

2.1 Confirmation of Minutes of the Board meeting held on 30 November 2011

Recommendation:

That the Minutes of the Board meeting held on 30 November 2011 be approved.

Minutes of the meeting of the Waitemata District Health Board

Wednesday 30 November 2011

held at Waitemata DHB, Boardroom, Level 1, 15 Shea Terrace,
Takapuna, commencing at 1.05p.m

BOARD MEMBERS PRESENT:

Lester Levy (Board Chair)
Max Abbott (Deputy Chair)
Pat Booth
Sandra Coney (present from 3.05p.m.)
Warren Flaunty
Wendy Lai
James Le Fevre
Allison Roe
Gwen Tepania-Palmer

ALSO PRESENT:

Dale Bramley (Chief Executive Officer)
Rosalie Percival (Chief Financial Officer)
Andrew Brant (Chief Medical Officer)
Paul Patton (Director of Communications)
Jocelyn Peach (Director of Nursing and Midwifery)
Sam Bartrum (General Manager Human Resources)
Naida Glavish (Chief Advisor Tikanga)
Imelda Quilty-King (Community Engagement Co-ordinator)
Paul Garbett (Board Secretary)

(Staff members who attended for a particular item are named at the start of the minute for that item)

PUBLIC AND MEDIA REPRESENTATIVES

Margaret Willoughby (Rodney Health Link)

APOLOGIES:

Rob Cooper, Christine Rankin, Alan Wilson, Debbie Holdsworth, Phil Barnes and Barry Vryenhoek, with an apology for late arrival from Sandra Coney.

KARAKIA

Naida Glavish led the Board in a karakia.

WELCOME

The Board Chair welcomed those present.

DISCLOSURE OF INTERESTS

There were no notifications of additions or amendments to interests that had been previously notified by members.

There were no identified conflicts of interest for the open part of the agenda.

PART I – Items considered in public meeting

1 AGENDA ORDER AND TIMING

Items were taken in the same order as listed in the agenda.

2 BOARD MINUTES

2.1 Confirmation of Minutes of the Meeting of the Board held on 26 October 2011 (agenda pages 1-13)

Resolution (Moved Gwen Tepania-Palmer/Seconded Pat Booth)

That the minutes of the Board meeting held on 26 October 2011 be approved.

Carried

Matters Arising

In answer to a question, Rosalie Percival advised that the flash reporting implemented in the Provider Arm consisted of a weekly report with five or six key output measures updated daily. Some HR measures from payroll are in the process of being brought into the flash reporting.

3 CHAIR'S REPORT

The Board Chair referred to the National Health Targets 2011/12 Quarter One results for District Health Boards, recently released by the Ministry of Health. He commented that while the Waitemata DHB results were commendable, there was still a need to do better. The aim should be to make the top three in the country by 2012/13 for all measures except elective surgery, where the target of 100% should be met but not exceeded.

Lester Levy advised that a letter of expectation from the Minister of Health will follow the Chairs' meeting to be held in Wellington on 5 December, which would include a briefing around the expectations of the new Government.

4 EXECUTIVE REPORTS

4.1 Chief Executive's Report (agenda pages 15-22)

It was noted that the Chart that was intended to be included with this report was that opposite page 122 of the agenda, not that opposite page 22.

Copies of the National Health Targets 2011/12 Quarter One Results were distributed at the meeting and Dale Bramley outlined performance against the six targets as detailed in the agenda report. He also advised that performance against the shorter stays in emergency departments target was trending at 94.5% for November, an improvement over the 93% average for Quarter One. He noted that in terms of overall improvement in health target performance, Waitemata DHB was probably the biggest turnaround story of all the District Health Boards, but the focus would be kept on further improvement.

The Chief Executive highlighted other key features of the agenda report. In addition he advised that:

- The 2011 Waitemata Health Excellence Awards had received two pages of coverage in the North Shore Times.
- He had been impressed by the appreciation shown at his surprise visits to hospital wards. There was an obvious impact in terms of staff feeling engaged and listened to.
- There looked to be a good opportunity to make a connection between a focus of the leadership training course on the purpose and meaning of work in the organisation and the Board's review of vision and values.
- A meeting on the Northern Regional Health Plan was to take place on 1 December.

The Board Chair advised that he had asked to speak first at the meeting on the Northern Regional Health Plan and suggested to the Board that the message he convey be along the lines that the Board would not want to receive a fait accompli, but would like to see the brief or framework, not just the Plan. It would be pleased to consider the work in progress, even if not formally. Financial information needed to be included and justified. The Board would not want to see a dramatic change from the 2011/12 Plan, and would like to see an emphasis on the capability to achieve existing objectives and the timeframe for that.

Board members supported the proposed approach to the Northern Regional Health Plan suggested by the Chair. The Chief Executive noted that First Do No Harm was critical and needed to be aligned with the focus on quality. An issue was avoiding too much fragmentation of focus.

