

CONSUMER COUNCIL MINUTES
Monday 27th August 2018
The Front Room, Design Lab, Print Place
11:30 – 1:30p.m.

Nothing About Us, Without Us

Attendees: Stephen Phillips, Julie Whitla, Lesley McKone, Gary Endacott, Marg Coberger, Dr Zhiyan Basharati, [REDACTED], Toe Smith, Henare Edwards, Pauline Mohi, Wayne Turp (P&F Project Specialist), Darryn Williamson, Dr Sarah Zino, Sue Nightingale, Miles Jackson, Lara Williams (Facilitator)

Council CDHB Sponsor (not in attendance) Carolyn Gullery

Speakers: Rose Laing, CCN

Apologies: Salina Dhakal, Kerry Smith

Minutes

Welcome

Amendments made to July meeting.

- Attendees corrected, minutes accepted.

Conflict of interest – none noted for this meeting

Speakers

Rose Laing, CCN presented an update on Care plans

Discussion items

For Leadership Group

- Maternity leave
- Acting Chairperson

Lara has contacted Salina Dhakal 28th August, about maternity leave. Standard maternity leave is six months.

Item 1 – Workplan

Discussion on workplan, this is an ongoing document.

Positive feedback on point two.

This point sets up what the council is about.

Discussion on featuring and logging successful achievements. Summary is, the workplan is a guiding document that Reps can take to their groups to verbally explain key successes. Lara will put this on the list of suggestions, that 12 month successes could be logged. Eg attended so many meetings, received so many requests, Collabor8, Particip8.

CCN, we are happy to be a connector to CCN, "Available to participate in other networks"

Action point – Wayne to look at this point and report back.

Quarterly meetings with the Quality

Keen to maintain relationship with the Quality Managers Group

Add "Maintain and continue with regular (six monthly) reporting"

Action point - Wayne to include this is next version of Workplan

Further notes were jotted down on paper, this will be included in the next discussion.

Item 4 – Rose Laing

Rose updated on Care Plans.

Item 2 Requests for Representation

1. Request for signoff on call button from Falls Group. Feedback from all members if the call button is perfect. Lara has communicated this back to the Falls Group.
2. Request from Physiotherapy Service – CardioRespiratory and Surgical Cluster. The survey monkey link has been circulated with the agenda.
3. Lesley McKone requested Council volunteers to wear bright yellow hearing protectors for 10 minutes to experience muffled hearing. The Silent Leadership Challenge is an initiative from the Foundation for the Deaf. The challenge is to continue to keep up with what is going on in the meeting. Lara has contacted Mick in Comms to ask about coverage in CEO update.
Action point – this will be added to September meeting agenda
4. Request for Credentialling of Chemical Pathology & Genetics, 8th November. Circulated to everyone, Julie has confirmed she will attend.

Item 3 – General Business

Election of Acting Chairperson

Council voted to elect Miles Jackson as Acting Chairperson until November.

Forwarded – Darryn, Pauline seconded - **Motion carried**

All names of valid members were considered but no other nominations raised. We don't currently have a Deputy Chair, it was agreed that we will cope until November.

Acting Chairperson process hasn't been specified in Terms of Reference.

This led to discussion on ToR being an ongoing document with an annual review. Lara will take notes on issues raised that need to be updated. See Appendix one.

Action point: ToR to be reviewed annually. Lara is keeping a list of points to be written

Vacancy on Leadership Group

Discussion on Leadership Group makeup. The ToR state The Leadership Team will consist of the Chairperson, Deputy Chairperson and 3 other members.

Stephen Phillips has resigned as Deputy Chairperson, today he resigned as a member.

So there is a vacancy. Current makeup is: Miles, Zhiyan, Member 1 – Marg Coberger, Member 2 – Julie Whitla, Member 3 – vacancy

Our next stage is to elect a third member. **Moved by Stephen, Seconded by Margaret**

As per the Terms of Reference this is the process for:

22. Appointment to the Leadership Team

When a vacancy arises, the Consumer Council will be advised. Interested members can contact the Chairperson. The Chairperson, in consultation with the Leadership Team, will decide who the next member will be. The appointment will suit the needs of the Leadership Team makeup.

Carried to next meeting. Lara asks for nominations to be sent to her. This will be included in the September agenda. This is to be the first item of the minutes, as two members had left the meeting.

Action point – Council has been emailed asking for Leadership Group nominations to Lara for September agenda.

Proxy votes query for this election?

A note for Salina and Kerry who weren't in attendance. Lara raised about proxy votes being included and consistence in this matter. Ie the Council needs be either include proxy or exclude proxy votes in future voting.

Minutes notes show two different views. Lara is unsure.

Proxy votes will be accepted.

or

Proxy votes will not be accepted, ie if you can't attend, your vote won't be accepted.

1.30 pm **Close**

Next meeting: Monday 10th September 2018 Leadership Group, 32 Oxford Terrace
Monday 24th September 2018 Consumer Council, The Design Lab

Appendix One

List of Terms of Reference that could be written at next review:

Maternity Leave

Process for Chair ...deputy.....acting

Leadership Team appointment of members

Membership

Succession planning

for quorum

Proxy votes

When someone resigns what happens to their portfolio (s)