

Consumer Council Partners in West Coast Health

Minutes of meeting held in the Corporate Board Room on Monday 11 April 2016 at 12.00 noon

Present: Barbara Holland (Chair), Mark Davies, Keith McAdam, Alice Cardwell, Judy Tutchin, Ned Tauwhare, Neil Stephenson, Joe Hall, Katherine Adlam via video conference (*delayed*)

In Attendance: Kylie Parkin (Acting Maori Health Manager), Kathleen Gavigan via video conference (*delayed*), Julie Bell (for minutes), Claire Robertson (Community Public Health Team Leader), Rosie McGrath (Community Public Health)

Apologies: Ruth Vaega, Lynnette Beirne, Mark Newsome (General Manager Grey/Westland), Michael Frampton (Programme Director), Paul Norton (Quality & Patient Safety Manager), Gary Coghlan (General Manager Maori Health)

1. Welcome & Apologies

2. Previous Minutes

The minutes of the meeting held on 22 February 2016 were tabled and confirmed as correct.

3. Matters arising from Previous Minutes

Disability Action Plan

The Draft Disability Action Plan went to the Board last week. Kathy O'Neill is getting to the next stage then will call for nominations for the Steering Group.

The Chair asked the members to advise if there were any expressions of interest at this stage. Mark Davies and Katherine Adlam have shown interest – awaiting further details.

Four Questions

Item #5 from previous minutes – Question raised re feedback from WCDHB on the 4 Questions. No feedback received from management; on a preliminary discussion with Kylie and looked at changes required on the Terms of Reference at the same time.

Register of Meeting Attendances

Chair has requested a register of meeting attendances be prepared and put on the WCDHB website and noted in the Terms of Reference.

Review of Members

The Chair advised no progress yet for replacement and review of members. Discussion needs to be had with Programme Director's input and a formal process put in place. This item to stay on the Agenda for next meeting.

The Terms of Reference outlines the process that needs to be followed and since the two year term is up, the members agreed the re-appointment considerations will progress now seeking expressions of interest. To also be publicly notified.

Action: *Chair to find out what process other DHB Consumer Council's use for review of membership and report back to the members.*

Expression of interest form was circulated to members for their information. It was noted that consistency is required going forward in regard to review of membership.

Action: *Send Expression of Interest form to members by email for those who didn't attend the meeting.*

Register of Concerns

Item #7 on the Register has been forwarded to Mardi Postill for a response. Mardi gave an apology for today's meeting but will join the next meeting to discuss.

Item #30 – No progress made. Query to be forwarded to Mark Newsome and Planning & Funding to look into. A response will be provided at the next meeting.

Discharge Planning Meeting

Last meeting held on 6 April. Karen Harris is the new Manager of Kiwiana.

Discussion around lack of family involvement in Rest Homes and regarding discharges on a Friday afternoon without sufficient medication for the weekend.

Action: *Add to Register of Concerns and Pharmacist to provide a response regarding ensuring patients have enough medication to cover until Monday when discharged.*

Action: *Concern to be raised when the Medication Working Group gets going.*

4. **Buller General Manager Update**

Kathleen provided the meeting with a brief update from Buller. Of note:

- Shortage of Doctors – fully staffed over summer. Recruiting programme in place especially for July to October. Permanent Doctor (Tim Fletcher) started in March and one in September. Interviewing ongoing. Improvements have been made in streamlining the recruitment process although there are some constraints such as finding Doctors who are comfortable working in Emergency Departments and recruiting into rural areas

Action: *Kathleen to discuss GP shortage with Mark.*

- Long term management programme review underway to assist with continuity of care and ensure people are getting the reviews they need and getting to see the Doctor as planned, especially for those with long term conditions. Focus to align better with Buller Medical and dedicated Doctor Clinics proposed
- Annual Plan Process – Buller Workstream has 4 areas of focus. In particular Maori Health with a Primary Health Organisation (PHO) and Poutini Waiora initiative around breastfeeding. Focus on oral health and reducing cavities for children under 5. Work on spirometry clinics. Focus on healthy lifestyle and healthy eating with a Hui organised for June
- Possible new initiatives for consideration (raised by Neil) are a focus on men's health and look at health literacy around cancer

5. **Grey/Westland General Manager Update**

No verbal or written update provided.

6. **Programme Director Update**

No verbal or written updated provided.

Members at the meeting expressed disappointment that the key people who should attend this meeting are not attending or no person is attending in their absence to provide an update.

7. **Documents for Feedback**

The draft National Organisational Healthy Food and Drink Policy was circulated to members by email for their feedback by 13 April.

Claire Robertson and Rosie McGrath attended the meeting to explain the draft document. Claire provided the members with background information and noted this Policy is aligned with requirements set out in Item 21 of the Childhood Obesity Plan.

The Policy is to show leadership and commitment to Health and Wellbeing of our staff and visitors (not patients).

The draft Policy is now out for Consultation. These are the minimum expectation standards for DHBs.

Food and Drink will need to meet the Health Star rating criteria, i.e. 0 to 5 where 5 is the healthier option. More information on Health Star rating will come out soon. This rating will help people to choose healthier choices when buying a packaged food in Hospital cafes and for on site catering.

Feedback from Consumer Council members welcomed. Feedback received from staff is limited at this stage. Currently in discussion with the Unions.

Action: *Claire to bring localised Policy to the June meeting.*

8. General Business

Items on the Agenda for General Business were discussed earlier in the meeting.

Poutini Waiora Hui

Three Consumer Council members attended the Poutini Waiora Hui on Friday with support from Jenny Woods (Quality Facilitator). Health of older people was the primary focus of the Hui.

There being no further discussion the meeting closed at 1.30pm.

The next meeting will be Monday 13 June 2016.