

 	<p>MINUTES</p> <p>Held on Wednesday 2 June 2021</p> <p>Location: Wellington Regional Hospital, Level 11 Boardroom, Grace Neil Block</p> <p>Zoom: 876 5068 1844</p> <p>Time: 9:00am</p>
<p>2DHB CONCURRENT BOARD MEETING</p>	<p>PUBLIC</p>

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
Roger Blakeley	Board Member	Dr Richard Stein	Board Member
Dr Chris Kalderimis	Board Member	John Ryall	Board Member
Vanessa Simpson	Board Member	Josh Briggs	Board Member
Stacey Shortall	Deputy Chair	Keri Brown	Board Member
		Wayne Guppy	Deputy Chair

APOLOGIES

'Ana Coffey

IN ATTENDANCE

Hutt Valley and Capital & Coast DHB

Fionnagh Dougan	Chief Executive
Rosalie Percival	Chief Financial Officer
Rachel Haggerty	Director Strategy, Planning and Performance
Arawhetu Gray	Director Maori Health
Karla Bergquist	Executive Director Mental Health, Addictions and Intellectual Disability Services
Sarah Jackson	Director of Clinical Excellence
Joy Farley	Director Provider Services
Declan Walsh	Director People, Culture and Capability
Helen Mexted	Director of Communication and Engagement
Sally Dossor	Director, Office of the Chief Executive and Board Secretary
Meila Wilkins	Board Liaison Officer

1 PROCEDURAL BUSINESS

1.1 KARAKIA

1.2 APOLOGIES

As noted above.

1.3 PUBLIC PARTICIPATION

Nil.

1.4 CONTINUED DISCLOSURE

1.4.1 COMBINED BOARD INTEREST REGISTER

The Boards noted that Stacey Shortall, Brendan Boyle, Ria Earp, Wayne Guppy and David Smol declared a conflict of interest for item 3.1 as the appointments proposed in that paper entitle those members to meetings fees, which give rise to a pecuniary interest.

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

- Dr Tristram Ingham is an employee of the Otago University

The Boards **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 Boards **approved** the minutes (as amended) of Concurrent Board Meeting held on 5 May 2021 (public).

	Moved	Seconded	
HVDHB	Wayne Guppy	Prue Lamason	CARRIED
CCDHB	Roger Blakeley	Sue Kedgley	CARRIED

1.6 MATTERS ARISING FROM PREVIOUS CONCURRENT MEETINGS

The Chair noted the progress on the 2DHB Sustainability Strategy and noted that the CFO advised that it will be reported to the Board in August or September 2021.

1.7 CHAIR'S REPORT AND CORRESPONDENCE

The Chair acknowledged the significant pressure on the health system and re-stated the Boards' thanks and appreciation for the hard work of Management and Staff.

1.8 CHIEF EXECUTIVE'S REPORT

The Chief Executive noted the report and provided an update on key matters, and noted the busy and challenging demands on services.

The Chief Executive acknowledged the partnership that the HVDHB has with the annual Hutt Valley Sports awards, and the work of Board member Ken Laban for his role in the success of the 27 May Awards Ceremony at the Walter Nash Centre in Taita.

1.9 BOARD WORK PLAN 2021

The Chair noted that the Board work plan for 2021/22 will be reported to the Board at the 7 July 2021 meeting. This will enable the work plan to be updated for the review of Strategic priorities and the 2021/22 Annual Plan.

2 DHB PERFORMANCE AND ACCOUNTABILITY

2.1 HVDHB FEBRUARY 2021 FINANCIAL AND OPERATIONAL PERFORMANCE REPORTS

Paper was taken as **read** and the Chief Financial Officer answered questions.

The HVDHB Board noted:

- (a) The DHB had a \$1.9m deficit for the month of March 2021, being (\$117k) unfavourable to budget
- (b) The DHB year to date had a deficit of (\$5.6m), being \$1.4m favourable to budget,
- (c) The DHB year to date deficit excluding \$0.7m unfunded COVID-19 Costs and \$2.1m Holidays Act provision was a deficit of (\$2.8m), being \$4.2m favourable to budget,
- (d) The Funder result for March was \$1.4m favourable, Governance \$0.1m favourable and Provider (\$1.6m) unfavourable to budget;
- (e) Total Case Weighted Discharge (CWD) Activity was 7% ahead of plan.

	Moved	Seconded	
HVDHB	Prue Lamason	John Ryall	CARRIED

2.2 CCDHB JANUARY 2021 FINANCIAL AND OPERATIONAL PERFORMANCE REPORTS

Paper was taken as **read** and the Chief Financial Officer answered questions.

The Capital & Coast DHB Board noted:

- (a) The DHB had a (\$8.1m) deficit for the month of March 2021, being (\$2.6m) unfavourable to budget before excluding COVID-19 and Holidays Act [2003]
- (b) The DHB year to date had a deficit of (\$35.1m), being (\$11.4m) unfavourable to budget before excluding COVID-19 and Holidays Act [2003]
- (c) In the nine months we have incurred \$10.3m additional net expenditure for COVID-19 and \$6m against provision for Holidays Act [2003]
- (d) This means that the DHB has an overall YTD deficit of (\$18.8m) from normal operations (excluding COVID-19 and Holidays Act) being \$5m favourable to our underlying budget.

