

Attendees:

Grant Cleland (Chair), Shane McInroe, Dan Cresswell (Meeting Assistant), Harpreet Kaur, Kathy O’Neill, Allison Nichols-Dunsmuir, Catherine Swan, Lemalu Lepou Suia Tuula, Rose Laing, Paul Barclay, Thomas Callanan, Jacqui Lunday Johnstone (until midday), Mick O’Donnell, Sekisipia Tangi (Zoom), Susan Wood, Kay Boone

Apologies: George Schwass, Simon Templeton, Elyse Gagnon, Waikura McGregor, Joyce Stokell, Rāwā Karetai, Dave Nicholl, Jane Hughes,

Also In Attendance: Lara Williams (minutes)

Item	Action points	Responsibility	Due
1.	Check if there is a CDHB-wide review of the COVID-19 response with an equity lens and that incorporates the DSG Paper. If not check if other reviews (DSG and Irihāpeti’s review) can be incorporated.	Kathy O’Neill	23/03/2021
2.	Progress report to group on draft of UN Convention. For March agenda	Allison Nichols-Dunsmuir	23/03/2021
3.	Organise a DSG tour of Waipapa Building in the new year. Friday 26 th February 11am – 1pm on a non-meeting day. Discuss wayfinding and silent doors on lifts, Mick confirmed this has been noted in comms plan since Waipapa opening	Dave Nicholl	26/02/2021
4.	Write report on progress of DSG’s COVID-19 Response recommendations and circulate to group members.	Kathy O’Neill	23/03/2021
6.	Admin to follow up with speakers to ensure they give a progress update on projects after meeting with DSG	Admin	Ongoing
7.	<p>CDHB Annual Plan</p> <ul style="list-style-type: none"> Quarterly reporting to capture our success with Monitoring Progress towards the DAP Outcomes Project Leads to provides measures and deadlines by the 28 January so the report for monitoring progress can be completed for DSAC 5th March. 	Kathy Projection Leads	Ongoing
8.	<p>Disability Action Plan</p> <ul style="list-style-type: none"> Kathy to feedback to illustrations team to make the changes discussed DAP to be added to DSG Workplan to ensure it’s reviewed regularly. Seki to email Kathy re ideas for actions for implementing a Pasifika disability plan, cc Lepou and invite her to attend the meeting with Finau 	Kathy Seki	23/03/2021

.	<ul style="list-style-type: none"> Susan to enquire about live presentation to show InterRai health measurement tool assessment and to further discuss with the DSG how we get regular information and data about the patient experience 	Susan Wood	23/03/2021
9	<p>UN Convention</p> <p>Send workshop notes to Kathy for March meeting</p>	Allison	23/03/2021
10.	<p>Covid Planning</p> <ul style="list-style-type: none"> Kathy, Mick & Grant to discuss setting up Disability Reference Group, underneath Covid Response Group similar to the Maori and other reference groups Mick to send details of Māori Covid reporting group to Jacqui Kathy and Grant to discuss Health Passports/online Care Plans with AIWG Kathy to circulate Q2 reporting. Kathy to circulate action point including IPC for homecare 	Kathy/Grant Mick	23/03/2021
11.	<p>SI PICS</p> <ul style="list-style-type: none"> Kathy and John Wilkinson to meet with Susan and Catherine to progress Disability alert on SIPICS and report back to DSG Tom, Paul and Grant happy to work with Kathy on what this template might look like as well to come back to the DSG. 	Kathy	23/03/2021

