

**MEETING OF THE CONSUMER COUNCIL
HELD ON THURSDAY 19 NOVEMBER 2020
12PM, BOARDROOM, SCDHB**

PRESENT

Bridget Duff (Chair), Joy Sylvia (Deputy Chair), Neil Kiddey, Mark Rogers, Shannon Hansen, Kylie Douglas, Andrew Humphrey, Katrina van den Broeke (attended via teleconference), Julie Patterson, Jill Merritt, Gareth Ford

IN ATTENDANCE

Nigel Trainor, Chief Executive Officer; Sheila van den Heever, Executive Officer

1. KARAKIA & WELCOME

The chair welcomed everyone to the meeting. opened the meeting with a Karakia.

2. APOLOGIES

Robbie Moginie, Barbara Gilchrist. Nigel Trainor indicated that he would need to leave the meeting early.

3. INTEREST REGISTER

Andrew Humphrey declared that he no longer has a conflict of interest.

4. CONFIRMATION OF MINUTES OF MEETING HELD 20 AUGUST 2020

It was **confirmed** and **agreed** the minutes of the meeting held on 15 October 2020 as a true and correct record.

5. MATTERS ARISING FROM THE MINUTES

- Mammogram bus – this requires further investigation.

6. CORRESPONDENCE

No correspondence to be raised.

7. SCDHB REPORT

A verbal update was provided by Nigel Trainor:

- Certification audit – the purpose of the audit is to look at clinical processes. SCDHB only received 9 corrective actions which included one moderate risk and eight low risk actions. Overall, the DHB has done well.
- Site redevelopment is progressing.
- Health and Safety review is ongoing and the review will be implemented in 18 months to 2 years. This has prompted conversations around what the DHB continue doing in the projects space.
- AT&R will remain at the hospital.
- Planning for final move of D6 wing at Talbot Park which will be in April 2021.
- Currently looking at Registrars for the hospital.
- End of Life Choice Act – presentation to CE's and it will need to be operationalized in one year's time – **presentation to be shared with Consumer Council members.**
- SCDHB School Dental Services – review conducted this week and the report will be completed and shared with members.

8. HEALTH AND SAFETY REPORT

- Pete Moore, Health and Safety Manager and Jason Power, Director Corporate Services, attended the meeting to provide an update on health, safety and security.
- It was noted that there is a good health and safety committee which is running well and supported by Senior Leadership Team (SLT).
- Received approval for Occupational health Nurse and Manual Handling Trainer.
- It was indicated that a Security Charter was drafted around physical security and system security i.e. CCTV. The environment has changed and caused the DHB to look at how we operate with regards to security. The stage we are in at the moment is looking at physical security and what does this look like for our DHB. A paper is being drafted for SLT consideration.

9. CONSUMER COUNCIL MEMBERS REPORTS

Reports taken as read. The following were some items further discussed:

- Understanding of Health Literacy for 2020/21 – presented by Joy Sylvia and Kylie Douglas. A project plan will be developed and submitted back the CC meeting in 2021. Joy and Kylie will be requesting a list of groups around the South Canterbury area to include in the plan.
- Bridget attended the October Board meeting and indicated that any recommendations need to be sent to the Board for approval.
- Korero Mai update from Shannon Hansen – have had members on the wards and it is going well. Response from patients has been positive. Posters were up but unfortunately consumers had not been given the flyers. Looking at rolling out to some wards by end of the year.

10. GENERAL BUSINESS

- **Action: Barb to arrange with Natasha for TOR and minutes to be added to website.**
- **Action: Barb to check with finance team when cc members receive payslips (every month or adhoc). Question raised around whether cc members are paid contractor rate, Barb to check on this.**
- **Action: Barb to provide clarity around what is paid work as cc member and what is not.**
- **Patient Experience Survey – Barb to include again in next meeting for further discussion.**

Meeting closed at 2pm