Notes:

- Noted the objective to streamline and standardise reporting of HVDHB and CCDHB financial and operational performance.
- Capital expenditure was discussed and it was noted that major projects are behind schedule, hence the underspend.

	Moved	Seconded	
HVDHB	Sue Kedgley	Chris Kalderimis	CARRIED

3 DECISION

3.1 COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

The Boards approved:

- a) Appointing Ria Earp as a member of the Heath Systems Committee
- b) Appointing Brendan Boyle as a member of the Major Capital Projects Advisory Committee (MCPAC).

The Capital & Coast Board approved:

- c) Appointing Stacey Shortall as a member of the CCDHB Finance Risk and Audit Committee (FRAC).
- d) The Terms of Reference of the Chief Executive Employment Committee (Attachment 1) to replace the Terms of Reference for the Capital & Coast DHB Remuneration Committee.

The Hutt Valley Board approved:

- e) The Terms of Reference of the Chief Executive Employment Committee (Attachment 2) to replace the Terms of Reference for the Hutt Valley DHB Human Resources and Remuneration Committee.

The Boards noted:

MPAC:

- f) The Terms of Reference for MCPAC provide that the Chair of the Boards appoint the Chair of MCPAC.
- g) In order for the membership to comply with the Terms of Reference for MCPAC the Chair will (effective from the date the Chair advises the Board Secretary):
 - i. resign as the member from CCDHB (but remain on the Committee as one of two HVDHB members)
 - ii. resign as the Chair of MCPAC and appoint Brendan Boyle as Chair

The Boards noted:

FRAC:

- h) The Terms of Reference for the Capital and Coast and Hutt Valley Finance Risk and Audit Committees provide that each committee shall have between 4 and 6 members, and in addition requires that each has an equal number of members.
- i) David Smol will resign as a member of CCDHB FRAC (and remain as a member of HVDHB FRAC) effective from the appointment of Stacey Shortall in (c) above.

Chief Executive Employment Committees

- j) The Committee Terms of Reference agreed in (d) and (e) above, appoint the Board Chair and Deputy Chair to each Committee.
- k) The Committees will meet concurrently and practically operate as 'one committee' and have the delegated authority to:
 - i. monitor the Chief Executive's performance
 - ii. undertake the annual performance and remuneration review as required under the Chief Executive's Individual Employment Agreement (subject to guidance and requirements of the Public Service Commission)
 - iii. make recommendations to the Board regarding remuneration

- iv. meet the Boards’ good employer obligations
- l) The Chair of the Boards, supported by the two Deputy Chairs, will consult as appropriate with the Boards prior to considering matters under the Committees’ delegated authority and will also report decisions of the Committees to the Boards.

	Moved	Seconded	
HVDHB	Prue Lamason	John Ryall	CARRIED
CCDHB	Roger Blakeley	Kathyrn Adams	CARRIED

Procedural notes:

- Having declared conflicts (refer section 1.4 above) Stacey Shortall, Brendan Boyle, Ria Earp, Wayne Guppy and David Smol did not vote on the appointments relating to themselves.

Notes

- The Chair, in consultation with the Committee Chairs and new members, proposed that the new members join our current Committees that support the Board. Due to the specific requirements of the Committee terms of reference, the Chair resigned his positions (as noted in the paper and resolutions) and also appointed Brendan Boyle as the Chair of MCPAC.
- The revised terms of reference (and change of name) for the Chief Executive Employment Committee(s) will enable the Boards to support the Chief Executive in the forthcoming year of transition.

3.2 TE HOPAI LEASE

This paper was withdrawn by Management. CCDHB staff will work with Te Hopai staff to find a mutually acceptable solution.

4. UPDATES

4.1 HSC Update from meeting dated 26 May 2021

The Boards noted that the Committee received the following presentations and papers:

- (a) Item 2.1: Update on 2DHB Hospital Network – Presentation
- (b) Item 3.1: Acute Flow – Presentation
- (c) Item 3.2: Planned Care Performance 2DHB
- (d) Item 3.3: Bowel Screening – Presentation



Notes

- The Chair gave a thorough overview of the papers and presentations considered by the Committee and the discussion held at Committee.

- The presentation and information shared on the Bowel Screening programme at HVDHB and the commencement of the CCDHB programme was noted and Richard Stein asked that management continue to raise lowering of the age for screening for Māori and Pacific with the Ministry and keep Board members informed of any progress.

4 OTHER

4.1 GENERAL BUSINESS

Nil.

4.2 RESOLUTION TO EXCLUDE THE PUBLIC

	Moved	Seconded
HVDHB	John Ryall	Yvette Grace
CCDHB	Brendan Boyle	Kathryn Adams

Meeting concluded at 9.30am

5 NEXT MEETING

7 July 2021, 9:30 am, Zoom: 876 5068 1844, Location: Auditorium, Level 1 Clock Tower Building, Hutt Hospital.

CONFIRMED that these minutes constitute a true and correct record of the proceedings of the meeting.

DATED this 7th day of July 2021



David Smol
BOARD CHAIR