

Meeting Minutes

Meeting:	Consumer Council
Venue:	SCDHB Board Room Level 6 Gardens Block
Date and Time:	13 February 2020 12:00 noon to 2:50pm

Name:	Present
Neil Kiddey	✓
Mark Rogers (Chair)	✓
Anne-Marie McRae	✓
Shannon Hansen	✓
Jane Cullimore	✓
Joy Sylvia	✓
Kylie Douglas	✓
Apologies	
Katrina Whiu	
Bruce Small (Board Representative)	
Also in attendance:	
Jenny Ryan (Minutes)	
Robbie Moginie	
Peter Binns (Board Representative)	

Agenda Items:

1. Welcome to newly appointed member Kylie Douglas, and Board Member Peter Binns.
Karakia – Kylie Douglas
2. **Apologies** – Katrina Whiu and Dr Bruce Small. **Moved** Anne-Marie/Mark these are accepted. Carried.
3. **Interests register**. Please provide any update of conflicts/interests to Jenny Ryan.
4. **Minutes** of 24 October 2019 meeting. Moved Neil/Mark that these are approved. Carried
5. **Matters Arising**: Nil
6. **Correspondence**:
 - 6.1 Inwards
 - 6.1.1 Letter from Trish Adams dated 15 October 2019 (received via email to Consumer Council address on 26 October 2019). – Information obtained on the concerns raised. Anne-Marie will draft a response for consultation.
 - 6.1.2 (and outwards) Emails with Dez McCormack December 2019 arranging date to come speak about Partners in Care.
 - 6.1.3 Aleisha Whitehead re update on Nigel Millar's progress re South Island presentations re access to patient information.
 - 6.1.4 Jane Cullimore's resignation – received with regret, with members acknowledging her contribution to the Consumer Council and wishing her well.

Moved Joy/Neil that the correspondence be accepted. Carried
7. **SCDHB Information Report including Committee Restructure Update**
This report was well received. The recommendations from the review of DHB committees and proposed restructures was discussed.

Moved Neil/Anne-Marie that until the Consumer Council Terms of Reference are reviewed the quorum for the meeting will be 5. Carried.

Jenny will draft an update of the Terms of Reference and circulate.

Mark and Anne-Marie will draft a recruitment plan, and provide along with a report, to the Board.

It was agreed that a report will be provided to the Board after each Consumer Council meeting.

Moved Anne-Marie/Mark that the Information Report be accepted. Carried.

8. Annual Plan expectations and draft actions 2020-21

Robbie explained the current situation. The plan will include Health Literacy and the development of a Primary and Community Strategic Plan with a strong focus on long term conditions.

9. Community Engagement project

Robbie updated the members on the two community workshops that had occurred. Concern expressed at the low turnout at the Scheduling meeting. Peter Binns reported on the Board meeting that was held for the first time at the Arowhenua Marae.

10. Work Plan projects reports received as read.

- 10.1 Hospital Development
- 10.2 Disability Stock take update
- 10.3 Environmental Practices
- 10.4 Patient Diaries
- 10.5 Korero Mai
- 10.6 Credentialing

11. Improving Care for People with Disabilities - Clinical Audit Report (Presenter – Kaye Cameron)

This report provoked good discussion and a sense of importance. The Consumer Council (CC) are keen to contribute to and follow any actions or plans that are undertaken. Initial action will include updating various referral forms as able.

12. Hospital Building Review (Presenters – Stacey Scott and Simon Johnson)

Three main project streams discussed

1. **Front of hospital** update provided. There are 15 consultancy groups involved in what is primarily the new café facility and the extension to Out Patient Department. The plan is to have the site established for work to commence in April 2020.
2. **Full Hospital Review.** Various areas across the whole site are involved at an operational level. The CC members want to see consumer input begin early in the discussions and planning.
3. **Paediatric and Maternity sites.** Planning is moving quickly following the allocation of funding. Two CC members are keen to be involved and to attend the meeting tomorrow.

All reports on the above projects are updated and provided to the Facilities Governance Group.

13. Next meeting 9 April 2020 – will start 11.45am with light lunch provided and include the visit from Chris Walsh (Director, Partners in Care, Health Quality & Safety Commission) and Deon York (Project Manager, Partners in Care)

Meeting closed at 2.50 pm.