**Attendees:**

**Whanganui Locality Group:**

Robyn McDougal, Lenna Young, Angelique Tucker, Silo Naqasima, , Raewyn Harris, Candace Sixtus, Carla Donson, Cheryl Benn,Rowena Kui, Jon Buchan, Thabani Sibanda, Bonnie Sue, Jeanine Corke

**Apologies:**

Susan Osborne, Lucy Pettit, Digby Ngankee, Rowena Kui (arrived slightly late)

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| **Item** | **Discussion/ Comments** | **Responsible** |
| **Action Points (AP) from previous minutes**  | AP 1:The group was asked to provide further feedback to Jeanine Corke on the Terms of Reference by Friday 20th of July 2012.Update: Members’ feedback will be covered later in the agendaAP 2:Jeanine to follow up and seek advice from the Ministry of Health regarding consumer involvement in formal review processes.Update: The Ministry of Health has responded to the above query and confirmed that consumer involvement in formal reviews would not include the review of individual patient information but more aggregated outcomes data and recommendations from case reviews.AP 2a:The group was asked to provide further feedback to Jeanine Corke on the Strategic Plan by Friday 20th of July 2012.Update: Members’ feedback will be covered later in the agendaAP 3:Project Manager to draft Governance Group Terms of Reference (TOR)Update: Draft Governance Group (TOR) to be discussed later in the agendaAP 4Project Manager to advise the Group of Regional Women’s Health Service (RWHS) stakeholder workshopsUpdate: Dates for RWHS workshops emailed to Locality Groups on the 2nd of August 2012 |  |
| **Agenda Items** | ***Draft Terms of Reference (TOR)***Action Point:Project Manager to update TOR to reflect changes made below:* That the ‘Aims’ are more like ‘Values’
* Under the ‘Membership’ heading – the maximum term for membership should be changed from 1 year to 2 years as it was discussed that members are just becoming proficient and familiar with the Programme role after 1 year; proxies – one member asked if a proxy could attend in their absence, the majority of the Group disagreed with having proxies attending on their behalf as they felt that it was their responsibility as members to make a commitment to attend meetings. The Group further discussed that if a proxy was to attend that they should have complete authority to make decisions on behalf of the represented group and that proxies could be reviewed on a case by case basis; attendance – if a member misses three meetings then membership will be terminated.
* Under the ‘Process’ heading – Amendments to motions shall……. Comment from the Chair was that if ‘further discussion’ occurs on a particular matter then this discussion should be resolved by a new motion. Therefore, words to be added to this section are: A new motion would need to be moved.
* Under ‘Agenda’ – ‘All agenda items are to be forwarded to the Chair one week before the next meeting… additional words to be added are **‘and papers from the working groups or summary papers’**
* Under ‘Reporting Requirements’ - Words to be added to clarify sign off process are: Report to be signed off by the Governance Group. Funding and Planning to take responsibility to provide resources to pull the Plan together. Final Plan to go back to Locality Group for their information.
* Interim Remuneration – Hours to be added to clarify remuneration, these are:
* Full day (6 hours) - $115.00
* Half day (3 hours) - $ 60.00

***Review of Locality Group Membership***Action Points:* Project Manager to follow up with Allied Health and Mental Health Service managers before the next meeting

***Maternity Quality and Safety Strategic Plan (draft 2)***Action Points:* Project Manager to follow up with Comms teams and begin drafting Comms Plan

***Governance Group Discussion***Action Points:* Project Manager to update Governance Group Terms of Reference to reflect comments above
* Project Manager to meet with RWHS Project Manager to draft up diagram
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| **Meeting Closed** | 4.10 pm |  |