

Meeting Minutes

Meeting:	Consumer Council
Venue:	SCDHB Board Room Level 6 Gardens Block
Date and Time:	Thursday 1 November 2018 1200 – 1430 hours

Name:	Present	Apology	Absent
Neil Kiddey	✓		
Joy Sylvia	✓		
Bianca Sheed		✓	
Mark Rogers	✓		
Anne-Marie McRae	✓		
Shannon Hansen	✓		
Jane Cullimore	✓		
Gabrielle Hall	✓		
Katrina Whiu	✓		
Also in attendance:			
Jenny Ryan (Minutes)			
Jason Power for his presentation and discussion			

Agenda Items:

- Karakia** by Katrina Whiu
- Apologies** Bianca Sheed. Accepted
- Conflicts of Interest / “Interests” Register**
Nil to update.
- Hospital Redevelopment with Jason Power Director Corporate Services**
Presentation and discussion. There will be no new hospital rebuild within the next 10-15 years. The Central Sterilising Unit is being refurbished over Christmas. The business case for a proposed new Medical/Surgical building is in development but a number of years in the future. In the interim the upgrade of the Emergency Department and Outpatient Department is proceeding. This will include the relocation of Medical Day Stay to where the café is currently and a new café is included in the front of hospital up grade. Jason showed CC the plans. Two representatives from the CC will be assigned to this project. Quotes and timeframes from building companies are being sought with the proposed drawings being provided to these two representatives. The hospital redevelopment will be a standing agenda item for reporting to CC meetings.
- Environmental Practices**

Shannon discussed her pursuits in Environmentally Friendly products and Safe Disposal of waste practices and her difficulty meeting with people over this matter. Jason will ensure this meeting will take place.

Jason was thanked for his presentation, explanations and attendance.

6. Minutes of Previous Meeting

Moved that the minutes are accepted as a true and correct record. Mark Rogers/Neil Kiddey. Carried.

Matter Arising: Jane Cullimore reported Zero Seclusion has now been changed to Reducing and Eliminating Seclusion. Jane still plans to arrange for a representative to speak about this at a future meeting.

7. Correspondence

There was discussion around what should be listed as inwards and outwards correspondence and it was agreed that any external communications relating to CC work, whether received by individual members or into the CC email, will be listed so as to ensure nothing is missed from discussion.

8. Advertising/Promotion

Content of the poster was discussed with commendations to Joy and Neil for the work they have done on this. Feedback to be provided to Joy and Neil by 9 November. Joy and Neil will then prepare a final draft for circulation before it will be presented to Communications Manager (Stacey Scott) for finalisation/approval/printing.

9. Train the Trainer workshop March 2019

Jenny had provided an explanation of what the aim of this workshop would be and how the training could be used and provided to future consumers on the various groups/forums. Jenny is registered to attend and has registered a CC member place with the name to be advised in due course. Discussion also explored how the CC could be more aware and supportive of all consumer representatives currently on DHB advisory bodies or project groups. Mark to ascertain who any other consumer representatives are with a view to meeting and supporting them. Jenny to ask if a second consumer could attend this training in March.

10. Ministry of Health Elective Care proposal

This information was sent out on 19 October. Responses to these questions are to be with Mark by 9 November for collation.

11. Patient Safety Week

The CC had received a request from Infection Prevention and Control Nurse Angie Foster for involvement in the upcoming HQSC Patient Safety Week. The focus of the week is Hand Hygiene. It was agreed that Anne-Marie McRae and Joy Sylvia will help judge the team skits on the Tuesday and Jane Cullimore will hand out brochures in the café on Wednesday.

12. Patient Diary update

Anne-Marie outlined her activities in progressing this project, unfortunately without much positive headway. Further options and ideas for continuing the project provided and discussed.

13. Call for Concern. (Kōrero Mai)

Anne Marie will contact Dr. Peter Doran who is one of the leads of the Deteriorating Patient project and ask if he can attend the next CC meeting in February.

14. Work plan update.

Mark has received no feedback on the CC work plan. He also expressed his concern at the lack of communication and information flow from Management/CEO and the Board to the CC. Projects that could include CC involvement are not known about unless mentioned in the 'open section' of Board/Standing Committee minutes on the website.

There was a vote of thanks to Mark for keeping the CC up to date with Board meetings by reading the meeting minutes. Mark to discuss concerns with Nigel and/or Robbie.

Jenny asked the CC to evaluate if there was more that she could be doing for them. She also explained about the staff who have left and roles that are waiting to be filled. Once this has occurred this may improve the administrative support to the CC.

15. Regional catch-up.

This is still proposed but Graeme Norton has not been able to progress MOH support. Mark to follow up.

Meeting Closed at 2.40pm with a karakia from Katrina.

Next Meeting: 14 February 2019 at 12.00 noon

Action Points

No.	Action	Responsibility	Date added	Status
1.	Hospital Redevelopment representatives TBA	CC Chairs	1 November	
2.	Train the Trainer Workshop 2 nd attendee	Jenny Ryan	1 November	
3.	Communication with Board and CEO	Mark Rogers	1 November	
4.	Invite a person from the Zero Seclusion project group to the next meeting	Jane Cullimore	16 Aug 2018	TBC
5.	Bio-degradable options – facilitate contact with Shannon and the Facilities Manager	Shannon Hansen	16 Aug 2018	Progressing
6.	Patient Diaries	Anne-Marie McRae	5 April 2018	Progressing
7.	Call for Concern	Anne-Marie McRae	5 April 2018	Progressing

Meeting Dates 2019:

14 February

11 April

13 June

15 August

24 October