

# Counties Manukau District Health Board Hospital Advisory Committee

## Minutes

of the meeting of the members of the Counties Manukau District Health Board Hospital Advisory Committee held on Tuesday 27<sup>th</sup> January 2009 at 9.00am, Meeting Rooms 2 & 3, Staff Centre, Level 2, Middlemore Hospital

- Present: Prof Gregor Coster (Acting Chair), Mr Don Barker, Mr Bob Wichman, Mr Bob Clark, Ms Colleen Brown, Ms Lope Ginnen, Mr Nuku Rapana
- In attendance: Mr Ron Dunham, Ms Denise Kivell, Mr Tony Hickmott, Dr Don Mackie, Mr Richard Laktin, Ms Pauline Hanna, Mrs Christine Lockhart (Secretary)
- Apologies: Mr Paul Cressey, Mr Arthur Anae, Ms Miria Andrews, Ms Anne Candy, Ms Rereokeroa Shaw, Ms Ruth DeSouza, Mr Michael Williams (lateness), Mr Geraint Martin (lateness), Ms Lope Ginnen (lateness)

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### 1. Welcome

The Chair welcomed all present members. Mr Bob Clark offered the karakia.

### 2. Apologies

Apologies were received from Mr Paul Cressey, Mr Arthur Anae, Ms Miria Andrews, Ms Anne Candy, Ms Rereokeroa Shaw, Ms Ruth DeSouza. Mr Michael Williams, Mr Geraint Martin, Ms Lope Ginnen for lateness.

**Moved:** Mr Bob Wichman **Seconded:** Mr Don Barker, **Carried:** Unanimously

### 3. Ratification of Previous Minutes 25<sup>th</sup> November 2008.

#### Resolution:

The minutes of the meeting held on Tuesday 25<sup>th</sup> November 2008, having been circulated, were taken as read and confirmed with the following amendments.

- Procedural Issues – Terms of Reference Resolution “The Hospital Advisory Committee Draft Terms of Reference, Orientation Policy and Committee Member Appointment Process were endorsed and approved”.
- Board/Advisory Committee Verbal Updates by Members – Board Bullet Point 4 “The board resolved regarding the critical situation of the sanitizers and encourages management to take immediate action to remedy.

**Moved:** Mr Bob Wichman, **Seconded:** Ms Colleen Brown, **Carried:** Unanimously

#### Summary of Actions

The Summary of Actions was noted.

### 4. Matters Arising

- Mr Don Barker raised the question in regard to the Cardiology Appointments. Mr Ron Dunham advised this requires more resources and will provide a written report for the February meeting.
- Summary of Actions – Include “End to End’ review covering Antenatal, Maternity and Neonatal Services for February meeting.

## 5. Procedural Issues

### Board Members & Committee Members Appointments

- Prof Gregor Coster advised the Board approved an extension to 31<sup>st</sup> March 2009 and will provide a written notification to all members.

### Hospital Advisory Committee Terms of Reference

- Prof Gregor Coster advised the Board approved all Board committees Terms of References. **Action:** Ms Christine Lockhart to circulate the new TOR's to HAC and replace in the agenda. Note that HAC approved the TOR's in the November 2008 meeting.

## 6. Board/Advisory Committee Verbal Updates by Members

**Board:** Prof Gregor Coster provided an update.

- The Board/Sub Committees members' appointments were approved for extension to 31 March 2009.
- Presentation on Locality Planning by Mark Vela, THO and Sam Cliffe.
- That CMDHB agrees to the following five principles for Regional Collaboration:
  - That any regional structure does not cost more than currently
  - That there is a commitment to reduce costs over time
  - 'Hard' collaboration : Back office, hA, Armos, ARPHS, NDSA, NDHB and ADHB
  - 'Soft' Collaboration : Regional Planning and Project Management e.g. Quality or ER
  - Regional Clinical Leadership and Networks
- The Quality Improvement Unit Annual Plan was circulated to the Board and would like a presentation to HAC's February meeting as requested by Mr Paul Cressey as advised by Prof Gregor Coster.

**Action:** Ms Christine Lockhart to include in the February agenda the QIU Annual Report and presentation by Ms Mary Seddon and Mr Allan Cumming.

- Digital Mammography Business Case was approved.

**CPHAC** – Noted no update.

**DiSAC** – Noted no update.

**POU** – Noted no update.

## 7. Open Committee Reports

**7.1 Chief Operating Officer's Report:** Mr Ron Dunham reported on the COO report.

Key points:

- Mr Ron Dunham advised the Elective Services activity has increased to 1153 which was due to the timing of coding.
- The transition from contracted to in-house services (Cleaning and Orderly staff) went very well with nearly 100% of staff electing to transfer across. In the process of mapping a programme for development for the staff.
- Mr Ron Dunham advised there are some significant IS resource issues and will be monitoring the progress. **Action:** Mr Ron Dunham to provide an update at the February meeting.

**Financial Performance** – Mr Richard Laktin reported on the Financial Performance.

Key Points:

- Revenue is favourable primarily due to higher MoH revenue for Electives, Hips & Knees, Non Residents and ACC revenue.
- FTE increases in Admin & Support are primarily due to Spotless staff transferring to CMDHB. **Action:** Prof Gregor Coster requested that the report on the numbers of administrative and support staff employed by the DHB sent to the MoH be provided to HAC and the Board. This report was compiled in response to the request from the Minister regarding capping of numbers based on December employment numbers. Mr Richard Laktin to provide the details to the February meeting.

**Operational Volumes** – Mr Tony Hickmott reported on the Operational Volumes.

Key Points:

- Noted Birth numbers are down.
- Noted the ED volumes 5% for the month.
- Outsourced contract added to the YTD volumes.

### **General Comment**

Mr Bob Wichman raised the question 'what is happening in prostate cancer checks'? There is not enough publicity regarding prostate cancer and the public need to be aware of it. **Action:** Dr Don Mackie to follow this up and report at the February meeting.

The Committee resolved (moved Ms Lope Ginnen/seconded Mr Nuku Rapana) that the public and media be excluded from the item on Industrial Relations, Report on Service Redesign, TestSafe Update (OPIAs 9(2)(i), Standing orders Schedule 2 cl 2(g) to enable the carrying out of commercial activities. The motion was carried unanimously.

The Committee opened the meeting to the public 9.46am.

**Moved:** Ms Lope Ginnen, **Seconded:** Mr Nuku Rapana **Carried:** Unanimously

### **9. Presentations**

There were no Presentations.

### **10. General Business**

There was no General Business.

Mr Bob Clark closed the meeting with karakia. Meeting closed at 9.50am.

### **11. Next Meeting**

To be held Tuesday 24<sup>th</sup> February 2009 at 9.00am, Meeting Rooms 2 & 3, Staff Centre, Level 2, Middlemore Hospital.

Signed as a true and correct record on the 24<sup>th</sup> day of February 2009.

Chair: **Prof Gregor Coster (Acting)**

Recommendation (moved **Mr Don Barker**/seconded **Ms Colleen Brown**)

**The minutes of the meeting of Counties Manukau District Health Board Hospital Advisory Committee of 27<sup>th</sup> January 2009 are approved.**