

NELSON BAYS PRIMARY HEALTH
Minutes – Board Meeting held on 28 July 2011
14 New Street, Nelson – Commencing at 6:00 p.m.

PRESENT: John Hunter (Chair); Philip Chapman; Jo Mickleson; Mere Wetere; James Chisnall

IN ATTENDANCE: Andrew Swanson-Dobbs (Chief Executive Officer – NBPH); Tanya White (Minute Secretary – NBPH); Wolfgang Klöpfer (Accountant – NBPH); Margaret Gibbs (Manager: General Practice Services and Quality – NBPH)

PUBLIC IN ATTENDANCE: Dr Steve Cameron (GP: Tahuna Medical Centre)

APOLOGIES: Sue Stevenson; Judene Edgar; Olivia Hall; Lisa Lawrence (will be late)

Item Decision / Discussion

1. Welcome / Karakia

John Hunter opened the meeting at 6.05 p.m. and welcomed everyone.
There was no quorum to start with, so the meeting proceeded with matters not requiring resolution.

2. Correspondence

None in this section of the meeting.

3. Report | Chair

- The Chair's written report was received by the Board.
- Two of the meetings mentioned in the report, did not take place as scheduled: CGG and meeting with KHWMPHO.
- Meeting with NMDHB CE, Chair and Deputy Chair was essentially a meet-and-greet opportunity with little in the way of discussion of substantial issues.
 - Mere reported that John Peters was very open to engaging in joint high-level planning and suggested that this could start in September. Andrew relayed what the Hon. Tony Ryall (Minister of Health) had stated at a recent PHO Alliance meeting, that over time more autonomy will be moved from DHBs into regional planning, in our case South Island-wide planning for delivery of services.
 - John raised the issue of further shifting of clinical services to primary care at the meeting, but there was no further discussion beyond the fact that there is no timeline for such a process. James cautioned against pushing for additional services without additional resources.
- Jo raised the question of progress between NBPH and KHWMPHO since the Rai Valley meeting. Andrew confirmed that the three CEOs are making progress along the lines of providing a 'consistent' experience for patients in Nelson and Marlborough – we should be engaging in the same activity. John Peters remains adamant that there will be no merger of the two PHOs.

4. Report | CEO

- In response to Service Director recruitment advertising, nine applications were received. Appointment will proceed once agreement on funding is secured.
- IMG meeting scheduled for Monday 1 August, therefore no update on Golden Bay for this meeting.
- The Canterbury Trust has been liaising with the Golden Bay Property Trust about a loan to cover their gap in funding.

Lisa Lawrence arrived at 6:20p.m. – Quorum

- Quarterly Report: Andrew focused the Board's attention on the sections about Smoking in particular, as an area where we are succeeding, but where we can also do more. Smoking is recognised as a significant impediment to health. Addressing Smoking Cessation would be a good way to spend any surplus funds.
- Margaret shared her vision of how we add positively to this area. The PHO Performance Programme brought in Smoking Cessation, the recording of smoking status and the giving of brief cessation advice as a performance indicator last year. She explained the process of collecting and analysing data on smoking status from general practices (SCPI codes, etc.). We have successfully implemented this indicator and have good, reliable data. NBPH currently runs two programmes: the Smoking Cessation programme which funds general practices to give cessation advice to targeted patients and ABC Smokefree Facilitation, which employs a nurse assisting practices and other organisations in the community with their cessation services.
- Jo raised the issue of funding for Champex and Margaret mentioned that one of the avenues NBPH is exploring is a way in which pharmacies can be funded to do NRT work.

5. **New Provider Representative**

John welcomed Dr Stephen Cameron to his first meeting as the new Provider representative on the Board of Trustees.

Resolution

That Stephen Cameron be accepted as the new Provider Representative on the Board of Trustees.

Moved: John Hunter / Jo Mickleson **CARRIED**

6. **Apologies**

Apologies were received from Sue Stevenson, Judene Edgar and Olivia Hall.

