

NELSON BAYS PRIMARY HEALTH
Minutes - Open Board Meeting held on 28 October 2010
20 New Street, Nelson – Commencing at 6:08 p.m.

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

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

APOLOGIES: Judene Edgar; Pat Curry (Nelson Hospice)

Item	Decision / Discussion	Who	When
1.	<p>Welcome / Karakia Jan Morgan opened the meeting at 6.08 p.m. and welcomed everyone. Mere started the proceedings with a prayer for wisdom and guidance.</p>		
2.	<p>Apologies <u>Resolution</u> <i>That the apologies from Judene Edgar and Pat Curry are accepted.</i> Moved: Sue Stevenson / James Chisnall CARRIED</p>		
3.	<p>Register of Interests The Register of Interests was not in the Board Pack, but tabled and distributed at the meeting for members to update as and when necessary.</p>		
4.	<p>Confirmation of Agenda <u>Confirmed</u> as notified with the following additions to be added under General Business:</p> <ul style="list-style-type: none"> • End-of-year function • Māori Health Plan 2006 		
5.	<p>Confirmation of Minutes <u>Resolution</u> <i>That the minutes of 30 September 2010 be accepted as a true and correct record</i> Moved: Mere Wetere / Jo Mickleson CARRIED</p> <p>5.1 Matters Arising</p> <ul style="list-style-type: none"> • Philip queried the point about places where community representatives on PHO Boards are nominated by the local council and this being considered as part of the Board evaluation process. This was the practice in Central Otago and Southland, where the PHOs no longer exist. It is a different way of recruiting Board members to note, but doesn't necessarily ensure that the positions are filled with suitably skilled representatives. 		
	<p>5.2 Action Points</p>		
	<p>a) Members Only website Update Board Members on how to access Members Only website</p>	Andrew	Complete
	<p>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'</p>	Andrew	Complete
	<p>c) Council Relationships Make building relationships with NCC and TDC a performance objective for next year. Philip raised concerns about the attainability of this and urged Andrew to be realistic.</p>	Andrew	2011

Item	Decision / Discussion
6.	<p>Correspondence of Significant Interest</p> <p>a) <u>New Executive Leadership Team for NMDHB – 01-10-2010, p.5</u> The GPs are between 0.3 and 0.4 FTE. There is some concern regarding possible confidentiality clauses in their employment contract with NMDHB and implications for their role as part of NBPH CGG. Andrew has been invited to the Orientation meeting and hopes to have the opportunity to contribute to how it will work.</p>
7.	<p>Report Chair</p> <p>Jan reported the following activities:</p> <ul style="list-style-type: none"> • An initial meeting with Manawhenua ki Mohua at which an invitation was extended for a further meeting with Jan and Andrew to talk just about NBPH business before the end of the year; • A submission to the PHO Alliance about the PSAAP negotiations; • Developing a more formal process for recruiting a new nurse Provider Representative on the Board – an advertisement will be distributed via the <i>Indicator</i>, nurses' networks and <i>Be Well</i> Newsletter this week; • Assessing the quotes for the Board performance evaluation.
8.	<p>Report Board Members</p> <ul style="list-style-type: none"> • Maria reported that the EOI for the build for Te Kura Kaupapa Māori o Tuia Te Matangi has gone out on the GETS website and the MoH has appointed a Governance Facilitator for the establishment board. She also noted that Big Brothers Big Sisters are always looking for mentors. • Lisa reported that at their AGM this year they reported a surplus of \$14.00 as opposed a deficit of \$85000.00 last year. • James has been looking into a Charity Hospital concept and will report on it in the closed meeting. • Philip mentioned that he has put himself forward for Te Rito again – voting is underway – and he will be speaking on Men's Health at the Motor Trade Association annual event at the Rutherford Hotel. • Jo and Olivia met with Andrew for discussions that were very helpful.
9.	<p>CEO Report</p> <ul style="list-style-type: none"> • Noted with the suggestion to add the terms SIA (Services to Improve Access) and HP (Health Promotion) to the Glossary.
10.	<p>Draft Calendar for 2011 Board Meetings</p> <ul style="list-style-type: none"> • Jan suggested the Board claim the first Board-to-Board meeting date, 8 March 2011 and will make contact as soon as the new NMDHB Chair is announced. <p>Resolution <i>That the Board <u>approve</u> the Draft Calendar for 2011 Board Meetings.</i> Moved: Philip Chapman / Sue Stevenson CARRIED</p>
11.	<p>Diabetes Data Matching</p> <ul style="list-style-type: none"> • A huge coup for NBPH – the Board congratulated Margaret Gibbs and her team; • Jo suggested that the report be presented to the new NMDHB Board, rather than the old. Andrew thinks that will be the case as it is not on the agenda for the last DHB meeting of this year.
12.	<p>General Business</p> <p>12.1 Board Only time Jo noted that it is good governance practice to have the opportunity to discuss confidential issues (whether/how they would be minuted would be decided). Philip agreed it could be valuable on an as-needed basis. The Board decided that regular Board Only time would be scheduled at the start of the Closed meeting, but that it won't necessarily be utilised.</p> <p>12.2 Chair Reporting Maria had suggested that it would be useful to have a written report from the Chair. Jan would like to know what is required. Members would appreciate a brief, bullet-point report, covering both activities and reading, documents, etc. Jan agreed and urged members to keep in touch between meetings.</p>

