

Nelson Bays Primary Health Board Meeting

Minutes of meeting held at 2.00pm on Thursday 3 November 2016 at Nelson Bays Primary Health, 281 Queen Street, Richmond

Open

PRESENT:

John Hunter (Chair), Helen Kingston, Lisa Lawrence, Pat Curry, Philip Chapman, Sarah Green, Stuart Hebbard, Sue Stubbs.

IN ATTENDANCE:

Angela Francis, Chief Executive; Emily-Rose Richards, Board Secretary; Karen Winton, Mental Health Manager; Linzi Birmingham, GM Golden Bay Community Health; Ward Steet, GM Health Services; Wolfgang Kloepfer, Finance Manager; Andrew Gaudin, Chief Executive of Pharmacy Guild (item 10.1).

Public: (0)

1.0 Welcome/Karakia – Sue Stubbs

2.0 Apologies: Nil

3.0 Register of Interests

3.1 *Amendment to the Register of Interests*

There were none.

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

There were none.

4.0 Confirmation of Agenda

The agenda was confirmed.

5.0 Confirmation of Minutes of 6 October 2016

The minutes of 6 October 2016 were confirmed as a true and accurate record, subject to the following amendments being made:

- Page 2, change 'Ultrascaner' to read 'Ultrasound Scanner'
- Page 3, paragraph 2, second sentence, to read: 'Ms Green noted she does not believe the Spirometry training was robust enough to be sent to General Practices'

Chapman/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:

A49 Ministry of Health expectations for General Practices. *Feedback has been provided to Cathy O'Malley who is passing it on to the Ministry of Health. Dr Stubbs was asked to provide a list of examples of tasks with no funding provided to Mr Hunter and Ms Francis, who will discuss it at the next PHO Alliance meeting. Carry forward.*

A50 Letter to Community Groups regarding Alliance Governance Group. *Refer to agenda item 7.1. Completed.*

6.0 Environmental Scan

Dr Stubbs congratulated Ms Francis on becoming a Fellow of the Australasian College of Health Services Management.

Dr Stubbs and Dr Kingston noted they met up with Lorraine Staunton, NMDHB Nurse Educator – Cancer Pathway for Māori, who is running the Māori cancer pathways project for the South Island.

7.0 Reports

7.1 Chief Executive's Report – Open Section

Report taken as read.

Ms Francis noted she is maintaining positive relationships with Māori/Iwi, Community Groups and General Practices. All of the Iwi in Nelson/Tasman have now been visited.

7.2 General Manager Health Services Operational Report – Open

Report taken as read.

Management have submitted a budget bid to NMDHB, for ongoing and one-off revenue for the Community Rheumatology Service.

Ms Winton noted four clinicians from the Kawai Street Clinic have been providing their services to help reduce the waiting list for the Brief Intervention Counselling Service, with two of the clinicians continuing on providing their services until the end of November. There is no cost to NBPH for the clinicians services and they are being provided by NMDHB. Through this process, NMDHB has been able to understand the complexity of the clients seen at NBPH.

7.3 Health and Safety Update Report

Report taken as read.

Mr Chapman asked if there is a comparison between Golden Bay Community Health (GBCH) and other providers for Health and Safety incidents/hazards. Ms Birmingham noted Gillian Robinson has offered to benchmark GBCH against 26 other facilities, to see the position GBCH is in. Once the benchmark is established, it will be presented to the Board. **A51**

8.0 Policies for Approval

- Media Relations Policy – No amendments to be made.
- Meeting Policy – Change heading of 4.15 to read ‘Meeting Duration of Board’.
- Community Representative Selection Policy – No amendments to be made.
- Contracted Provider Selection Policy – Change to read ‘two contracted provider representatives’ throughout Policy.
- Iwi/Māori Community Representation Selection Policy – No amendments to be made.
- Credit Card Policy – No amendments to be made.
- Debtors Policy – No amendments to be made.
- Equity, Investments and Cash Funds Policy – Policy to go back to the Audit and Financial Risk Committee to discuss the AA rated status, before coming back to the Board for approval.
- Theft and Fraud Prevention Policy – No amendments to be made.
- Practice Nurse Study Fund Policy – Change to be a ‘Procedure’ and change authorisation to ‘Clinical Governance Committee’.

The Board approved the above policies (with the exception of the Equity, Investments and Cash Funds Policy and the Practice Nurse Study Fund Procedure), subject to the amendments agreed on being made.

Curry/Kingston

9.0 Board Work Programme

The Board agreed for the following arrangements to be made for the Board Meeting in Golden Bay on Wednesday 7 December 2016:

- Depart NBPH Office at 9.00am
- Meet and greet with community/staff at 10.30am
- Meeting start at 11.00am

The Board Secretary was asked to arrange the schedule and travel arrangements to the Board Meeting in Golden Bay on Wednesday 7 December 2016. **A52**

10.0 Presentation (2.45 – 3.25pm)

10.1 Pharmacy Guild Presentation by Andrew Gaudin

The Board thanked Mr Gaudin for the excellent presentation.

The Board left Management to discuss local initiatives that can be developed further with the Pharmacy Guild. **A53**



Pharmacy Guild
Presentation.pdf

11.0 General Business

There was none.

The meeting closed at 3.40pm

Next Meeting:

Wednesday 7 December 2016