

 	<p>MINUTES</p> <p>Held on Wednesday 5 May 2021</p> <p>Location: Hutt Hospital, Level 1, Clock Tower Building, Auditorium Room</p> <p>Zoom: 876 5068 1844</p> <p>Time: 9:30am</p>
BOARD MEETING	PUBLIC

PRESENT

David Smol	Chair, Hutt Valley and Capital & Coast DHBs		
Dr Kathryn Adams	Board Member	Yvette Grace	Board Member
Brendan Boyle	Board Member	Ria Earp	Board Member
Dr Tristram Ingham	Board Member	Ken Laban	Board Member
Sue Kedgley	Board Member	Prue Lamason	Board Member
Hamiora Bowkett	Board Member	Naomi Shaw	Board Member
'Ana Coffey	Board Member	Dr Richard Stein	Board Member
Roger Blakeley	Board Member	John Ryall	Board Member
Dr Chris Kalderimis	Board Member	Josh Briggs	Board Member
Stacey Shortall	Deputy Chair	Wayne Guppy	Deputy Chair

APOLOGIES

Vanessa Simpson
 Keri Brown
 Hamiora Bowkett – 2.20pm – 3.32pm
 Josh Briggs – 12pm-2.30pm
 Roger Blakeley – 9:30am – 12:05pm

IN ATTENDANCEHutt Valley and Capital & Coast DHB

Rosalie Percival	Acting Chief Executive Chief Financial Officer
Karla Bergquist	Executive Director Mental Health, Addictions and Intellectual Disability Services
Declan Walsh	Director People, Culture and Capability
Helen Mexted	Director of Communication and Engagement
Arawhetu Gray	Director Maori Health
Sally Dossor	Director, Office of the Chief Executive and Board Secretary
Saira Dayal	Clinical Leader Quality Service Improvement and Innovation
Meila Wilkins	Board Liaison Officer

1 PROCEDURAL BUSINESS

1.1 KARAKIA AND MIHIMIHI

Kaumātua Hepetema Tairua, supported by his wife Mate, led the Boards in welcoming new Board Members Stacey Shortall, Ria Earp and Brendan Boyle.

The Board opened the meeting with a karakia.

1.2 APOLOGIES

As noted above.

1.3 PUBLIC PARTICIPATION: E TŪ – REGARDING CLEANING HOURS FOR CONTRACTED STAFF CONTINUOUS DISCLOSURE

E tū presented about contracting out of cleaning services and the employment arrangement of its members employed by CCDHB contractors, and in particular ISS. Izzy O’Neill, the spokesperson for E tū introduced 2 staff from ISS.

1.4 CONTINUED DISCLOSURE

1.4.1 COMBINED BOARD INTEREST REGISTER

The Boards **noted** the interests register and the following additions were added:

- (a) Ken Laban is a member of E tū.
- (b) Dr Richard Stein is a member of the Executive Committee - Muscular Dystrophy Association (Central Region).

The Board **noted** that any further changes were to be sent to the Board Liaison Officer via email.

1.4.2 COMBINED EXECUTIVE LEADERSHIP TEAM INTEREST REGISTER

It was **noted** as current and the Chief Executive will ensure the ELT will update as needed.

1.5 MINUTES OF PREVIOUS CONCURRENT MEETING

The Board **noted** Dr Chris Kalderimis was in attendance at the meeting.

The Boards **approved** the minutes (as amended) of Concurrent Board Meeting held on 7 April 2021 (public).

	Moved	Seconded	
HVDHB	Yvette Grace	Naomi Shaw	CARRIED
CCDHB	Sue Kedgley	’Ana Coffey	CARRIED

1.6 MATTERS ARISING FROM PREVIOUS CONCURRENT MEETINGS

The Chair discussed the actions and noted updates.

1.7 CHAIR’S REPORT AND CORRESPONDENCE

The Chair noted the Heath System reform, the Minister’s updated letters of expectation dated 21 April 2021, and the key role in delivering on:

- Board accountabilities in the 2020/21 Annual Plan and the 2021/22 Annual Plan; and
- Supporting the 2 organisations through a significant period of change and transition.

