

CONSUMER COUNCIL MINUTES

Monday 20th April 2020

By Zoom,

11:30 – 1:30p.m.

Nothing About Us, Without Us

Attendees: By Zoom -
Dr Zhiyan Basharati (Chairperson), Toe Smith, Pauline Mohi, Wayne Turp (P&F Project Specialist), Julie Shepherd, Joanne Gumbrell, Henare Edwards, Sue le Mesurier, Jaye Bailey, Hanan Almoghrabi (by phone), Adrian Price, Anna Fraser, Mike Button
By Phone -
[REDACTED], Miles Jackson (Deputy Chairperson)

Canterbury DHB: Carolyn Gullery (Gen Manager P & F), Lara Williams (Administrator)

Speakers:

Apologies: None

Welcome by Dr Zhiyan Basharati

Previous Minutes

Apologies accepted.

Moved Anna Fraser, seconded Adrian Price

February minutes discussed and accepted.

A change was made to motion in minutes of our last meeting in February. Pauline Mohi's motion of letter to Sue Nightingale was recinded. This was decided when Council moved to Committee at the end of February meeting. Decided that Letter of apology not be written, dealt with quickly via email.

February minutes updated.

Action point – ~~Letter of apology to Sue Nightingale to be drafted for Chair to sign. Zhiyan has emailed Sue Nightingale.~~

Moved Julie Shepherd, **seconded** Sue Le Mesurier

Speakers

Carried over to May meeting

Discussion to continue about the use of digital data versus the rights of patients. Henare to lead discussion. Reason is other DHBs have had privacy breaches. Our individual information needs to be safe.

Action point – for discussion at further meeting

1. Change of agenda format

For future meetings, general business will be first, with speakers in the second part of meeting.

2. Recruitment update

On hold until further notice.

Lara has contacted previous applicant for LGBTQ position and another community group who expressed interest. Adrian updated that he's contacted Emerge Aotearoa Rainbow Roopu, and AOD and Mental Health contacts for dissemination to their networks.

Henare kindly agreed (with his finishing term coming up) to continue on the Council until interviews can take place. Ideally new members will be in place November, this is a point we can clarify with Henare at our next meeting.

- Refugee – Zhiyan - retiring Nov 2020 after 4 years this will be on agenda at May meeting, election of Chair as this wasn't completed in November 2019
- Maori – Henare – retiring May 2020 after 5 years, extended to November as discussed at April meeting
- Mental Health – vacant
- Alcohol & Drug Addition – vacant
- LGBTQIA+ - vacant, new position
- Chronic Conditions – Mike Button has resigned after today's meeting, his last meeting May
- Youth – 3 years at March, Lara emailed [REDACTED] for another year [REDACTED] has confirmed by email to extend one year to March 2021

Action point – Lara to send vacancies to Linda Wensley for CCN Steering Group to distribute to her networks.

3. Powerpoint

Feedback is it is a good starting point, clear and concise, a good base. The Council's group photo has been taken out as it changes as new members join the Council.

Speakers can add their own spin on the presentation to suit their personal style and the recipients, though the notes that accompany each slide would probably remain static since they're a prompt for those who are uncomfortable with presenting without clear supporting material.

Lara to contact Julie Shepherd to ensure correct version is held. Lara will hold the most recent version.

Action point – Lara to circulate powerpoint once approved

4. Workplan

Approved.

"Increasing ethnic/racial" changed to "Promote ethnic/racial"

One sentence changed – Lara to contact Julie Shepherd to see if this sentence was taken down. Lara didn't catch the sentence.

Action point – Lara to circulate

5. Terms of Reference

In further discussion

Action point – To be progressed via email and signed off at next meeting

6. Defining our role with P&F

Zhiyan asked if the Council can invite other speakers onto the Council. Wayne confirmed yes.

The Council asked Wayne to explain the function and relationship between planning and funding and his role in supporting the council. He explained that historically the Consumer Council has always be supported by the planning and funding dept. This is to enable the council to seek advice and information on the strategic direction and health priorities for CDHB. Wayne has undertaken this role for 8 years is responsible for ensuring the link between the Council and the Executive Management Team. He reports back to Carolyn following each Council meeting and as Executive Director of Planning, Funding and Decision Support Carolyn attends the Executive Management Team and can relay information to David Meates or other Executive Team members as required. Zhiyan asked if other departments can be invited to Consumer Council meeting and Wayne explained that the Council is at liberty to invite any part of the DHB to join a discussion on matters of interest to the Council in its role of helping improve the patient journey. Historically the Chief Medical Officer has also attended Council meeting on an occasional basis and is also available to attend on behalf of the EMT.

Wayne has circulated by email Consumer Engagement Guidelines. The Council are welcome to engage with other Councils on how they operate.

Action point – Wayne has emailed Consumer Engagement Guidelines (actioned) and MOH guidelines to DHBS

Action point – Wayne to provide CDHB organisational structure in May agenda papers

7. Nominees for Clinical Governance Committee

Pauline Mohi and Adrian Price are our two nominees.

Zhiyan has sent to Carol Kingsland immediately after meeting. Carol Kingsland has advised the Committee will be progressed after the Lockdown period. Carol will contact Pauline and Adrian directly.

8. Consumer Engagement Marker discussion – Sue le Mesurier

Sue gave an update. Next update happening before our May meeting.

Discussion on broadening scope to include National Bowel Screening.

Action point – Sue to give updates

9. Rural meeting report

Joanne Gumbrell provided a report highlighting Rural issues. This has been forwarded to the Planning and Funding Team. Planning and Funding team member is in contact with Joanne.

10. General business

Hanan asked about reporting and DHBs meeting criteria. Wayne confirmed Decision Support can present on data monitoring dashboards. If the Council would like to pursue, if they could define their query, eg rare diseases, chronic illness treatment rates.

Action point – Members to email Lara with query definition

3 key messages sent to David Meates

1. Keen to link with other DHB Consumer Councils to learn how others are improving consumer participation
2. Recruitment on hold until we go to Level 1
3. 2020 Workplan approved

David Meates has been emailed advising on 4 new members. This is per standard practice, seeking CEO approval.

Next meeting: Monday 25th May 2020
Zoom meeting.