

NELSON BAYS PRIMARY HEALTH
Minutes – Open Board Meeting held on 29 July 2010
20 New Street, Nelson – Commencing at 6:00 p.m.

PRESENT: Jan Morgan (Chair); Maria Briggs; Sue Stevenson; Judene Edgar; Philip Chapman; Mere Wetere; Deirdre Magee; Lisa Lawrence; James Chisnall.

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

PUBLIC IN ATTENDANCE: Pat Curry and Gilbert Robertson (RCAL)

APOLOGIES: None

Item	Decision / Discussion																	
1.	<p>Welcome / Karakia – Judene Edgar</p> <p>Jan Morgan opened the meeting at 6 p.m. and welcomed everyone, especially Pat Curry, Gilbert Robertson and Tanya White.</p> <p>To mark Māori Language Week, Judene read a poem in Te Reo acknowledging that the most important thing in the world is people. She also read <i>Desiderata</i> by Max Ehrmann.</p> <p>A brief round of introductions followed.</p>																	
2.	<p>Apologies</p> <p>There were no apologies, but Jan noted that Mere would be leaving early.</p>																	
3.	<p>Register of Interests</p> <p>Update the Register of Interests as follows:</p> <p>Philip Chapman – Acting Chair of Te Rito</p>																	
4.	<p>Confirmation of Agenda</p> <p>Confirmed as notified with the addition of an item regarding the 2010 AGM under General Business</p>																	
5.	<p>Confirmation of Minutes</p> <p><u>Resolution</u></p> <p><i>That the minutes of 24 June 2010 be accepted as a true and correct record.</i></p> <p>Moved: Maria Briggs/Judene Edgar CARRIED</p> <p>5.1 Matters Arising</p> <p>Minutes of 24 June 2010, p.11 – Philip asked whether 'stewardship' was a new term to be used in this context. Andrew said no, but it was the term used at the last meeting to reflect the advice that CGG provides.</p> <p>5.2 Action Points</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: left;">Who</th> <th style="text-align: left;">When</th> </tr> </thead> <tbody> <tr> <td>a) Board to Board meeting with NMDHB</td> <td>All</td> <td>Ongoing</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Confirmed for 4:00 p.m., 17 August at the DHB, Braemar Building. • Apology from James Chisnall, who will be on holiday. • It is our turn to set the draft agenda. • Peter Burton suggested items: <ul style="list-style-type: none"> ○ New DHB leadership structure and the role of NBPH within it; ○ Golden Bay developments. • Philip suggested the Alliance issue. • Jan called for further suggestions to be forwarded to her. • Mere asked about minutes from the last meeting. Jan expects them to come out with the agenda. </td> <td></td> <td></td> </tr> <tr> <td>b) Update the Register of Interests as follows:</td> <td>Andrew</td> <td>26/08/10</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Judene Edgar - Upper South B Regional Ethics Committee – Ministry of Health appointment. • Mere Wetere – <i>Wild Tomato</i> magazine – contributing writer • Remove reference to "potential" receipt of funding where it appears, as the people concerned do receive PHO funding. </td> <td></td> <td>Complete Complete Ongoing</td> </tr> </tbody> </table>		Who	When	a) Board to Board meeting with NMDHB	All	Ongoing	<ul style="list-style-type: none"> • Confirmed for 4:00 p.m., 17 August at the DHB, Braemar Building. • Apology from James Chisnall, who will be on holiday. • It is our turn to set the draft agenda. • Peter Burton suggested items: <ul style="list-style-type: none"> ○ New DHB leadership structure and the role of NBPH within it; ○ Golden Bay developments. • Philip suggested the Alliance issue. • Jan called for further suggestions to be forwarded to her. • Mere asked about minutes from the last meeting. Jan expects them to come out with the agenda. 			b) Update the Register of Interests as follows:	Andrew	26/08/10	<ul style="list-style-type: none"> • Judene Edgar - Upper South B Regional Ethics Committee – Ministry of Health appointment. • Mere Wetere – <i>Wild Tomato</i> magazine – contributing writer • Remove reference to "potential" receipt of funding where it appears, as the people concerned do receive PHO funding. 		Complete Complete Ongoing		
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|-------------|------------------------------|--|
| Item | Decision / Discussion | |
|-------------|------------------------------|--|
- c) **Register of NBPH Committees** Andrew Complete
- Update Jill Clendon's status.
 - Update Sally Harris's status.
6. **Correspondence of Significant Interest**
- a) Kimi Hauora Wairau – Targeted Youth Health service – 11-06-2010
Noted
- b) NZ Companies Office – Trust Deed update – 14-06-2010
Noted
- c) NMDHB – Environmental Sustainability – 18-06-2010
NBPH to develop a similar policy and bring it back to the Board.
- We need advice on the application of such a policy to our organisation
 - Add the rider: 'wherever practicable /financially viable' whenever we can.
 - Review the NMDHB policy and consider what is relevant for our organisation
- d) MoH – Public Health Group
Outlines current changes and provides some clarity, but it is a changing feast
- e) MoH – Performance against health targets
- Performance is measured against a 5-year target and data includes Nelson and Marlborough, so work is in progress and on course.
 - Data is not entirely accurate at this stage and is likely to be better – the most accurate data is in the general practices.
 - It was noted that the MoH has written directly to the Chair of a PHO on its performance.
 - Regarding the smoking figure on p. 26/57 – that is a DHB target not a primary care target. PHO targets expected soon.
 - James is very complimentary on the new Smoking Cessation form developed by Nathan Bell and other staff of NBPH.
7. **Report | Chair**
- Jan reported on a quiet, holiday month:
- Alliancing Workshop at the DHB was very useful; especially because board members from NMDHB and both PHOs were present.
8. **Report | Board Members**
- Judene alerted the Board to the fact that it is election season.
 - Maria invited the Board to the Big Brothers Big Sisters Community Auction in five weeks' time.
 - Philip is opening the Te Rito conference on Friday, 30 July.
9. **Policies**
- 9.1 Healthy Workplace policy ver.3 July 2010
- Mere queried whether workplace bullying is covered here or by another policy.
 - Organisational Policies should be placed on the board section of the internet.
 - Bullying should be added and, if it is covered in another policy on workplace conflict (e.g. Complaints Policy), that should be cross-referenced here.
 - Smoking, 8.1 p.31/57 – The premises are smoke-free and no one is permitted to smoke.
 - Alcohol, 8.2 p.31/57 – No alcohol should be consumed if employees are driving a company vehicle. Check and cross-reference the vehicle policy to current legislation.
 - If this policy also covers GB staff, then physical activity should be encouraged within a certain radius of/proximity to buildings.
 - Breastfeeding, 3.3 p.29/57 – All mothers need to be supported, not just those who are breastfeeding. Rework to include support for all mothers who are feeding their babies, breast or formula.