Item	Decision / Discussion
	<p>12.3 CEO Reporting</p> <p>Andrew conveyed concerns about the amount of reporting duplication, especially when quarterly reports to the DHB are due. He suggested replacing the two-monthly Staff Activity Report with the Quarterly Organisational Report and doing a more 'strategic' update every two months in the CEO Report. The Board agreed.</p> <p>12.4 Māori Health Plan (2006)</p> <p>Olivia received and read the plan, but noted that it is quite old and wondered if it could be reviewed or whether there was anything more recent available. She has noted the reported Māori Health Activities, but her concerns are about the things we are not doing or could be doing better. Andrew referred to the joint Maori Health Plan with the DHB (http://nmdhb.govt.nz/lwiHealthBoard.aspx?CID=52) and this will in future be included in the Board Orientation Pack.</p> <p>Sue asked whether the TXT2REMIND service would be audited at some stage and suggested that it would be good to know how well it's working.</p> <p>Jo wondered whether there is any kind of evaluation of outcomes; whether it is the responsibility of the funder or whether it is just too difficult to measure outcomes in health.</p> <p>12.5 Christmas Function</p> <p>Philip raised the possibility of arranging something to mark the year-end, perhaps jointly with the Clinical Governance Group (which is meeting in December). Jan suggested looking at the dates of these meetings and seeing whether it would be possible to piggyback on that early in December.</p>
13.	<p>Glossary of Commonly Used Acronyms</p> <p>Noted (with additions suggested above to me made)</p>
14.	<p>Strategic Plan 2010-2014</p> <p>Noted</p> <p>The Board went to look at the new premises at 14 New Street.</p> <p>Jane Kinsey left the meeting at this point.</p>

The meeting closed at 6.58 p.m.

The next meeting will be on 25 November 2010 at 6.00 p.m.

Confirmed:

J. R. Morgan

Name:

JAN MORGAN

Date:

25-11-10

Actions - Open Meeting 28 October 2010

Action	Who	When
a) New Provider Representative on Board An advertisement to be distributed via the <i>Indicator</i> , nurses' networks and <i>Be Well</i> Newsletter this week.	Andrew	ASAP
b) CEO Report Add the terms SIA (Services to Improve Access) and HP (Health Promotion) to the Glossary.	Andrew	ASAP
c) Draft Calendar for 2011 Board Meetings 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.	Jan	ASAP
d) Chair Reporting Brief written report with bullet points of activities, meetings, documents etc.	Jan	NEXT MEETING
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.	Andrew	ASAP
f) Christmas Function Look at the dates of the CGG meetings with a view to a joint function early in December.	Andrew	ASAP