	Agenda Item	Summary of Discussion
1.	Karakia Timatanga	Grant welcomed the group and provided a karakia.
2.	Conflicts of Interest	<p>Group reminded to email Lara with updates on interest register.</p> <p>To be added for Rāwā Karetai:</p> <ul style="list-style-type: none"> • International Initiative for Disabled Leadership. <p>To be added for Tom Callanan:</p> <p>'CCS Disability Action' probably needs 'Receives funding for services from MOH and MSD.' Added to it.</p> <p>'Southern Centre Charitable trust'- probably only needs 'Trustee and Treasurer' noted.</p> <p>Not all the information after that.</p>
3.	Apologies/November Meeting Minutes & Actions	<p>Apologies were given.</p> <p>The minutes from the November meeting were approved.</p> <p>Housekeeping points</p> <p>Action point for future Agendas. Include papers, numbered beside each point. Pdfs embedded into word file and attached in email.</p> <p>Request made for more lead-in time with agendas and papers, at least one week before meeting to allow for pre-reading.</p> <p>As meetings are now two monthly with full agendas, there will be only 1 speaker.</p> <p>Action point: Admin to follow up with speakers to ensure they give a progress update on their projects after meeting with the DSG</p> <p>Review of Actions from November meeting:</p> <p>Action points completed:</p> <ul style="list-style-type: none"> ✓ Tom contacted Carina Duke to ask for DSG representative at Greater Chch Disability Reference Group and for schedule of meetings. Awaiting a response for that. ✓ Action plan template has been updated with measurable actions. Still waiting for some measures and deadline from project leads – needed by 28 Jan. ✓ DSG Covid-19 paper has been forwarded to Irihāpeti Manuika, Director of Hauora Māori and Equity at Pegasus Health <i>Kāi Tahu, Kāti Māhaki ki Te Tai Poutini.</i> ✓ 11th December meeting with Irihāpeti meeting took place with Waikura ✓ Jules followed up regarding Interpreter Guidelines document to see if linked to CDHB policy ✓ Grant sent Joyce minutes from the DSG meeting where Interpreter guidelines were discussed ✓ Allison emailed draft paper on physical access to the group. ✓ Kathy met with John Wilkinson (Decision Support) to discuss SIPCS and disability data capture. Alert for disability, to be discussed with other SI DHBs.
4.	DAP Plan finalised draft – DSG Approval	Feedback on document. Requested for it to be in larger font. Black text rather than grey to make it easy read when printed in black and white.

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	for EMT and Board Approval	<p>Paul requested a version in word be developed so that sight impaired can increase font.</p> <p>Catherine requested education and accessibility pointed to be checked so their message coincides.</p> <p>Action point: Kathy to feedback to illustrations team to make these changes</p> <p>Action point: DAP to be added to DSG Workplan to ensure it is reviewed at least quarterly.</p> <p>Action point: Seki to email Kathy re ideas actions for implementing a Pasifika disability plan cc Lepou, Grant to attend meeting with Finau</p>
5.	<p>Review the finalised template for monitoring the plan – with Progress Updates inserted</p> <p>Discussion About the Actions for the MoH required Canterbury DHB District Annual Plan</p>	<p>Grant discussed measures and completion dates. How do we monitor progress? Kathy’s six monthly report to DSAC measures progress. Kathy can move to quarterly, aligning with our annual plan that is reported quarterly. Jacqui agreed.</p> <p>Seki is meeting with Finau, Planning & Funding Pasifika Portfolio Manager. Seki to email Kathy re ideas for actions for implementing a Pasifika disability plan, cc Lepou and invite her to attend the meeting with Finau.</p> <p>Susan discussed measuring staff learning needs. How do we measure behavioural change when it is qualitative?</p> <p>Susan to enquire about live demonstration to show InterRai health measurement tool assessment and to further discuss with the DSG how we get regular information and data about the patient experience.</p> <p>Action point: Quarterly reporting to capture our success with Monitoring Progress towards the DAP Outcomes</p> <p>Action point: Kathy needs all feedback by 28th February as DSAC is 5th March</p> <p>Action points: Seki to email Kathy re ideas for actions for implementing a Pasifika disability plan, cc Lepou and invite her to attend the meeting with Finau</p> <p>Action point: Susan to enquire about live presentation to show InterRai health measurement tool assessment and to further discuss with the DSG how we get regular information and data about the patient experience.</p>
6.	Progress Update on the UN Convention DSG feedback.	<p>Carried forward to March meeting</p> <p>Workshop 1 notes have been written up. Allison asks for this to be on March agenda, report only, not a workshop.</p> <p>Action point: Allison to send workshop notes to Kathy for March meeting</p>
7.	Progress Report and next Steps for implementing the Covid paper recommendations, including links with CDHB-wide review.	<p>Feedback given to Kathy for her experience with Covid-19 planning and management, complementing the DSG, with common issues.</p> <p>Kathy advised of action points actioned.</p> <p>Mick confirmed visitor policy has been improved. Policy amended, communications team informed of improvements.</p> <p>Meeting with ECan has taken place to discuss transport issues that arose during lockdown.</p>

