

NELSON BAYS PRIMARY HEALTH
Minutes - Open Board Meeting held on 30 September 2010
20 New Street, Nelson – Commencing at 6:40 p.m.

PRESENT: Jan Morgan (Chair); Maria Briggs; Sue Stevenson; Judene Edgar; Philip Chapman; Mere Wetere; James Chisnall; Jo Mickleson; Olivia Hall.

IN ATTENDANCE: Andrew Swanson-Dobbs (Chief Executive Officer – NBPH); Tanya White (NBPH – Minute Secretary).

PUBLIC IN ATTENDANCE: Gilbert Robertson (Robertson Chartered Accountants)

APOLOGIES: Lisa Lawrence

- | Item | Decision / Discussion | | |
|------|--|----------------|-------------|
| 1. | Welcome
Jan welcomed Jo Mickleson and Olivia Hall to their first Board Meeting. | | |
| 2. | Apologies
<u>Resolution</u>
<i>That the apology from Lisa Lawrence is accepted.</i> | | |
| | Moved: Sue Stevenson / Mere Wetere | CARRIED | |
| 3. | Register of Interests
Update the Register of Interests as follows: | | |
| | <ul style="list-style-type: none"> • Maria Briggs is no longer a member of Hampden Street School Board of Trustees • Olivia Hall – none declared • Jo Mickleson – Deputy Chair: Pharmacy Council NZ; Deputy Chair: Hospital Advisory Committee, NMDHB; Chair: Pharmacy Advisory Group, Nelson/Marlborough; Proprietor/Director: Wakefield Pharmacy. | | |
| 4. | Confirmation of Agenda
Confirmed with the addition of: | | |
| | <ul style="list-style-type: none"> • The relationship between NBPH and Nelson City Council and Tasman District Council, for discussion under General Business. | | |
| 5. | Confirmation of Minutes
<u>Resolution</u>
<i>That the minutes of 26 August 2010 are accepted as a true and correct record.</i> | | |
| | Moved: Judene Edgar / Philip Chapman | CARRIED | |
| | 5.1 Matters Arising
There were no matters arising for discussion. | | |
| | 5.2 Action Points | Who | When |
| | a) Healthy Workplace policy Ver 3
In Board Pack for approval. | Andrew | 30.09.2010 |
| | b) Funding for Community Nutrition Service
No media coverage yet; more likely to happen when new service specifications have been confirmed.
Will also approach community newspapers, as we usually do. | Andrew | ASAP |
| | c) Tobacco Control
Paper in Board Pack from Margaret Gibbs updating Board on various smokefree initiatives. | Andrew | Complete |
| | Environmental Sustainability Policy Ver 1
Changes made | Andrew | Complete |
| | d) Delegations Policy Ver 5
Changes made | Andrew | Complete |
| 6. | Correspondence of Significant Interest | | |
| | a) <u>Appointment of new board member Olivia Hall – Iwi Health Board – 07-09-2010</u>
Noted | | |

Item Decision / Discussion

b) Appointment of new board member Jo Mickleson – Nelson Pharmacists Assoc. – 13-09-2010

Noted

c) Letter from Refugee Services Aotearoa – 09-09-2010

Noted

7. Report | Chair

- Jan referred to PHO Alliance Chairman's Report (in Board Pack) and Minutes of the last PHO Alliance Meeting, which are both on the Board Members' website. She made specific reference to a presentation by Murray Horn and Philip noted at least two references to community involvement in the report.
- Maria asked for reminder on how to access the Board Members' website.
- Jan attended the PHO Alliance AGM with Andrew – membership has noticeably shrunk due to amalgamations. Together with Andrew and Luke, Jan met with Fred Te Miha and Judy Billens of Ngati Tama as part of ongoing relationship building with iwi. A planned meeting with Ngati Koata was postponed.