Item Decision / Discussion

9.2 Credit Card policy ver.3 July 2010

Resolution

*That the Board **accept** the Credit Card Policy v. 3 for a further period of 2 years.*

Moved: Philip Chapman/Lisa Lawrence **CARRIED**

9.3 Practice manager/Administrator Study Funding policy ver.1 April 2010

Update as follows:

- There should be a requirement for practice managers to share information, as with the other policies.
- Add 'accredited' to 'seeking accreditation or reaccreditation' to 4.2.1
- Policy should apply to practice managers who work a minimum of 15 hours a week.

Resolution

*That the Board **accept** the Practice Manager/Administrator Study Funding policy ver.1 April 2010 for a further period of 1 year subject to amendments listed above.*

Moved: Judene Edgar/Mere Wetere **CARRIED**

9.4 Primary Health Care Nurse Study Scholarship Policy ver.3 Mar 2010

Update as follows:

- There should be an option to request reconsideration if applications are denied, as with the other policies.

Resolution

*That the Board **accept** the Primary Health Care Nurse Study Scholarship Policy ver.3 Mar 2010 for a further period of 1 year subject to amendment listed above.*

Moved: Lisa Lawrence / Philip Chapman **CARRIED**

10. **General Business**

A request was made to postpone the AGM from the 23rd to the 30th of September as the 15th falls on a Wednesday in September, making it difficult to finalise the August and September financials and narratives in time.

Agreed.

11. **Glossary of Commonly Used Acronyms**

Noted

12. **Strategic Plan 2010-2014**

Noted

13. **Quarterly Report | April to June 2010**

Noted

Board members **agreed** to permit Ann James to stay for the closed meeting.

Pat Curry and Jane Kinsey left the meeting at this point.

The meeting closed at 6:45 p.m.

The next meeting will be on 26 August 2010 at 6.00 p.m.

Confirmed:

J. R. Morgan

Name:

JAN MORGAN

Date:

26 - 8 - 10

Actions - Open Meeting 29 July 2010

Action	Who	When
a) Develop an Environmental Sustainability Policy for NBPH as per NMDHB Policy.	Andrew	ASAP
b) Healthy Workplace policy ver.3 July 2010 <ul style="list-style-type: none"> • Place Organisational Policies on the secure internet for easy reference. • Add workplace bullying to Healthy Workplace Policy ver. 3; check whether it is covered by any other policy dealing with workplace conflict (e.g. Complaints Policy) and cross-reference it. • Add that premises are smoke-free and no one is allowed to smoke. • Check Vehicle policy stipulations regarding the use of alcohol and cross-reference it in the Healthy Workplace Policy ver.3. • Add that physical activity be encouraged within a certain radius of/proximity to all sites, including Golden Bay and satellite buildings. • Rework Breastfeeding section to include support for all mothers, who are still feeding their babies. 	Andrew	ASAP
c) Practice manager/Administrator Study Funding policy ver.1 April 2010 Update as follows: <ul style="list-style-type: none"> • Add a requirement for practice managers to share information, as with the other policies. • Add 'accredited' to 'seeking accreditation or reaccreditation' in 4.2.1. • Change policy to apply to practice managers who work a minimum of 15 hours a week. 	Andrew	ASAP
d) Primary Health Care Nurse Study Scholarship Policy ver.3 Mar 2010 Update as follows: <ul style="list-style-type: none"> • Add an option to request reconsideration if applications are denied, as per the other study policies. 	Andrew	ASAP