

NELSON BAYS PRIMARY HEALTH
Minutes - Open Board Meeting held on 25 November 2010
20 New Street, Nelson – Commencing at 6:08 p.m.

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

IN ATTENDANCE: Andrew Swanson-Dobbs (Chief Executive Officer – NBPH); Margaret Gibbs (General Practice Coordinator – NBPH) Jane Kinsey (Programme Development Manager – NBPH); Tanya White (Minute Secretary – NBPH)

PUBLIC IN ATTENDANCE: Gilbert Robertson (Robertson Chartered Accountants)

APOLOGIES: Sue Stevenson and Lisa Lawrence (will be late)

Item	Decision / Discussion		
1.	<p>Welcome / Karakia</p> <p>Jan Morgan opened the meeting at 6.08 p.m., welcomed everyone and suggested a minute of quiet contemplation for the community of Greymouth in the wake of the Pike River Mine tragedy. Olivia started the proceedings with a karakia.</p>		
2.	<p>Apologies</p> <p><u>Resolution</u> <i>That the apologies from Sue Stevenson and Lisa Lawrence are accepted.</i></p> <p>Moved: Jo Mickleson / Philip Chapman CARRIED</p>		
3.	<p>Register of Interests</p> <p>Update the Register of Interests as follows:</p> <ul style="list-style-type: none"> • Philip Chapman – remove information about PHO owning Golden Bay Medical Centre from <i>Possible Future Conflicts</i> on CGG Register. 		
4.	<p>Confirmation of Agenda</p> <p><u>Confirmed</u> as notified with one item under General Business:</p> <ul style="list-style-type: none"> • Māori Health Plan 		
5.	<p>Confirmation of Minutes</p> <p><u>Resolution</u> <i>That the minutes of 28 October 2010 be accepted as a true and correct record</i></p> <p>Moved: Philip Chapman / Mere Wetere CARRIED</p>		
	<p>5.1 Matters Arising</p> <ul style="list-style-type: none"> • Andrew was initially invited to the new ELT Orientation meeting on Friday 26/11. However, the invitation was later withdrawn as John Peters wants to deal with internal operational matters at this meeting. • Christmas Function is planned for 16 December at NBPH offices, drinks at 5:30pm for Board, CGG, staff and others such as Gilbert Robertson and his staff. Deville's was suggested as an alternative venue. This will be investigated before invitations go out. 		
	<p>5.2 Action Points</p>	Who	When
	<p>a) New Provider Representative on Board</p> <p>An advertisement to be distributed via the <i>Indicator</i>, nurses' networks and <i>Be Well</i> Newsletter this week.</p> <p>The Board has received a recommendation, which will be tabled in the closed section of the meeting and discussed then.</p>	Andrew	Complete
	<p>b) CEO Report</p> <p>The terms SIA (Services to Improve Access) and HP (Health Promotion) will be added to the Glossary.</p>	Andrew	ASAP
	<p>c) Draft Calendar for 2011 Board Meetings</p> <p>NBPH Board to claim the first Board-to-Board meeting date, 8 March 2011 and make contact as soon as the new NMDHB Chair is announced.</p>	Jan	2011

Item	Decision / Discussion		
	<p>Jenny Black is the new Chair of the NMDHB Board and once she is installed, an arrangement will be discussed.</p> <p>d) Chair Reporting Brief written report with bullet points of activities, meetings, documents etc.</p>	Jan	Complete
	<p>e) CEO Reporting Replace the two-monthly Staff Activity Report with the Quarterly Organisational Report and a more 'strategic' update every two months in the CEO Report.</p> <p>f) Christmas Function Look at the dates of the CGG meetings with a view to a joint function early in December.</p>	Andrew	Agreed
6.	<p>Correspondence of Significant Interest</p> <p>a) <u>NMDHB – 10-11-2010, p.13</u> Update on Industrial Action disrupting services – to be forwarded to GPs.</p> <p>b) <u>NBPH to General Practices 11.11.2010, p.15</u> An example of ways in which NBPH supports Primary Care.</p>		
7.	<p>Report Chair</p> <ul style="list-style-type: none"> • A question regarding the role of the Iwi/Māori Representative was raised: Should the Iwi/Māori Rep not be responsible for the relationship with Iwi, rather than the Chair and CEO? The Board paper which resulted in these discussions between NBPH and Manawhenua Iwi to be forwarded to Olivia. • The Chair's written report was received by the Board. 		
8.	<p>Report Board Members</p> <ul style="list-style-type: none"> • Philip has been invited to meet with Mike King and the CEO of the Cancer Society in Wellington regarding 'Movember' – fundraising is not as successful in New Zealand as in other countries. He is also meeting with the vehicle inspection group with a view to opportunities for Warrants of Fitness for Men. • Maria reported that members of the Establishment Board of Te Kura Kaupapa Māori o Tuia Te Matangi are travelling to Auckland next week to look at new school design/build and teaching/learning environments there with a view to the build commencing in March 2011. The MoH has appointed a New Schools Team to do this. Te Kura Kaupapa Māori also has a new governance facilitator, Michael Deaker. It is hoped that a principal will be appointed in May next year and the doors will open in February 2012. • The Board congratulated Judene on her re-election to the Tasman District Council. Judene now chairs the Community Services Committee. 		
9.	<p>EQ5D Report</p> <ul style="list-style-type: none"> • Margaret Gibbs updated the Board on the history of the report and why it was done. • Using general practice registers 10,500 people were randomly selected and surveyed. • The main finding of the study was that the biggest issue across the board is pain. This was timely as the DHB is currently looking at pain services. • Because Māori, Pasifika and Asian population groups were significantly under-represented, future surveys would include ways of better targeting these groups, e.g. surveys in different languages. • The report represents a successful and timely study to inform future plans. 		
10.	<p>General Business</p> <p>10.1 Māori Health Plan The Joint Agency Māori Health and Wellness Strategic Action Plan (WASSAP) is DHB-orientated so NBPH needs are not well addressed. There will be an opportunity to address the NBPH issues at Strategic Planning early in the new year. If the DHB plan is not useful to our organisation, we may need to reclaim our primary care identity and write our own plan. This should not be too difficult based on the Māori Health Activity information contained in the NBPH quarterly reports.</p>		

Item	Decision / Discussion
11.	Glossary of Commonly Used Acronyms Noted (with additions suggested above to me made)
12.	Strategic Plan 2010-2014 Noted

The meeting closed at 6.43 p.m.

The next meeting will be on 27 January 2011 at 6.00 p.m.

Confirmed: J. R. Morgan

Name: JAN MORGAN

Date: 27-01-11

Actions - Open Meeting 25 November 2010

	Action	Who	When
a)	Christmas Function The option of a drinks function at Café Deville will be investigated before the invitations are sent.	Andrew	ASAP
b)	Correspondence of Significant Interest <u>NMDHB – 10-11-2010, p.13</u> Update on Industrial Action disrupting services – to be forwarded to GPs.	Andrew	ASAP
c)	Report Chair The Board paper which resulted in the discussions between NBPH and Manawhenua Iwi to be forwarded to Olivia.	Jan	ASAP