

## Consumer Council Partners in West Coast Health

### Minutes of Meeting held in the Corporate Board Room on Monday 9 April 2018 at 1.00pm

- Present:** Lynnette Beirne (Chair), Coraleen White, Tony Manuel, Emma Richardson, Patricia Nolan, Sarah Birchfield, Russ Aiton, Marcus Shenker, Paula Cutbush
- In Attendance:** Gary Coghlan (Executive Management Team (EMT) Sponsor), Paul Norton (Quality & Patient Safety Manager), Deb Wright (Quality Patient Health & Adverse Event Facilitator), Julie Bell (for minutes)
- Apologies:** Ruth Vaega

1. **Welcome/Apologies**

2. **Previous Minutes / Matters Arising from Previous Minutes**

The minutes from the meeting held on 11 December 2018 were confirmed as true and accurate.

The summary notes from the meeting held on 26 February 2018 were confirmed as noted.

**IDEAL** – a 1 page letter from Consumer Council to be prepared for the Executive Management Team prior to the next meeting to ask if IDEAL has been established and for information on how it is utilised. Request for ‘Empathy’ to be added to IDEAL.

3. **Photos & Bios**

Paula and Tony still to complete bios then all can be loaded on the Website.

**Identification (ID) badges**

Members to get ID badges made up for when they visit site to promote Patient Experience Survey to patients. Contact Julie Bell to organise a time for this to be done.

4. **Nomination of Chair**

Lynnette Beirne was nominated as Chair by Coraleen White and seconded by Paula Cutbush. Carried.

Emma Richardson was nominated as Deputy Chair by Lynnette Beirne and seconded by Coraleen White. Carried.

**5. Work Plan**

The Work Plan was discussed and suggested changes made.

Emma wants to see Mental Health as part of the Work Plan.

**Action:** *Revised Work Plan to be circulated to members for further comment*

CDHB Work Plan to be circulated for members information.

Work plan to be SMART (Specific, Measurable, Achievable, Realistic, Timely).

Suggested areas of focus:

- Current concerns
- Service Improvement
- Hand Hygiene
- Influenza vaccination promotion

**6. Sub Committees**

Members expressed their interest in being a member on the various Sub Committees. Expressions of interest to be forwarded to the Chair of each Committee and relevant Terms of Reference to be sent out.

Members to be advised what Groups exist within Mental Health once the Mental Health Review is completed.

Next Meeting: Monday 11 June 2-4pm in the Buller Health Meeting Room (with vc link to Corporate Board Room, Greymouth).

Suggested Agenda items for next meeting:

Work Plan

Update on Accessibility Coalition meeting

Medical Director – Mental Health Cameron Lacey to attend next meeting

**Action:** Paul Norton to invite Cameron Lacey to next meeting

**Action:** Paul Norton to bring Tablet and Real Time Survey data to next meeting

IDEAL – letter for Executive Management Team and response  
Influenza Campaign

**Action:** Paul Norton to contact Infection Prevention & Control Julie Ritchie re information for Members to help promote roll out of the influenza campaign

Coraleen White finished the meeting with a Karakia.

The meeting ended at 3.15pm.