



# Minutes

## Public session

### Meeting of the Whanganui District Health Board

held in the Board Room, Fourth Floor, Ward/Administration Building  
Whanganui Hospital, 100 Heads Road, Whanganui  
on Friday 29 June 2018, commencing at 10.00am

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#### Present

Mrs Dot McKinnon (QSM), Board Chair  
Mr Graham Adams  
Mr Charlie Anderson (QSM)  
Mrs Philippa Baker-Hogan (MBE)  
Mrs Jenny Duncan  
Mr Darren Hull  
Mr Stuart Hylton, Deputy Chair  
Mrs Judith MacDonald  
Ms Annette Main (ONZM)

#### In attendance

Mr Russell Simpson, Chief Executive  
Mrs Sue Campion, Communications Manager  
Mr Hentie Cilliers, General Manager People and Performance  
Mrs Kim Fry, Director Allied Health  
Mrs Rowena Kui, Director Māori Health  
Mr Declan Rogers, Nurse Manager Surgical Services  
Ms Tracey Schiebli, General Manager Service and Business Planning  
Mr Brian Walden, General Manager Corporate  
Mr Peter Brown, Board Secretary

#### Public

Members of the press, public and staff

#### Karakia/reflection

Graham Adams opened the meeting with a karakia/reflection.

## **1 Apologies**

*It was resolved that:*

The apology from Dame Tariana Turia be accepted and sustained.

## **2 Conflict and register of interests update**

2.1 Amendments to the register of interests  
Nil.

2.2 Declaration of conflicts in relation to business at this meeting  
Nil.

## **3 Late items**

The Chair explained that a late item has been received in relation to changes being made to the Central Region's Technical Advisory Services Limited's (TAS) constitution. A resolution is required to approve the changes but the item was not on the agenda for the meeting because notification of the requested change had not been circulated to the CE or to the Executive Assistant to the Medical Directorate and the board.

*It was resolved that:*

The papers be received and the matter be approved for decision by the board in the public excluded section of the meeting as a late item.

## **4 Delegations**

Nil.

## **5 Presentation**

The board was provided with a presentation by staff and consumer representatives regarding service improvements in the Urology Service.

Erica Griffiths and Deborah Jennings outlined the road map project, looking at improving the service from a consumer perspective informed by service experiences.

Lance Patterson and Roger Whiting shared their experiences, insights and spoke about initiatives to improve the service including:

- Initiatives to make more information available and accessible to service consumers.
- Wanting and needing more information, having had to do their own research and reading. As a result of that experience, they are motivated to help with making information more available in a readily accessible form.
- The Cancer Society has a support group and supports people diagnosed with cancer, on an individual basis.

## **6 Minutes of board meetings**

### **6.1 Whanganui District Health Board meeting**

Taken as read.

*It was resolved that:*

The minutes of the public session of the meeting of the Whanganui District Health Board held on 18 May 2018 be approved as a true and correct record.

#### **Matters arising**

Nil.

## **7 Minutes of committee meetings**

### **7.1 Combined Statutory Advisory Committee meeting**

*It was resolved that:*

The minutes of the public session of the Combined Statutory Advisory Committee meeting held on 15 June 2018 be received.

## **8 Board and Committee Chairs' reports**

*Verbal reports may be given at the meeting*

### **8.1 Board**

Tu Kaha has been postponed to a date in August.

The start time for board only discussion before board meetings is changed to 9.30am.

The board chair's report taken as read.

### **8.2 Combined Statutory Advisory Committee**

The committee chair observed that the board is facing significant strategic and fiscal challenges and is involved in planning for those challenges, but there are still easy wins and things that can be achieved along the way.

### **8.3 Risk and Audit Committee**

The committee chair advised that the recruitment process for appointment of a new committee member has been finalised, but as yet no one has been appointed to the vacancy on the committee.

## **9 Chief Executive's report**

### **9.1 Patient Safety and Service Quality**

Following concerns raised by board members at the last meeting, regarding Māori patients being encouraged to bring a support person to appointments, all new outpatient appointment letters contain the following sentence:

“You are welcome to bring a support person/whānau tautoko with you.”

## **9.2 Māori Health**

The CE highlighted a document shared by MidCentral DHB through the Regional Chief Executives’ Forum entitled “Achieving Health Equity Think Piece 2018”. The document was written for MidCentral board members and staff to inform and improve their understanding of health equity. The document is accompanied by statistical information and data analysis relating to inequities in that region. The document is included in the board papers as information item one.

Tu Kaha has been postponed to a date to be confirmed in August.

## **9.3 Mental Health Services**

The CE noted that the government’s Mental Health Inquiry panel were in Whanganui on Thursday 21 June and met with a wide range of community groups, individuals and key stakeholders. The panel also met with key members of WDHB staff, including representatives of the Executive Management Team, Mental Health and Addiction Services and Service and Business Planning.

The CE thanked those who contributed to the presentations to the inquiry panel. The feedback from the panel was very complimentary, having appreciated the opportunity to engage with and hear from a wider range of stakeholders than they had heard from in most other areas.

Philippa Baker-Hogan provided feedback from having attended the public session of the inquiry panel including:

- The importance of linkages with community groups and services.
- Navigation for consumers through the range of services is always an issue.
- The need for lighting and signage for mental health services at the DHB site.

The CE observed that overall, information was provided openly and honestly to the inquiry team and that the information provided in respect of the board’s Mental Health and Addiction Services was generally positive.

## **9.4 Summary financial results for May and forecast to June 2018**

Taken as read.

## **9.5 Compliance with statutory requirements.**

Taken as read.

The CE noted the Executive Management Team’s strategy day has been scheduled.

