

Counties Manukau District Health Board

Minutes of the meeting of the members of the Counties Manukau District Health Board held on Wednesday, 4 July 2007 at 1pm at CMDHB offices, Manukau City

- Present:** Mr Pat Snedden (Chair), Ms Miria Andrews, Ms Jillian Dooley, Mr Bill Mudgway, Mr Paul Cressey, Mr David Collings
- Apologies:** Mr Ross Keenan, Anae Arthur Anae, Ms Airini Tukerangi, Mr Don Barker, Mr Bob Wichman
- In attendance:** Mr Geraint Martin, Mr Ron Pearson, Mr Ron Dunham, Mrs Anna-Maree Harris (Board Secretary)
-

1. Welcome

The Chair welcomed Board members noting that there were representatives from the public present. Mr Geoff Tattersall and Ms Kae Martin visitors from the Repatriation Hospital, South Australia attended the first part of the meeting.

2. Ratification of previous minutes 6 June 2007

Resolution:

The minutes of the Board meeting held on Wednesday 6 June 2007, having been circulated, were taken as read and confirmed with an amendment to the items on Facilities and Greater Auckland Co-operation in the confidential section.

Moved Jillian Dooley **Seconded** Paul Cressey **Carried** Unanimously

3. Matters arising

There were no matters arising.

4. Presentation – Aged Residential Care and Home Based Support Services – Jenni Coles

Ms Jenni Coles, Programme Manager Health of Older People, presented an update on the contract review for home based support services and aged residential care workers following the additional Ministry funding and FFT. The intention of the funding is that it be passed onto our contractors' low paid workers.

Key issues:

The four part package supported by the Minister in April included:

1. Low Paid Workers' Initiative - to improve pay rates for specified Aged Residential Care and Home Based Support Services workers significantly
2. Expend the available 2007/08 funding in a manner that meets the Minister's expectations
3. Conclude National DHB contractual obligations under the ARRC contract
4. Conclude HBSS contracts at a district level, using a nationally consistent Variation

The funding will be used to conclude annual A 21 review and address A23 claims Wages [FFT component + new funding]

1. Provider operating costs
Including extraordinary items e.g. high costs of transportation especially ambulance services following national Transport and Accommodation policy; increasing rural costs, especially recruitment and retention;
2. Policy Change [Holidays Act]
3. Other wage issues [NZNO + Penal rates]

4. The additional ARRC funding is distributed on an actual basis for 2007/08, with a transition path to PBFF to be determined.

Flow through to low paid workers

- Condition of the variation that they will increase the hourly rate of pay to:
 - § Care assistants
 - § Cleaners
 - § Laundry workers
 - § Kitchen assistants

ARRC and HBSS

- § By 1 October, they will provide the DHB with a **written report** confirming compliance
- § Collective agreements
 - Reasonable endeavors to conclude collective agreements covering each category
 - 31 Dec 2007 Provide **report confirm collective agreement**

The DHB's role is to monitor reporting requirements to ensure the flow through to workers. It was noted that despite the increase the rates are still low in this sector. The Board asked for a communications plan to be developed to inform eligible workers of the increase.

5. Procedural issues

Register of Interests

The Register of Interests will now be included in the Board papers, instead of as a separate document.

Mr Cressey requested a template and instructions for Board and committee members to refer to during situations where there may be a possible conflict of interest

6. Chair's Report

- The second Sustainability Conference was a success. Congratulations to the organising team.
- Office of the Auditor-General – interviews held with Chair and others. Still awaiting the outcome of the review.
- Procurement – the Chair outlined the process for a national approach to procurement savings.
- MoH restructure – the final structure has been announced. It includes a new division which will encourage learnings across the sector.
- Regional co-operation is becoming more strategic. The CEOs are leading a review of regional processes.
- Fit for purpose/provider development work is underway.

7. Chief Executive's Report

The Chief Executive's report in the future will concentrate on provision of the strategic context for the DHB and upon key specific issues.

Key issues:

- The anticipated positive end of year result is attributable to all staff and Mr Martin extended his appreciation to all CMDHB employees for making this possible.
- Strategic development – a number of key items will be presented to the Board over the next few months including the Health Services Plan and the Primary Care Health Plan. The internal review of decision-making processes is close to completion and when finalised will strengthen the governance capability of the organisation. In conjunction with this focus, arrangements have been made with a number of visiting experts (at no cost). These are Mr Mark Jennings, from the NHS's Institute for Innovation and Improvement who will lead a session on the Productive Ward for all charge nurses; the Chief Operating Officer from the Royal Devon and

Exeter Trust who will work with Ron Dunham on clinical quality; and Mr Hugh Ross who will do some work on safe patients.