	Agenda Item	Summary of Discussion
		<p>ACCESSible Information Working Group to progress the use of online health passport/care plans. This includes contact tracing and using text and email to reach those with a disability quickly.</p> <p>National issues including relaxed purchasing guidelines, shopping support, respite care, Kathy has contacted DSS the national DHB forum. Prudence Walker attended forum to link to DPO structure.</p> <p>Kathy has contacted Sam Johnston at SVE, about shopping needs for those without access to credit cards.</p> <p>Prudence has been invited to DSG meeting to ensure local issues are included in feedback.</p> <p>Kathy, Mick & Grant to discuss setting up Disability Reference Group, underneath Covid Response Group similar to the Maori and other reference groups</p> <p>Mick to send details of Māori Covid reporting group to Jacqui</p> <p>Action point: Kathy and Grant to discuss Health Passports/online Care Plans with AIWG</p> <p>Action point: Kathy to circulate Q2 reporting.</p> <p>Action point: Kathy to circulate action point including IPC for homecare</p> <p>Action point: Kathy, Mick & Grant to discuss setting up Disability Reference Group, underneath Covid Response Group similar to the Maori and other reference groups</p>
9.	Allison update paper on physical access	Carried forward to March meeting
10.	Follow up for the next DSAC meeting	Kathy sought endorsement of point 12 of DAP Plan, actions for 2020-2030 for EMT to DSAC to Board. Discussed in point 4 above, DAP Plan.
11.	<p>Review of our progress 2020: Anything we want to do differently in 2021 with our DSG meetings and work, to enhance our progress with implementing the DAP?</p> <p>Discussion on DSG member representation on work groups</p>	<p>There was a good discussion about this and those attending general happy. The following ideas suggested:</p> <ul style="list-style-type: none"> • Agenda out at least a week before each meeting. • Include an agenda number with each attachment so people know what they relate too on the agenda. • Pdfs embedded into word file and attached in email and agenda. • More lead-in time with agendas and papers, at least one week before meeting to allow for pre-reading. • As meetings are now two monthly with full agendas, there will be only 1 speaker. • Where possible take out jargon. • Monitoring the DAP quarterly. • DSG involvement in project work to be determined on an ongoing basis.

12.	<p>General Business:</p> <ul style="list-style-type: none"> Meeting with John Wilkinson re SI PICS and Disability data capture Liaison with Environment Canterbury (Tom) Interpreter Guidelines - linked to CDHB policy (Kathy) DSG tour of Waipapa Building (Dave) Next Meeting with the DSAC Next Meeting with the Māori/Pasifika forum (Kathy) Next Meeting with the Canterbury Clinical Network and the Alliance Leadership Team (Kathy) Plans for signing Accessible Information Charter 	<p>SIPICS has an alert system. Templates has been sent to other SI DHBs using SI PICS – considering adding a Disability alert. Discussion that Clinicians don't use SI PICS, they use HealthConnect South. Paul requested an alert for booking clerks to not post printed letter to sight impaired.</p> <p>Action points: Kathy and John Wilkinson to meet with Susan and Catherine to progress Disability alert on SIPICS Tom, Paul and Grant happy to work with Kathy on what this template might look like as well to come back to the DSG.</p> <p>Tom has contacted ECan. Awaiting confirmation on DSG Representation</p> <p>Guidelines sent to Joyce</p> <p>Dave Nicholl and George Schwass to confirm 26th February. Placeholder has been sent.</p> <p>Kathy has emailed Janice Donaldson, CDHB Planning & Funding.</p> <p>Kathy updated that it's likely to be July onwards.</p> <p>To be confirmed.</p> <p>To be confirmed</p>
13.	<p>Anything that's different in a disabled person's life since we last met.</p>	<p>Congratulations to Lepou, on her feature on the government's official Covid19 Website. https://covid19.govt.nz/everyday-life/support-your-community/community-heroes/</p> <p>Paul gave positive feedback to service desk about installing large mouse for staff member requiring. This large mouse will be added as a standard item that can be ordered through service desk.</p> <p>Meeting closed at 1pm. Next meeting 26 March 2021, 22 May 2021.</p>