7. **Register of Interests**

Noted.

The register needs to reflect that Jo is on the Pharmacy Council.

8. **Confirmation of Agenda**

Confirmed with the addition of the following under General Business:

- New Community Representative on the Board of Trustees
- Election of Deputy Chair and Chairs of subcommittees prior to the AGM

9. **Confirmation of Minutes**

Resolution

That the minutes of 23 June 2011 be accepted as a true and correct record.

Moved: Philip Chapman / Jo Mickleson **CARRIED**

9.1 Matters Arising

None

9.2 Action Points from the minutes

Who When

Policies for Review

Andrew ASAP

Policies will be revised and submitted for consideration by the Remuneration and Governance Committee.

10. **Clinical Governance Group**

Activity Report

Noted.

- Margaret apologised for the cancellation of the CGG meeting on 21 July.
- Cornerstone: NBPH has 25/26 practices accredited (the last one will be accredited by the end of the year) – this indicates that all general practices in our region reach *at least* a minimum standard of quality care.
- Bowel cancer screening: Jo said that the bowel cancer screening products sold in pharmacies are good products, but acknowledged that they pose an ethical dilemma, as there aren't resources to follow-up with colonoscopies etc. following on a positive result, but people do have a right to know if they are at risk. The option of sigmoidoscopies was discussed, but further consideration about the practicality and benefit by management is necessary.

11. **Alliance Governance Group**

Activity Report

Noted

- Philip explained that the presentation on the enrolment process was very interesting and revealed that it's not easy to simplify the process. The forms and requirements are complex and non-negotiable and patients need the support of a practice manager or receptionist to complete them.
- Margaret confirmed that the enrolment process is contractual and auditable and necessary to combat fraud.

12. **Quarterly Report**

- The report is continuously evolving and widely distributed.
- It was well received and management were commended for it.
- The question was raised about whether it would be possible and appropriate to reflect the respective costs of the various programmes in the report in the future. This will be investigated.

13. **Green Prescription (GRx)**

- Feedback on this contract contained positive messages that came out of the national evaluation.
- Andrew referred to the funding letter for GRx in the Board Pack and pointed out that an earlier (digital) version of the same letter had contained a line promising additional payments for targets exceeded. The line was missing when the letter arrived in hard copy. Management were to apply for funding in respect of the over delivery on this contract.

14. **PHO Performance Programme (PPP) Performance Results**

- Margaret introduced the PPP as a voluntary quality improvement programme, measuring and rewarding activity in general practice, in which NBPH has been enrolled since July 2006. There are currently 17 indicators divided into general population and high needs (Maori, Pasifika and NZ Dep 9 and 10/Quintile 5).
- NBPH has performed very well against targets for all the indicators (except Diabetes for which there are very valid reasons that are being addressed) and the trend is consistently upward.
- NMDHB receives the report, but John thinks that we should send it to the Chair of the Board too. Andrew will draft a letter.

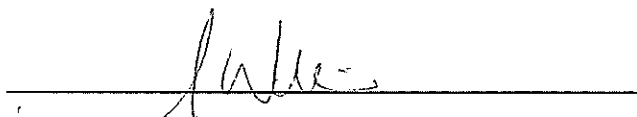
15. **General Business**

- John will be away in August, but will attend the meeting by teleconference, which is permitted by the Trust Deed. John will prepare some rules of engagement for telephone meetings and distribute it for future reference too.

The meeting closed at 8:20 p.m.

The next meeting will be held on Thursday 25 August 2011

Confirmed:



Name:

Maree Wekere

Date:

25 / 8 / 2011

Actions – Meeting 28 July 2011

Action	Who	When
a) PHO Performance Programme (PPP) Performance Results Andrew will draft a letter to Jenny Black regarding NBPH's results.	Andrew	ASAP
b) Rules of Engagement for Telephone Meetings John will prepare some rules of engagement for telephone meetings and distribute it for future reference too.	John H.	ASAP