1.8 CHIEF EXECUTIVE'S REPORT

The acting Chief Executive noted the Chief Executive's report and provided an update on key matters.

1.9 BOARD WORK PLAN 2021

The Board **noted** the tight timing for the 2021/22 Annual Plan process, in light of the timing of the funding envelope (20 May 2021) and the statutory deadline to approve the Annual Plan. Noted that the timing is challenging, and that management will present the position at the 2 June 2021 Board meeting, and will propose delegations to the 2 FRAC committees to allow for final approval on 30 June 2021.

The Chair advised that management are reflecting on the Board work plan in light of the Health System reforms, and will report on progress on an updated work plan at the 2 June 2021 Board meeting.

2 DHB PERFORMANCE AND ACCOUNTABILITY

2.1 HVDHB FEBRUARY 2021 FINANCIAL AND OPERATIONAL PERFORMANCE REPORTS

This report was taken as **read**.

The Hutt Valley DHB noted:

- (a) The release of this report to the public.
- (b) The DHB had a \$1.1m surplus for the month of February 2021, being (\$87k) unfavourable to budget
- (c) The DHB year to date had a deficit of (\$3.6m), being \$1,522k favourable to budget
- (d) The Funder result for February was \$1.4m favourable, Governance \$0.1m favourable and Provider (\$1.6m) unfavourable to budget.
- (e) Total Case Weighted Discharge (CWD) Activity was 6% ahead of plan.

	Moved	Seconded	
HVDHB	Wayne Guppy	John Ryall	CARRIED

Notes

- Our current forecast for year end is to be on budget (excluding Holidays Act and COVID-19 costs) year to date we are favourable to budget.
- Management noted that for planned care, the wait times are increasing and that action to improve the situation is a substantial piece of work. Decisions will be made as an ELT.

2.2 CCDHB JANUARY 2021 FINANCIAL AND OPERATIONAL PERFORMANCE REPORTS

This report was taken as **read**.

The Capital & Coast DHB Board noted:

- (a) The release of this report to the public.
- (b) The DHB had a (\$311k) deficit for the month of January 2021, being (\$644k) unfavourable to budget before excluding COVID-19 and Holidays Act [2003]

- (c) The DHB year to date had a deficit of (\$27m), being (\$8.8m) unfavourable to budget before COVID-19 and Holidays Act [2003]
- (d) In the eight months we have incurred \$11.5m additional net expenditure for COVID-19 and \$5.3m against provision for Holidays Act [2003]
- (e) This means that the DHB has an overall YTD deficit of (\$10.2m) from normal operations (excluding COVID-19 and Holidays Act) being \$8m favourable to our underlying budget.

Notes

- Management are confident that both DHBs will come in under the deficit (excluding Holidays Act and COVID-19)
- The Board noted the high number of vacancies carried and impact on the deficit.
- Year to date and the monthly position around nursing costs is offset in other areas.

	Moved	Seconded	
HVDHB	Dr Chris Kalderimis	Sue Kedgley	CARRIED

Notes

- Question asked about the audit and control environment and financial management controls.
- The Chief Financial Officer advised there are two 2 major lines of defence:
 - External audit work programme
 - Internal audit work programme (that is set on an annual basis)
- It is within the terms of reference for FRAC to review and identify gaps, and to report to the Board as required.
- Actions arising from the internal audit work programme are reported to FRAC and available in the FRAC papers on Diligent.

3 UPDATES

3.1 DSAC ITEMS FOR APPROVAL

The Board **approved**

- (a) Item 3.1 on the agenda of the DSAC meeting dated 28 April 2021, 3DHB Alcohol and Other Drug (AOD) Model of Care and Priority Investment

	Moved	Seconded
HVDHB	Yvette Grace	John Ryall
CCDHB	'Ana Coffey	Sue Kedgley

Notes

The Chair of the Disability Support Advisory Group:

- Reported that the Committee had travelled to the Wairarapa and thanked the WDHB for hosting the meeting.
- Acknowledged the high quality presentations and noted the value that they added to the papers;
- Outlined the information shared on the Wairarapa Services;

