jensen

**FIRE PROCEDURES**

The fire exits were noted

**REGISTER OF INTERESTS**

The Register of Interests was noted

**ATTENDANCE REGISTER**

Register was noted.

**1. BOARD MINUTES**

**1.1. Confirmation of Minutes 30 January 2018**

- 7.1 'normalised' to be replaced with 'misused'.

**IT WAS MOVED THAT the minutes of the meeting held on 30 January 2018 be accepted.**

**MOVED: John Bain**

**SECONDED: Debbie Evans**

**CARRIED**

**1.2. Matters/ Actions Arising**

- No matters discussed

**2. QUALITY & SAFETY GOVERNANCE REPORT**

**2.1. Summary Report – February 2018**

Chief Medical Officer spoke to the report, which taken as read.

- A large amount of work is needed with staff regarding patients' religious/spiritual needs and also cultural needs.

- Borderline bullying under further comments was discussed. It was noted that later this week there is a facilitator coming in to work with the service.

### 3. CHAIR'S REPORT

The Chair spoke to her report, which was taken as read.

Key issues and discussion points:

- The Board approves the Board Chairman voting on Northland DHB's behalf at Regional and/or National meetings.
- It was agreed that Sally Macauley will report back to the NDHB Board and will vote on behalf of us.

**Moved: John Bain**

**Seconded: Sue Brown**

**CARRIED**

- Census noted. Challenges Northland communities faced with participation in the census.
- The CEO mentioned that the DHB ran their own promotion run.
- Kaitaia Intermediate provided their new students with a toothbrush and paste to promote oral health. Some students have improved with their tooth care. A recent television programme showcasing the work NDHB Oral Health staff had undertaken in schools to promote Oral Health.
- Whangarei Hospital Redevelopment – John Bain, Denise Jensen and Sally Macauley are on the Programme Sponsoring Group Committee
- The Chair and CEO meet with the Minister during his visit. Mental Health and Addiction Services talked to the Minister about services challenges. Matters under consideration include gaps and opportunities, fresh ideas, issues in our regions, service users and hidden voices want to be heard from.
- NDHB Annual plan has been submitted and approved.

**IT WAS MOVED THAT the Board receive the Chair's report.**

**MOVED: Sally Macauley**

**SECONDED: Sue Brown**

**CARRIED**

### 4. CEO'S REPORT

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

Key Issues and Discussion Points:

- Neighbourhood Healthcare Homes commencing 1 July. Expressions of interested will be asked. GPs are committed to the programme. Model of care is attractive and it's sensible.
- GM Maori Health is working on the partnership with Iwi.
- Collaboration Kaupapa is progressing well.
- Smoking Cessation targets.
- NDHB are doing well with the 'Raising Healthy Kids' programme.
- Ngati Hine Health Trust routine audit – Central TAS was commissioned to undertake an independent audit.
- Endoscopic Retrograde Cholangiopancreatography – this service has now commenced. No need to travel to Auckland for this procedure.
- Cath Lab – Capital Investment Committee will review in March.
- Methamphetamine Pilot - More funding is going to be available for this programme as it's due to run out shortly. We are well supported.
- Timeline on Primary Care development is discussed.
- Congratulations to all those involved in The Safe Sleep Programme.

**IT WAS MOVED THAT the Board receive the CEO's report.**

**MOVED: Sally Macauley**

**SECONDED: Sue Brown**

**CARRIED**

## **5. DECISION PAPERS**

- No matters for consideration

## **6. SYSTEMS PERFORMANCE**

### **6.1. Health & Safety Report**

GM Planning & Population, Integration and People, spoke to his report, which was taken as read.

Key Issues and Discussion Points:

- Violence Prevention Group and the work around awareness and prevention tools. 'In the Moment' cards giving recommendations to all staff to be distributed.
- Increase in lifting and handling incidents
- Query about risk policies and if there is a policy for removing from the immediate environment off the NDHB premises. These policies to be reviewed.
- Assurance programme for Occupational Health & Safety at our NGO providers was discussed. A national approach is being developed through the GMs Planning & Funding Group.
- Escalating number of inappropriate behaviour incidents reported over the period. Increased communication of incident reporting has resulted in greater staff awareness and reporting of risks. No incidents of harm have been reported.

### **6.2. Health Targets**

The report was taken as read.

- Smoking Cessation performance was discussed.

### **6.3. Finance Report**

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

Key Issues and Discussion Points:

- The final result for the month is an operating deficit of \$226k against a budget deficit of \$323k, which is a favourable variance of \$97k. Of this \$268k is a favourable variance in DHB Owned Services, with DHB Funded Services reporting an unfavourable variance to budget for the month of \$171k.
- The year to date financial result is a deficit of \$2,133k against a budget deficit of \$629k, an unfavourable variance of \$1,303k and a \$2,807k unfavourable variance to budget in DHB Funded Services.
- Consolidated revenue was \$914k favourable to budget in the month and \$6,516k favourable year to date. This is mainly Pay Equity for DHB funded services.
- The month's expenditure was unfavourable to budget by \$866k. Year to date expenditure was unfavourable by \$8,353k.
- Financial pressure on Surgical Services and Bay of Islands Hospital continues, mainly as a result of outsourced services to meet ESPI compliance and also locums to cover vacancies and leave. The Emergency Department is also struggling with a larger volume of people presenting.
- All other services are tracking better or close to budget.

## 6.4 NDHB FUNDED SERVICES DASHBOARD

- The report was taken as read
- Information requested on late monitoring returns.
- Recent television report on school oral health services in Northland. Noted that the number of children enrolled has risen and we now register children from birth.

## 7. INFORMATION REPORTS & UPDATES

There were no papers for consideration

## 8. NEXT MEETING DETAILS

The next meeting will be held at **11am, Monday 23 April 2018, at Te Waka Hauora, Kaitaia 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.	Northern Region Long Term Investment Plan	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)
11.	Northern Region Information Services Strategic Plan	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	Confirmation of minutes for meeting held on 30 January 2018 – Public excluded session	For reasons given in the previous meetings.	
13.0	Risk Management/Initiatives	Commercial Activities: To enable the Board to carry out, without prejudice or	9(2)(i)

		disadvantage, commercial activities  Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(j)
<b>14.0</b>	Decision Papers  14.1 Proposed Agreement Between Pharmacy Retailing (NZ Ltd and healthAlliance. 14.2 Mental Health Community Support Service and Level 3 Supported Accommodation Review	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)
<b>15.0</b>	Information Reports & Updates  15.1 Project Office Report 15.2 Audit /Certification Activity	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 Board move into Public Excluded meeting**

**MOVED: Libby Jones**

**SECONDED: Sue Brown**

**CARRIED**

#### **10. NORTHERN REGION LONG TERM INVESTMENT PLAN**

The plan was approved.

#### **11. NORTHERN REGION INFORMATION SERVICES STRATEGIC PLAN**

The plan was approved.

#### **12. CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

**12.1** Board Minutes 30 January 2018

**12.2** Matters/Actions Arising

The minutes were confirmed

#### **13. RISK MANAGEMENT/ INITIATIVES**

- Matters were discussed.

**14. DECISION PAPERS**

- The submissions were approved.

**15. INFORMATION REPORTS AND UPDATES**

- The updates were discussed.

The meeting closed at 3.15pm

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

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_