



## Nelson Bays Primary Health Trust Board Meeting

Minutes of meeting held at 2pm on Thursday 7 April 2016 at Nelson Bays Primary Health, 281 Queen Street, Richmond

### Open

#### PRESENT:

John Hunter (Chair), Helen Kingston, Olivia Hall, Pat Curry, Philip Chapman, Sarah Green, Stuart Heberd, Sue Stubbs

#### IN ATTENDANCE:

Angela Francis, Chief Executive; Emily-Rose Richards, Committee Secretary; Linzi Birmingham, GM Golden Bay Community Health; Tania Harris, GM Corporate Services; Ward Steet, GM Health Services.

#### Public: (1)

#### 1.0 Welcome/Karakia – Olivia Hall

#### 2.0 Apologies: Lisa Lawrence; David Taylor, Chair Kimi Hauora Wairau

#### 3.0 Register of Interests

##### 3.1 Amendment to the Register of Interests

To add for Sarah Green: Clinical Governance Committee.

##### 3.2 Declaration of Conflicts in Relation to Today's Business

There were none.

#### 4.0 Confirmation of Agenda

Confirmed.

#### 5.0 Confirmation of Minutes of 3 March 2016

The minutes of 3 March 2016 were confirmed as a true and accurate record.

*Curry/Green*

##### 5.1 Matters Arising

There were none.

##### 5.2 Action Points

Some matters for consideration this month had been dealt with, formed part of today's agenda or were discussed as follows:

**A2.** Refer to item 7.1. Completed.

**A17.** The following programmes include focuses around aged care: Pharmacy facilitator; Falls prevention; cardiac rehab; palliative care; heart and diabetes checks; Rheumatology; Mental Health; pain. Completed.

**A18.** The IT Operational Plan is underway and will be completed by June. Management suggested the Board receives a detailed IT report on a quarterly basis in place of a monthly summary report. Management to report on IT at the June meeting in two reports; detailed and summary. **A35.** Completed.

**A19.** Refer to in closed section. Completed.

**A20.** The lawyer has lodged the deed with the Companies Office and will subsequently lodge with the Charities Commission with the signed resolution. The CE will inform the Board when the Charities Commission has approved the deed. Completed.

**A29.** It was found the Tasman District Council have no role in providing adequate signage for community AEDs. NBPH will consider purchasing a AED if the capital expenditure budget allows for it and promote the AED on the NBPH website. Completed.

**A32.** Carry forward to June.

**A33.** The success of the health target results will be published in the media using a case study approach. Interviews will be held at a practice level with recipients of the health target programmes. Completed.

**A34.** The doodle poll resulted in the Board meeting being held on Wednesday 7 December in Golden Bay. The Board Secretary to send a new meeting invite.

The August Board meeting doodle poll is underway. It was agreed for a September doodle poll to be sent out for the second week to allow Ms Curry to attend. In progress.

## **6.0 Environmental Scan**

It was noted the Select Committee have given 32 recommendations for Government around sexual violence. There was a discussion on what processes NBPH provides in relation to sexual and family violence. It was agreed for Management to look further into what processes to follow if sexual and family violence is come across, training opportunities and if there is a contract available to fund it and come back to the Board with a recommendation. **A36**

There was a discussion around the Board's responsibilities with the new health and safety legislation. The new legislation incorporates business leaders, company director's and Board members having a responsibility to significantly influence the management of a business and ensure it is complying with the health and safety responsibilities, completing due diligence, to ensure the business understands and manages its key risks.

It was noted Health and Safety will be a standing agenda item. There was a discussion around the Board receiving the Health and Safety Committee meeting minutes. It was noted the meetings are about employee participation and the Board will be receiving the framework in June.

## 7.0 Reports

### 7.1 Chief Executive's Report – Open Section

The Chief Executive spoke to some of the major items in her report with the report taken as read:

- Staffing levels
- TAS NBPH Audit
- TAS Golden Bay Post Implementation Review
- Primary and Community Care Strategy
- Strategic issues: Primary and Community Care Strategy, Risk Register and Framework, Legislative Compliance Framework and Register
- Greening your Practice

It was agreed for 'Promoting VC in place of travelling to meetings' to be included in the Greening your Practice document and then be promoted at the Clinical Governance Committee, before going to practices. **A37**

There was a discussion held on Telemedicine being provided in remote communities. The process would include triaging patients at an early stage when an appointment is made and offering Telemedicine consults. Ms Stubbs to research further and come back to the Board. **A38**

### 7.2 Corporate Services Update – Open Section

Report taken as read.

It was noted the new website is nearing completion. The Board Members will receive their biography and photo to review before being loaded onto the website. The Board will be able to provide feedback to management on the website once it is live.

### 7.3 Legislative Compliance Framework and Register – DRAFT

The Board approved the Legislative Compliance Framework and Register subject to final comments being incorporated.

The Legislative Compliance Framework to now include:

- 4.2e Monitor and Review: A compliance confirmation to come to the Board on an annual basis at year end.

There was a discussion around the Treaty of Waitangi being incorporated into the framework. Management confirmed to the Board NBPH are compliant with the obligations to the Treaty of Waitangi. Management to come back to the Board with the Treaty of Waitangi policy and how NBPH responds as an organisation. **A39**

The Board approved the layout of the Legislation Compliance Register. There was a discussion around sharing the register with GPs. It was agreed for the Clinical Governance Committee to make the register into a template relevant for GPs. **A40**

*Green/Curry*

### 7.4 General Manager Health Services Operational Report – Open

The General Manager Health Services spoke to some of the major items in his report with the report taken as read:

- Pharmacy
- Mental Health
- ACC Review on Falls Prevention Funding

#### *7.5 ToSHA Update*

Report taken as read.

It was noted John Ayling has been approved by NMDHB to be the Independent Chair of ToSHA.

#### *7.6 Correspondence*

Correspondence taken as read.

### **8.0 Board Work Programme**

Received.

### **9.0 General Business**

There was none.

The meeting closed at 3.19pm

Next Meeting: **Thursday 5 May 2016**

Confirmed 5 May 2016