

## CORPORATE OFFICE

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24 November 2020

9(2)(a) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### RE Official information request CDHB 10439

I refer to your email dated 2 October 2020 requesting the following information under the Official Information Act from Canterbury DHB. Specifically:

- **The full agendas and minutes of the Canterbury DHB (QFARC) Quality, Finance and Risk Committee meetings held in August and September 2020.**

Please find attached:

**Appendix 1** – Agenda QFARC meeting held 4/8/2020  
**Appendix 2** – Agenda QFARC meeting held 14/8/2020  
**Appendix 3** – Agenda QFARC meeting held 1/9/2020 and  
**Appendix 4** – Agenda QFARC meeting held 29/9/2020

We are declining to provide the Minutes for these meetings pursuant to section 18(f) of the Official Information Act as it would require extensive consultation with parties involved (internal and external) and a substantial amount of time and resource before a decision could be made on release.

Therefore, please review the Agendas provided and narrow your request to specific Agenda items or areas of interest and we will be happy to consider these requests on a case by case basis.

Please note we have redacted information in the QFARC Agendas pursuant to section 9(2)(a) of the Official Information Act i.e. *“....to protect the privacy of natural persons, including those deceased.”*

You may, under section 28(3) of the Official Information Act, seek a review of our decision to withhold information by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz); or Freephone 0800 802 602.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB website after your receipt of this response.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R La Salle', is positioned above the printed name.

Ralph La Salle  
**Acting Executive Director**  
**Planning, Funding & Decision Support**

# AGENDA

**QUALITY, FINANCE, AUDIT AND RISK COMMITTEE MEETING**  
**to be held in the Board Room, Level 1, 32 Oxford Terrace, Christchurch**  
**Tuesday, 4 August 2020 commencing at 9.00am**

	Apologies		9.00am
1.	Conflict of Interest Register		
2.	Confirmation of Minutes – 30 June 2020		
3.	Carried Forward / Action List Items		
<b>High Priority Items for Noting</b>			
4.	Chair's Report to QFARC (Oral)	Barry Bragg <i>Chair</i>	9.05-9.15am
5.	CEO Report to QFARC (Oral) (i) COVID-19: General Update (ii) Christchurch Campus Masterplan (iii) Hagley (iv) Cancer Centre (v) CarParking – FH & Antigua St Car Park (vi) Other Actual & Emerging High Consequence Risks	David Meates <i>Chief Executive</i>	9.15-9.40am
6.	Planning & Funding Update	Carolyn Gullery <i>Executive Director, Planning Funding &amp; Decision Support</i>	9.40-9.50am
7.	Finance Report	Justine White <i>Executive Director, Finance &amp; Corporate Services</i>	9.50-10.00am
<b>Reports for Decision</b>			
8.	NZHP Statement of Performance Expectations 2020/21	Justine White	10.00-10.10am
9.	Going Concern Assessment	Justine White	10.10-10.20am
10.	Audit NZ Fraud Risk Assessment	Justine White	10.20-10.30am
<b>MORNING TEA</b>			<b>10.30-10.45am</b>

<b>Reports for Noting</b>			
11.	EY Assignment – Report Back to QFARC	Barry Bragg	10.45-11.50am
12.	2020/21 Planning Update	Melissa Macfarlane <i>Team Lead, Planning &amp; Performance</i>	11.50-12.00pm
<b>LUNCH</b>			<b>12.00-12.30pm</b>
13.	Draft CDHB Improvement Action Plan 2020/21	Carolyn Gullery	12.30-12.40pm
14.	Maia Health Foundation	9(2)(a) [REDACTED], <i>Maia Health Foundation</i>	12.40-12.50pm
15.	Annual Audit Plan Update	Sai Choong Loo <i>Manager, Risk &amp; Assurance</i>	12.50-1.00pm
16.	Audit Reviews	Sai Choong Loo	1.00-1.10pm
17.	Revaluation, Impairment & Fair Value Assessment for the Year Ended 30 June 2020	Justine White	1.10-1.20pm
18.	Facilities Update	Mary Gordon <i>Executive Director of Nursing / EMT Lead Facilities</i>	1.20-1.30pm
19.	Legal Report	Greg Brogden Tim Lester <i>Corporate Solicitors</i>	1.30-1.40pm
20.	Clinical Incident Summary	Susan Wood <i>Director, Quality &amp; Patient Safety</i>	1.40-1.50pm
21.	Wellbeing, Health & Safety	Michael Frampton <i>Chief People Officer</i>	1.50-2.00pm
<b>ESTIMATED FINISH TIME</b>			<b>2.00pm</b>
	<u>Information Items:</u> <ul style="list-style-type: none"> <li>2020/21 Annual Plan – Background Papers (ex Board meeting 16 Jul 2020)</li> <li>2020 Workplan</li> </ul>		