- The success of the Sustainability Conference was noted.
- Work on the Mangere Integrated Health Care Centre is progressing with a workshop held to ensure that the DHB had a consistent and united view on moving forward with the project. Judith Smith from Victoria University facilitated the workshop and has now also completed a literature review and a number of stakeholder interviews which have reinforced that there is no one ideal model of primary care and that the process is more important than the structure.
- The Board noted the response to the Health and Disability Commissioner following Don Mackie's presentation in June. Mr Martin will ensure follow through of processes identified.
- Dr Peter Gow has stepped down as Chair of the Clinical Board after ten years to concentrate on his other activities. The Board invited him to join them for lunch in appreciation at the next meeting.
- As part of the regional co-operation activities, the Northern region CEOs are reviewing how the DHBs work together with a focus on regional thinking. They are also reviewing the activities of healthAlliance and NDSA. A presentation will be made to the Board at the earliest opportunity.
- Mr Martin announced that he is now the CEO responsible for the community labs project, taking over from Garry Smith.

The Chief Executive's report was noted.

Correspondence

State Services Commission Code of Conduct

The Code of Conduct was noted by the Board.

Report of the Chief Operating Officer

- Patient flow projects are underway and processing of patients has improved. It is important to remember that patient flow is a full continuum project, not just an issue for ED. A medical admission and planning unit is being instigated to allow fastrack for GP admissions.
- The provider arm restructure has increased the profile of clinical directors and will give stronger clinical governance. A General Manager Revenue is to be appointed along with a Clinical Director Acute Care to manage ICU, MABU, Burns and HDU.
- 8,000 births recorded for the financial year.
- The elective target is very close on additional volumes with outstanding volumes now achieved.
- An Operating Theatre review is being conducted.
- Recruitment of nursing staff is to be stepped up.

Resolution

The Board noted the report of the Chief Operating Officer

Moved Paul Cressey

Seconded Jillian Dooley

Carried Unanimously

Report of the Chief Planning and Funding Officer

- The Swap2Win campaign was launched on 18 June. Significant activity is underway to tie in the public communications component with on-the-ground activity within the various LBD action areas. A flyer is being delivered to households in the CMDHB region.
- Chronic care targets have been achieved, discussion is underway with PHOs for setting of 07/08 targets.
- The Ministry has approved \$1.5m for the rebuild of the Buckland Road oral health facility.
- A separate agreement has been formalised with ADHB for patients in the Otahuhu catchment whereby CMDHB will provide acute and elective services for medicine/surgery, children's and women's health. This has been communicated to staff, and the public through community newspapers.

Resolution

The Board noted the report of the Chief Planning and Funding Officer

Moved Pat Snedden

Seconded Miria Andrews

Carried Unanimously

Report of General Manager Finance & Commercial

Key issues:

- The GM Finance and Commercial expressed some concerns around analysis of costs particularly in payroll. Although actual wage payment amounts have been correct, high level accruals for anticipated wage costs is unclear.
- The forecast for June is slightly less favourable than expected, with no material changes. The winter ward is now operating full time at a cost of \$160k.
- Renal services increases have been scaled back to 4-5% increases and it is uncertain exactly why, although home dialysis will have some effect.
- The capital charge is expected to have a \$10k positive variation by year end.
- There are still significant issues with FTE reporting.

Resolution

The Board noted the General Manager Finance and Commercial's report.

Moved Pat Snedden

Seconded Miria Andrews

Carried Unanimously

Election Update

Resolution

The Board noted the Elections update.

Moved Paul Cressey

Seconded Jillian Dooley

Carried Unanimously

CPHAC

Key items:

- Conflicts of interest – Mr Cressey requested access to a simple process for committee and Board members to follow.
- District Annual Plan – CPHAC will review progress twice a year.
- Workforce plan was presented.

DiSAC

- The Pacific Health and Disability Plan was presented
- The Co-ordinator has been communicating training course information to staff.
- Ms Jenni Coles presented information on long term funding of support services.
-

HAC

Key items:

Standardised discharge reports and Mr Gary Jackson's report on electives were discussed. The Board requested a publicity programme for this information.

Pou

Key issues:

- MahiTahi recently celebrated its 10 year anniversary. Mr Rangiaho presented on the organisation's work noting that there is a large amount of unmet need in Maori mental health.
- Progress on Whare Oranga
- Fit for purpose provider development

General

- The Board reminded management to provide a bimonthly quality report.
- Mr Cressey requested a date for the overdue presentation by Information Technology. It was agreed that this would take place in October.

The public members left the meeting.

The Board took a break for 10 minutes.

Moved by Bill Mudgway/Jillian Dooley that the public be excluded from the Industrial Relations update, South Auckland Health foundation paper., Risk Register, Legal Update, Medico-Legal Update and Update from Project Excel 20:20 (OIA s 9(2)(i), Standing orders Schedule 2 cl 2(g)) to enable the carrying out of commercial activities. The motion was carried unanimously.

Sam Bartrum and Janet Anderson-Bidois arrived at 3pm

The meeting was reopened to the public at 3.46pm.

The meeting closed at 3.46pm.

The next meeting of the Board will be Wednesday 5 September 2007 at CMDHB, 19 Lambie Drive.

Signed as a true and correct record on 1 August 2007

Chair Mr Pat Snedden

The minutes of the meeting of the Counties Manukau District Health Board of 1 August 2007 are approved.

Recommendation (moved Paul Cressey/seconded Bill Mudgway)