- Judith MacDonald will provide the CE with some thoughts regarding collaborative initiatives.
- The board strategy will be incorporated into that day.
- It is planned that there will be input from the chair and/or the deputy chair during the day and any input from board members is welcome.
- It is time-limited, being only one day, but it will be the first opportunity for EMT as a team to meet and address the issues.
- Part of that day is looking at health equity, what it means and how we measure it.

## 10 Decision items

### 10.1 Review of the Remuneration Committee's Terms of Reference

Philippa Baker-Hogan suggested that consideration be given to whether a representative from Hauora A Iwi should be on the Remuneration Committee, however, it was considered that their involvement in the CE appointment was sufficient.

*It was resolved that the Whanganui District Health Board*

1. **Receives** the paper entitled 'Review of the Remuneration Committee's Terms of Reference'.
2. **Agrees** to adopt the reviewed terms of reference for a further three year period.

## 11 Discussion/noting items

### 11.1 Health and Safety report

Stuart Hylton observed that he is looking for some more narrative around the numbers and statistics which are included in the report; that he is looking for information on trends, perhaps a line graph on a rolling twelve month basis to show the trends.

Philippa Baker-Hogan noted the incidence of aggression against staff. The CE observed that any aggression against staff is not acceptable, but the incidence number is relatively consistent.

*It was resolved that the Whanganui District Health Board*

1. **Receives** the paper entitled 'Health and Safety'.

## 12 Information papers

Taken as read.

## 13 Date of next meeting

Friday 10 August 2018 from 10.00am in the Board Room, Whanganui District Health Board, 100 Heads Road, Whanganui.

## 14 Exclusion of public

*It was resolved that:*

The public be excluded from the remainder of this meeting under clause 32, Schedule 3 of the New Zealand Public Health and Disability Act 2000 on the grounds that the conduct of the following agenda items in public would be likely to result in the disclosure of information for which good reason for withholding exists under sections 6, 7 or 9 (except section 9(2)(g)(i)) of the Official Information Act 1982.

| Agenda item  | Reason  | OIA reference                               |
|--|---|---|
| Whanganui District Health Board minutes of meeting held on 18 May 2018 (public-excluded session) | For the reasons set out in the board's agenda of 18 May 2018                                | As per the board's agenda of 18 May 2018    |
| Combined Statutory Advisory Committee minutes of meeting held on 15 June 2018                    | For the reasons set out in the Combined Statutory Advisory Committee agenda of 15 June 2018 | As per the committee agenda of 15 June 2018 |

| <b>Agenda item</b>  | <b>Reason</b>   | <b>OIA reference</b>   |
|---|---|--|
| Risk and Audit Committee minutes of meeting held on 13 June 2018                        | For the reasons set in the Risk and Audit agenda of 13 June 2018  | As per the committee agenda of 13 June 2018                    |
| Regional Governance Group minutes of meeting held on 3 April 2018                       | For the reasons set out in the Regional Governance Group agenda of 3 April 2018   | As per the group agenda of 3 April 2018                        |
| Chief Executive's report  | To enable the district health board to carry out, without prejudice or disadvantage, commercial activities or negotiations (including commercial and industrial negotiations)   | Section 9(2)(i) and 9(2)(j)                                    |
| Multi-employer collective agreement or negotiations                                     | To enable the district health board to carry out, without prejudice or disadvantage, commercial activities or negotiations (including commercial and industrial negotiations)   | Section 9(2)(i) and 9(2)(j)                                    |
| Staff matters   | To protect the privacy of natural persons, including that of deceased natural persons<br><br>To avoid prejudice to measures protecting the health or safety of members of the public<br><br>To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or would be likely otherwise to damage the public interest | Section 9(2)(a)<br><br>Section 9(2)(c)<br><br>Section 9(2)(ba) |
| Revaluation of land and buildings   | To enable the district health board to carry out, without prejudice or disadvantage, commercial activities or negotiations (including commercial and industrial negotiations)   | Section 9(2)(i) and 9(2)(j)                                    |
| Letter of comfort request to support going concern assumption                           | To enable the district health board to carry out, without prejudice or disadvantage, commercial activities or negotiations (including commercial and industrial negotiations)   | Section 9(2)(i) and 9(2)(j)                                    |
| Replacement of infusion pumps and syringe drivers - business case                       | To enable the district health board to carry out, without prejudice or disadvantage, commercial activities or negotiations (including commercial and industrial negotiations)   | Section 9(2)(i) and 9(2)(j)                                    |
| Microsoft licences procurement  | To enable the district health board to carry out, without prejudice or disadvantage, commercial activities or negotiations (including commercial and industrial negotiations)   | Section 9(2)(i) and 9(2)(j)                                    |
| Central Region's Technical Advisory Services (TAS) Limited's change to the constitution | To enable the district health board to carry out, without prejudice or disadvantage, commercial activities or negotiations (including commercial and industrial negotiations)   | Section 9(2)(i) and 9(2)(j)                                    |

### **Persons permitted to remain during the public excluded session**

The following person(s) may be permitted to remain after the public has been excluded because the board considers that they have knowledge that will help it. The knowledge possessed by the following persons and relevance of that knowledge to the matters to be discussed follows.

| <b>Person(s)</b>   | <b>Knowledge possessed</b>   | <b>Relevance to discussion</b>  |
|--|--|---|
| Chief executive and senior managers and clinicians present | Management and operational information about Whanganui District Health Board | Management and operational reporting and advice to the board                          |
| Board secretary  | Minute taking, procedural and legal advice and information                   | Recording minutes of board meetings, advice and information as requested by the board |

The public session of the meeting ended at 11.04 am.