**NEXT MEETING: Friday, 14 August 2020 at 1.00pm (Special Meeting)**

**AGENDA**
**QUALITY, FINANCE, AUDIT AND RISK COMMITTEE  
 SPECIAL MEETING**
**to be held in the Board Room, Level 1, 32 Oxford Terrace, Christchurch**
**Tuesday, 14 August 2020 commencing at 1.00pm**

	Apologies		1.00pm
1.	Conflict of Interest Register		
<b>Reports for Decision</b>			
2.	NZHP Health System Catalogue Business Case	Justine White <i>Executive Director, Finance &amp; Corporate Services</i>	1.00-1.10pm
<b>Reports for Noting</b>			
3.	Programme Business Case - Hillmorton	David Meates <i>Chief Executive</i>	1.10-3.00pm
<b>AFTERNOON TEA</b>			<b>3.00-3.15pm</b>
4.	Maia Health Foundation	Justine White	3.15-3.20pm
5.	Legal Report	Greg Brogden Tim Lester <i>Corporate Solicitors</i>	3.20-3.25pm
6.	Annual Audit Plan Update	Sai Choong Loo <i>Manager, Risk &amp; Assurance</i>	3.25-3.30pm
7.	Audit Reviews	Sai Choong Loo	3.30-3.35pm
8.	Revaluation, Impairment & Fair Value Assessment for the Year Ended 30 June 2020	Justine White <i>Executive Director, Finance &amp; Corporate Services</i>	3.35-3.40pm
9.	Facilities Update	Mary Gordon <i>Executive Director of Nursing / EMT Lead Facilities</i>	3.40-3.45pm
10.	Clinical Incident Summary	Susan Wood <i>Director, Quality &amp; Patient Safety</i>	3.45-3.50pm
11.	Wellbeing, Health & Safety	Tania Beynon <i>Head of Wellbeing, Health &amp; Safety</i>	3.50-3.55pm
<b>ESTIMATED FINISH TIME</b>			<b>3.55pm</b>

**NEXT MEETING: Tuesday, 1 September 2020 at 9.00am**

# AGENDA

**QUALITY, FINANCE, AUDIT AND RISK COMMITTEE MEETING**  
**to be held in the Board Room, Level 1, 32 Oxford Terrace, Christchurch**  
**Tuesday, 1 September 2020 commencing at 9.00am**

	Apologies		9.00am
1.	Conflict of Interest Register		
2.	Confirmation of Minutes <ul style="list-style-type: none"> <li>04 August 2020 – Ordinary Meeting</li> <li>14 August 2020 – Special Meeting</li> </ul>		
3.	Carried Forward / Action List Items		
<b>High Priority Items for Noting</b>			
4.	Chair's Report to QFARC (Oral)	Barry Bragg <i>Chair</i>	9.05-9.10am
5.	CEO Report to QFARC (Oral) <ul style="list-style-type: none"> <li>(i) COVID-19: General Update</li> <li>(ii) Christchurch Campus Masterplan</li> <li>(iii) Hagley</li> <li>(iv) Cancer Centre</li> <li>(v) Other Actual &amp; Emerging High Consequence Risks</li> </ul>	David Meates <i>Chief Executive</i>	9.10-9.40am
6.	Planning & Funding Reports <ul style="list-style-type: none"> <li>(i) CDHB Planned Care – Catch Up Funding – 2020/21</li> <li>(ii) Draft Three Year Planned Care Plan</li> <li>(iii) Planning &amp; Funding Update</li> </ul>	Ralph La Salle <i>Acting Executive Director, Planning Funding &amp; Decision Support</i>	9.40-10.00am
7.	Finance Report	David Green <i>Acting Executive Director, Finance &amp; Corporate Services</i>	10.00-10.10am
<b>Reports for Decision</b>			
8.	Renewal of Directors – Brackenridge Services Limited	David Green	10.10-10.15am
9.	Bad Debt Write Off	David Green	10.15-10.20am
10.	Rangiora Health Hub – Family Health & Urgent Care Centre Lease	Ralph La Salle	10.20-10.30am