There was a discussion of the revised format of the Chief Executive's report. The report was seen as being a central part of the agenda and there was support for extending the report further by including both the KPIs' Chart and the Organisational Scorecard Chart, and dispensing with a separate Organisation Performance report. It was also suggested that the report include more information about the Funding Arm. The Board Chair suggested consideration could also be given to including some financial tables.

Answers to questions on the report included:

- Bowel Screening Pilot – letters inviting participation from 500 randomly selected patients from two practices had been sent out prior to test kits being sent. To cover the small percentage of the public without National Health Numbers and not registered with PHOs, there would also be a promotion of the service, and with a call centre number that such people could contact. It was agreed that the Board would be updated on the acceptance rate for the offer of tests for the initial launch, and the percentage of test kits sent out that are returned.
- Visit by the National Health Commission on 3 and 4 November – the issue of the Taharoto Building not being fit for purpose had been raised with the Commission and they were concerned. The Board Chair noted that national funding for this project is very unlikely, but the Board is absolutely determined that the issue will be addressed. The Chief Executive advised that two issues are being examined: firstly, ability to build without national funding and what surpluses would be needed to achieve that; and secondly whether there is an alternative model of care that could be used.

4.2 Clinical Advisors' Report (agenda pages 23-25)

Andrew Brant (Chief Medical Officer), and Jocelyn Peach (Director Nursing and Midwifery) were present for this item.

Andrew Brant commented on how useful the joint SMO/ELT Forums are in giving a wider group of Senior Medical Officers an understanding of what is being aimed for.

Jocelyn Peach advised that some District Health Boards are facing difficulties in that many new nursing graduates are declining employment offers in New Zealand to take up opportunities in Australia. Waitemata DHB is less affected than many, but had been aiming to employ 70 new graduates and had only employed 61. As reported previously, there were also concerns about the quality of training of some graduates, which meant that some who had applied had not been offered positions.

With regard to the issue raised in the Allied Health section of the report about many groups having difficulty in accessing funds for basic professional development (CPD) activities, Sam Bartrum advised that he was preparing a report on this. One element was differing provisions in MECAs, some of which provided an amount per staff member, and others a budget for the particular service. His report would look at the overall picture and the expenditure for each group.

In answer to a question, Naida Glavish advised that work was progressing on Phase 2 of developing the joint Maori Health Service for Auckland and Waitemata DHBs, and they hoped to report back on this around February. From a working perspective, staff members were excited to come together as one service.

Resolution (Moved Max Abbott/Seconded Allison Roe)

That the Chief Executive's Report and the Clinical Advisors' Report (Items 4.1 and 4.2) be received.

Carried

4.3 Communications Report (agenda pages 27-31)

Paul Patton, Director of Communications, summarised key aspects of the report, noting the very positive press coverage in October and the extensive television coverage of the bowel screening launch and the opening of the Cardiac Centre. He advised that the team was planning ahead for a number of features to be broadcast in the Christmas period.

An apology was given to Warren Flaunty for including personal as opposed to health related items in the media summary.

Pat Booth suggested including some explanatory references for some items on the media clippings list (for example on the November agenda report, those relating to Jonah Lomu's kidney).

Resolution (Moved Max Abbott/Seconded Wendy Lai)

That the report be received.

Carried

5 DECISION PAPERS

5.1 Draft Auckland Plan Submission (agenda pages 33-96)

Generally the Board was satisfied with how the reshaping of the submission had reflected the concerns expressed at the Board's October meeting.

Allison Roe expressed strong reservations about Section 4 of the Submission – the Impact of the Environment on Health Outcomes, including (but not limited to) the support for fluoridation in Paragraphs 126 and 127, which in her view was against the scientific evidence. In discussion on this, the Chief Executive emphasised that in such matters there is an obligation to respect the advice of our public health professionals and the Ministry of Health.

Resolution (Moved Max Abbott/Seconded Gwen Tepania-Palmer)

That the Board:

- (a) **Receive the information.**
- (b) **Endorse the submission to the Draft Auckland Plan process lodged by the Auckland Regional Public Health Service.**

Carried

Allison Roe requested that her vote be recorded against endorsing Section 4 of the submission – The Impact of the Environment on Health Outcomes.

Pat Booth requested that his vote be recorded against endorsing Paragraphs 126 and 127 of the submission relating to fluoridation.

5.2 Elective Surgery Centre Establishment Board (agenda pages 97-102)

It was noted that the Chief Advisor Tikanga should be included on the distribution list for ESC Establishment Board agendas.

It was also noted that the Chief Executive would arrange for the preliminary design plan for the Elective Surgery Centre to be sent out to Board members.

