**Attendees:**

**Whanganui Locality Group:**

Robyn McDougal, Lenna Young, Angelique Tucker, Raewyn Harris, Lucy Petitt,Candace Sixtus, Carla Donson, Cheryl Benn,Jon Buchan, Thabani Sibanda, Bonnie Sue, Jeanine Corke, Louise Allsop (arrived late), Sharon McFarland, Mandy Musa, Anna Skinner

**Apologies:**

Susan Osborne, Digby Ngankee

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| **Item** | **Discussion/ Comments** | **Responsible** |
| **Matters Arising** | Nil |  |
| **Action Points (AP) from previous minutes** | AP 1:  The Locality Group Terms of Reference to be updated to include the following changes:   * 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   Update: Changes to the TOR will be discussed later in the agenda  AP 2:  Members from Allied Health and Mental Health to be invited to be part of the Group  Update: Service Managers from these areas are in attendance  AP 3:  Jeanine to follow up with Communications teams and begin drafting Comms Plan  Update: The development of a Communications Plan is now a workstream  AP 4:  The Governance Group Terms of Reference to be amended to include:   * ‘Context’ – Clarify rationale for a joint MidCentral and Whanganui process based on the Central Alliance Principal Agreement * ‘Objectives’ – These are not relevant and need to be rewritten * ‘Membership’ – Correction to Whanganui Midwifery Director to read Head of Midwifery * General Practitioner – Wording to be changed to Primary Care representative * LMC – Representative needs to hold a case load. However, in this instance Cheryl Benn currently fulfills this role but in the future this may not be the case. * Consumer representatives – Needs to be two consumer reps and this provides an opportunity to develop/support consumer input by having one rep with vast experience and the other as a user of the service * Draft an overall diagram that shows the two projects (MQSP and RWHS) and the links between the two.   Update: Governance Group Terms of Reference to be discussed later in the agenda  AP 5  Project Manager to meet with RWHS Project Manager to draft up diagram  Update: Diagram has been drafted but still requires further changes |  |
| **Agenda Items** | ***15 Minute Presentation***  Action Points:  Jeanine to follow up with Gilbert Taurua to be invited to do a presentation on Maori Health  ***3. Terms of Reference***  Action Points:  Project Manager to further update Terms of Reference to include changes made by the Group and send out Maori Health Strategy documents |  |
| **Meeting Closed** | 4.04 pm |  |