11.	Holidays Act Remediation Approach	David Meates	10.30-10.40am
<b>MORNING TEA</b>			<b>10.40-10.55am</b>
<b>Reports for Noting</b>			
12.	Quarterly Facilities / Earthquake POW Update	Mary Gordon <i>Executive Director of Nursing / EMT Lead Facilities</i>	10.55-11.05am
13.	Christchurch Campus Compliance Works Update	Mary Gordon	11.05-11.15am
14.	Riverside Docks Relocation - Update	Mary Gordon	11.15-11.25am
15.	Wellbeing, Health & Safety	Tania Beynon <i>Head of Wellbeing, Health &amp; Safety</i>	11.25-11.35am
16.	Chief Digital Officer Report	Stella Ward <i>Chief Digital Officer</i>	11.35-11.45am
17.	SCEI Update	Renee Montgomery <i>Supply Chain Manager</i>	11.45-11.55am
18.	Trust Report as at 31 July 2020	David Green	11.55-12.05pm
19.	Chatham Islands Services – Financial Results	Ralph La Salle	12.05-12.15pm
20.	Draft 2021 Meeting Schedule	Barry Bragg	12.15-12.20pm
21.	Programme Office Update Report	Dan Coward <i>General Manager, Programme Management Office</i>	12.20-12.50pm
<b>ESTIMATED FINISH TIME</b>			<b>12.50pm</b>
	<u>Information Items:</u> <ul style="list-style-type: none"> <li>Review of Controls over Recruitment of CDHB Staff</li> <li>Nursing Update Presentation (ex HAC 6 August 2020)</li> <li>2020 Workplan</li> </ul>		

**NEXT MEETING: Tuesday, 29 September at 9.00am**

## AGENDA

**QUALITY, FINANCE, AUDIT AND RISK COMMITTEE MEETING**  
**to be held in the Board Room, Level 1, 32 Oxford Terrace, Christchurch**  
**Tuesday, 29 September 2020 commencing at 9.00am**

	Apologies		9.00am
1.	Conflict of Interest Register		
2.	Confirmation of Minutes – 1 September 2020		
3.	Carried Forward / Action List Items		
<b>High Priority Items for Noting</b>			
4.	Chair's Report to QFARC (Oral)	Barry Bragg <i>Chair</i>	9.05-9.10am
5.	CEO Report to QFARC (Oral) (i) COVID-19: General Update (ii) Christchurch Campus Masterplan (iii) Hagley (iv) Other Actual & Emerging High Consequence Risks	Dr Peter Bramley <i>Acting Chief Executive</i>	9.10-9.30am
6.	Accelerating Our Future - Programme Update	Dan Coward <i>General Manager, Programme Management Office</i>	9.30-9.50am
7.	Planning & Funding Update	Ralph La Salle <i>Acting Executive Director, Planning Funding &amp; Decision Support</i>	9.50-10.00am
8.	Finance Report	David Green <i>Acting Executive Director, Finance &amp; Corporate Services</i>	10.00-10.15am
<b>Reports for Decision</b>			
9.	Delegations	David Green	10.15-10.30am
<b>MORNING TEA</b>			<b>10.30-10.45am</b>
10.	Appointment of Director – Brackenridge Services Limited	David Green	10.45-10.50am
11.	Hillmorton Laundry: Repurposing & TPMH SMHS CAF Outpatients Relocation Option	Brad Cabell <i>Programme Director, Construction &amp; Property</i>	10.50-11.00am



12.	Parkside A&B - Passive Fire Protection Compliance Remediation	Brad Cabell	11.00-11.10am
<b>Reports for Noting</b>			
13.	Facilities Update	Brad Cabell	11.10-11.20am
14.	Risk Management Report	Sai Choong-Loo <i>Manager, Risk &amp; Assurance</i>	11.20-11.30am
15.	Internal Audit Planning & Audit Universe	Sai Choong-Loo	11.30-11.40am
16.	Legal Report	Greg Brogden Tim Lester <i>Corporate Solicitors</i>	11.40-11.50am
17.	Wellbeing, Health & Safety	Tania Beynon <i>Head of Wellbeing, Health &amp; Safety</i>	11.50-12.00pm
18.	Clinical Incident Summary	Susan Wood <i>Director, Quality &amp; Patient Safety</i>	12.00-12.10pm
19.	Reporting Summary Q4 2019/20	Ralph La Salle	12.10-12.20pm
20.	Brackenridge Yearly Operational Update	9(2)(a) [REDACTED]	12.20-12.35pm
21.	Audit NZ Report to the Board on the Interim 2019/20 Audit	9(2)(a) [REDACTED] <i>Audit NZ</i>	12.35-12.50pm
22.	Draft 2019/20 Annual Report	David Green	12.50-1.00pm
<b>ESTIMATED FINISH TIME</b>			<b>1.00pm</b>
	<u>Information Items:</u> <ul style="list-style-type: none"> <li>• Full Risk Report</li> <li>• 2021 Meeting Schedule</li> <li>• 2020 Workplan</li> <li>• Equity Support 2020/21 – Ltr from Minister of Health</li> </ul>		

**NEXT MEETING: Tuesday, 3 November at 9.00am**