Resolution (Moved Warren Flaunty/Seconded Gwen Tepania-Palmer)

That the Board approve the authority for the Establishment Board of the Elective Surgery Centre to make direct recommendations to the Waitemata District Health Board.

Carried

5.3 Establishment of Executive Committee of the Board (agenda pages 103-104)

Resolution (Moved Gwen Tepania-Palmer/Seconded Pat Booth)

- 1. **That the Board approve the establishment of an Executive Committee (under schedule 3 clause 38 of the New Zealand Public Health and Disability Act 2000) to consider any matters that require the urgent attention of the Board during the Christmas/ New Year Board recess.**

2. **That membership of the Committee is to comprise the Board Chair, the Deputy Board Chair and the Chair of the Audit and Finance Committee, with Warren Flaunty as an alternate (same arrangements as 2010).**
3. **That the Executive Committee be given delegated authority to make decisions on the Board's behalf relating to the urgent approval of business cases, leases and the awarding of contracts for facilities development, services and supplies and information services and on any other urgent recommendations from a Committee or the Chief Executive (same arrangements as 2010).**
4. **That all decisions made by the Executive Committee be reported back to the Board at its meeting on 22 February 2012.**
5. **That the Executive Committee be dissolved as at 22 February 2012.**

Carried

6 PERFORMANCE REPORTS

6.1 Financial Performance (agenda pages 105-118)

Rosalie Percival presented this report and outlined key aspects.

Responses to questions raised included:

- The increase in support staff FTEs (page 109 of the agenda) related to cleaning being brought in house earlier in the year.
- The planned net financial result (chart on page 108) is quite variable month by month, but the result patterns over each year are becoming much more consistent.
- The amount owing from the Ministry of Justice (page 118 of the agenda) is not disputed debt. Timing of these payments can be variable.
- Mason Clinic repairs – the Chief Executive advised that a separate interest earning fund had been set up for funding these costs if needed. The surplus from last year and some other capital funds had been used for this purpose. There was not an expectation of Crown funding for this. In regard to current demands on Crown funding, the Board Chair noted that it was not widely appreciated that the cost of the Canterbury Earthquakes was much higher per capita than the Japanese earthquake and in fact no other country had had such a devastating disaster in terms of cost as a percentage of GDP since World War 2.

A request was made for a report to be prepared for the Audit and Finance Committee on how the Board could best leverage its financial position in view of its cash surplus.

Resolution (Moved Wendy Lai/Seconded James LeFevre)

That the following performance reports for the month and attachments be received:

- 1 Financial Performance – DHB Consolidated**
- 2 Financial Performance – DHB Arms**
- 3 Financial Performance – Other Indicators/ Trends**
- 4 Capital Expenditure**

- 5 Financial Position
- 6 Cashflow Statement
- 7 Treasury

Carried

6.2 Organisational Performance (agenda pages 119-125)

As noted earlier in the meeting, the report should be read in conjunction with the chart facing page 22 of the agenda, not that facing page 122.

There was a discussion around average length of stay and weekend discharges. Points made included:

- With regard to weekend discharges, some nurse led discharging was being considered and consulted on.
- Protocols around carrying out tests much earlier in hospital stay were being developed.
- There was always a need to balance reducing length of stay and risk of re-admission.
- Ultimately targets around length of stay may need to be more sophisticated in terms of patient sector.

Resolution (Moved Max Abbott/Seconded Pat Booth)

That the report be received, noting that it will be incorporated into the Chief Executive's report in future.

Carried

7 COMMITTEE REPORTS (agenda pages 127-145)

7.1 Hospital Advisory Committee Meeting held on 26 October 2011

Resolution (Moved Gwen Tepania-Palmer/Seconded James Le Fevre)

That the Draft Minutes of the Hospital Advisory Committee Meeting held on 26 October 2011 be received.

Carried

7.2 Auckland and Waitemata DHB Community and Public Health Advisory Committees Meeting held on 9 November 2011

Resolution (Moved Warren Flaunty/Seconded Max Abbott)

That the Draft Minutes of the Auckland and Waitemata DHB Community and Public Health Advisory Committees Meeting held on 9 November 2011 be received and the following recommendation be approved:

Ref	Item/Recommendation
3.1	<p>2012/13 Planning</p> <p>That the Board:</p> <ol style="list-style-type: none"> 1. Approve the approach to annual planning for 2012/13, including the longer term direction and timetable. 2. Note the suggestion for a joint set of annual plan priorities for Auckland and Waitemata DHBs through joint activity. 3. Note the draft national planning guidance which has been sent out to members electronically.

Carried

8 INFORMATION PAPERS

There were no information papers.