8. Report | Board Members

- Maria reported that the Big Brother Big Sister auction raised \$12,000 and that Te Kura Kaupapa Māori o Tuia Te Matangi is trucking along and they hope to 'turn the sod' by the end of the year.
- Sue reported that the Dietitian service is picking up at the Wakefield Practice
- Judene is organising the annual Cawthron Lecture on 29 October 2010: Dr David Hamilton will be delivering a lecture on Water Resources Management.
- James attended one of the first meetings of the Nelson Marlborough Health Alliance Clinical Pathways. This is a local version of the revolutionary Canterbury Initiative, which investigated inefficiencies and decided to change the way services are provided so that patients get a better service. The key point is that clinical input comes first; clinicians meet without bureaucrats/managers, in smaller groups, shorter meetings, ignoring financial concerns initially to consider patient needs. Funding tends to sort itself out in due course, especially if service is more efficient. James attended meeting on pain. There will be more soon (dementia, obesity, etc.) and they present an exciting opportunity for the DHB, the PHO and Primary Care in general. The process facilitates collegial relationships and the airing of mutual frustrations.
- Philip mentioned the Te Rito Governance elections and the fact that the Men's Shed has bought a shed.
- Mere raised emergency planning in the light of the Canterbury earthquake and the need to be prepared.
- Olivia thanked everyone for the warm welcome, confirmed her role as Iwi Maori representative and said she is looking forward to greater involvement in the health world.
- Jo echoed Olivia's thanks, explained that on the eve of the tax changes, she is a little preoccupied with GST, which is a big thing for a community pharmacy.

9. Tobacco Control

- Paper tabled in response to a question regarding the Smokefree 20/20 campaign, outlining NBPH's various tobacco control initiatives.
- Judene asked whether smoking data was readily available and suggested that Motueka was another good site for smoking cessation programmes. Yes, there is more and more data available.
- Maria asked whether these programmes are successful. It seems they are although the practitioner is important and the relationship paramount. The Quitline has had some very good results.

10. Policies

10.1 Healthy Workplace Policy ver.3 September 2010

Resolution

That the Board accept the Healthy Workplace Policy ver. 3 for a further period of 2 years.

Moved: Judene Edgar / Sue Stevens

CARRIED

10.2 Meeting Policy ver.3 August 2010

Update as follows:

Para. 4.2 – should include Luke's kaitakawaenga role for guidance where applicable

Para. 4.3 – add 'and subcommittees'

Item Decision / Discussion

Para. 4.8 – should state that minutes are to be recorded

Para. 4.10 – change 'presentations *will* not exceed 30 mins' to '*should* not exceed'

Para. 4.11 – add '*one week* before meetings'

Resolution

*That the Board **accept** the Meeting Policy ver.3 subject to the changes above for a further period of 2 years.*

Moved: James Chisnall / Maria Briggs

CARRIED

11. General Business

11.1 Relationship with Councils – NCC and TDC

With respect to general PHO business the relationship with TDC and NCC is traditionally weak, but John Moore's activity is leading to a *developing* relationship.

Judene feels that that a better relationship would be good, not just when there is an issue, but as a matter of course. Groups are encouraged to get onto the agenda, introduce themselves and their business and to make presentations, being mindful however of not just having hui for the sake of having a hui.

Andrew suggested making this a performance objective for the next year.

In some places community representatives on PHO Boards are nominated by the local council and this could perhaps be considered as part of the Board evaluation process.

12. Glossary of Commonly Used Acronyms

Noted

13. Strategic Plan 2010-2014

Noted

Board members **agreed** that Tanya White stay for the closed meeting.

The meeting closed at 7.36 p.m.

The next meeting will be on 28 August 2010 at 6.00 p.m.

Confirmed:

J. R. Morgan

Name:

JAN MORGAN

Date:

28 - 10 - 10

Actions - Open Meeting 30 September 2010

Action	Who	When
a) Members Only website Update Board Members on how to access Members Only website	Andrew	ASAP
b) Meeting Policy Ver 3 Update as follows: Para. 4.2 – should include Luke's kaitakawaenga role for guidance where applicable Para. 4.3 – add 'and subcommittees' Para. 4.8 – should state that minutes are to be recorded Para. 4.10 – change 'presentations <i>will</i> not exceed 30 mins' to ' <i>should</i> not exceed' Para. 4.11 – add ' <i>one week</i> before meetings'	Andrew	ASAP
c) Council Relationships Make building relationships with NCC and TDC a performance objective for the next year.	Andrew	January 2011