9 RESOLUTION TO EXCLUDE THE PUBLIC (agenda pages 147-150)

Resolution (Moved Warren Flaunty/Seconded Pat Booth)

That, in accordance with the provisions of Schedule 3, Sections 32 and 33, of the NZ Public Health and Disability Act 2000:

The public now be excluded from the meeting for consideration of the following items, for the reasons and grounds set out below:

General subject of items to be considered	Reason for passing this resolution in relation to each item	Ground(s) under Clause 32 for passing this resolution
<p>1. Minutes of the Meeting of the Board with Public Excluded (26/10/11)</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Confirmation of Minutes</p> <p>As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&D Act.</p>
<p>2. Minutes of the Hospital Advisory Committee with Public Excluded (26/10/11)</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Minutes</p> <p>As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&D Act.</p>

General subject of items to be considered	Reason for passing this resolution in relation to each item	Ground(s) under Clause 32 for passing this resolution
<p>3. Minutes of the Audit and Finance Committee with Public Excluded (09/11/11)</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities. [Official Information Act 1982 S.9 (2) (i)]</p> <p>Negotiations The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations. [Official Information Act 1982 S.9 (2) (j)]</p>
<p>4. Minutes of the Community and Public Health Advisory Committee with Public Excluded (09/11/11)</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Minutes As per the resolution(s) from the open section of the minutes of the above meeting, in terms of the NZPH&D Act.</p>
<p>5. Minutes of the Three Harbours Trust (12/10/11)</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities. [Official Information Act 1982 S.9 (2) (i)]</p>
<p>6. Minutes of the Wilson Home Trust (16/09/11)</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities. [Official Information Act 1982 S.9 (2) (i)]</p>
<p>7. Minutes of the Wilson Home Trust (26/10/11)</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities. [Official Information Act 1982 S.9 (2) (i)]</p>

General subject of items to be considered	Reason for passing this resolution in relation to each item	Ground(s) under Clause 32 for passing this resolution
8. Wilson Home Trust	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Privacy The disclosure of information would not be in the public interest because of the greater need to protect the privacy of natural persons, including that of deceased natural persons.</p> <p>[Official Information Act 1982 S.9 (2) (a)]</p>
9. Elective Surgery Centre	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p> <p>Negotiations The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>
10. Lease Renewal	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p> <p>Negotiations The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>
11. Rating	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>

General subject of items to be considered	Reason for passing this resolution in relation to each item	Ground(s) under Clause 32 for passing this resolution
		<p>Negotiations The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>
<p>12. Telecommunications</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p> <p>Negotiations The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>
<p>13. Laboratory Services</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p>
<p>14. Child Health</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p> <p>Negotiations The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>

General subject of items to be considered	Reason for passing this resolution in relation to each item	Ground(s) under Clause 32 for passing this resolution
<p>15. Bilateral Collaboration Initiative</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6, 7 or 9 (except section 9 (2) (g) (i)) of the Official Information Act 1982.</p> <p>[NZPH&D Act 2000 Schedule 3, S.32 (a)]</p>	<p>Commercial Activities The disclosure of information would not be in the public interest because of the greater need to enable the Board to carry out, without prejudice or disadvantage, commercial activities.</p> <p>[Official Information Act 1982 S.9 (2) (i)]</p> <p>Negotiations The disclosure of information would not be in the public interest because of the greater need to enable the board to carry on, without prejudice or disadvantage, negotiations.</p> <p>[Official Information Act 1982 S.9 (2) (j)]</p>

Carried

The meeting in open session concluded at 2.52p.m.

SIGNED AS A CORRECT RECORD OF THE MEETING OF THE WAITEMATA DISTRICT HEALTH BOARD - BOARD MEETING 30 NOVEMBER 2011

_____ CHAIR

**Actions Arising and Carried Forward from Previous Board Meetings
as at 13 February 2012**

Meeting Date	Agenda Ref	Topic	Person Responsible	Expected Report back	Comment
Board 23/2/11	4.2	<u>Clinical and Corporate Governance</u> - report on consumer links to be prepared for the Board.	Paula Halliday and Janine Pratt	Board 04/04/12	This will now be covered as part of a draft Experience and Engagement Strategy which will be prepared for the Board's consideration. Refer update report on 31/08/11 Board agenda.
Board 30/11/11	4.1	<u>Chief Executive's Report</u> – a range of suggested additions to be considered for inclusion in the monthly report.	Dale Bramley	Board 22/2/12	February report has expanded format.
Board 30/11/11	5.2	<u>Elective Surgery Centre</u> : - Chief Adviser Tikanga to be included in distribution list for Establishment Board agendas. - Preliminary design plan for ESC to be sent out to Board members.	Lynne Butler		- Actioned (February 2012). - Actioned (December 2011).
Board 30/11/11	6.1	<u>Commercial Maximisation</u> – a report to be prepared for the Audit and Finance Committee on how the Board can best leverage its financial position in view of its cash surplus.	Rosalie Percival		Actioned. A commercial maximisation report goes to the Audit and Finance Committee quarterly.