

0930am, 06 December 2012, Teleconference

Present: Maureen Emery, Michael O'Connell, Te Pare Meihana, Joanna Jastrzebska , Graeme Mellsop, Jeff Bennett, Belinda Walker, Joleen Turnbull, Missy Katipa, Eseta Non-Reid

Apologies: Rees Tapsell, Hester Swartz, Wendy Langland, David Benton

No.	Topic	Discussion Points	Planned Action	By
1.0	Whakatau / Welcome	<ul style="list-style-type: none"> Graeme welcomed everyone to the tele-conference 	<ul style="list-style-type: none"> 	
1.1	Approval of Minutes	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Email approval of previous minutes to Eseta 	All
1.2	Matters Arising	<ul style="list-style-type: none"> Planning and Funding agree to the coordination of Eating disorders forum regionally, Workforce coordinator to take over the coordination of this forum. Mary and Andrew have accepted all invitations to attend face to face meeting Workforce Coordinator contract extended until March 29th – aligning WFC roles Nationally, looking towards a three year contract following this. <ol style="list-style-type: none"> Concerns raised around the planning process for workforce development WFC roles will be aligned to the NDSA and Midland model Aligned with Health share network Michael Bland and Angela Norman Questions for Clinical governances role in workforce planning? What is the mechanism for planning? Is there a plan? No “Te Pou are currently working on this” Concerns around Te Pou setting Midland regional WFC plan? Te Pou – DHB focused, Regional coordinators unclear around the parameters to working with this workforce Disconnect with local, regional, National and who is doing what? Concerns around SMO and Locums, retention and recruitment Need a focus on leadership, workforce challenges, accountability, challenges etc when planning Require a paper around effectiveness and efficiency to the WFC 	<ul style="list-style-type: none"> Matters not discussed, Ashburn Hall information, Reporting at PMgrs meeting Eseta to approach Robyn around planning process Eseta to approach Angela and Michael around leadership and sustainability of SMO, Locums Effectiveness and efficiency paper to be drafted Agenda item Regional workforce planning process for next meeting 	Eseta

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		<p>coordinator roles, layers of duplication with local, regional. National. HWFNZ, Te Pou etc. How do these streams interlink with well understood processes</p> <ul style="list-style-type: none"> ▪ Awaiting feedback from National Hauora Coalition regarding membership ▪ HISO review feedback from all managed networks has been circulated, only one response received from Clinical governance network. 		
2.0	AGENDA ITEMS			
2.1	Primary MH & A focus	<ul style="list-style-type: none"> ▪ Next face to face each region to present a 5 minute presentation to the group <ol style="list-style-type: none"> 1. How do we do this? 	<ul style="list-style-type: none"> ▪ One presentation from each region 	All
2.2	Eating disorders	<ul style="list-style-type: none"> ▪ Was not discussed 	<ul style="list-style-type: none"> ▪ Agenda for next meeting 	Eseta
2.3	Regional Beds Review	<ul style="list-style-type: none"> ▪ Feedback requested regarding the framework that Eseta has circulated <ol style="list-style-type: none"> 1. Do these bullet points cover everything Clinical governance have discussed in the past? 2. Are there any additions required? 3. Will this provided framework provide enough information to complete a thorough review of the regional beds process. 	<ul style="list-style-type: none"> ▪ Feedback via email to be provided to Eseta 	All
2.4	Regional Tool Kit	<ul style="list-style-type: none"> ▪ Feedback was requested from Clinical Governance following local consultation on the Regional Planning Toolkit. ▪ Reminded the group that the Regional Matrix was derived from the Regional Planning tool kit ▪ Discussion then followed: <ol style="list-style-type: none"> 1. Clarification required around the Regional planning process 2. What is Clinical governance role? 3. Who needs to be consulted and how? 4. What are the time frames and can Clinical governance meet these? 5. Where is the logic into the decision making process in the matrix? 6. What are the principles of the matrix? 7. What are the reporting implications of the matrix? 8. How does the regional planning tool kit impact local planning? 9. Clarification required around the methodology? 10. What is the process if Clinical governance do not agree with the regional planning matrix? ▪ Query around the process or the approach and the role clinical governance should play in this, not so much on what is in the plan but how the plan is 	<ul style="list-style-type: none"> ▪ Send out Matrix to Clinical governance group 	Eseta

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		<p>developed.</p> <ul style="list-style-type: none"> ▪ There seems to be a general disconnect between planning and funding and clinical services. ▪ Eseta previously called for a expression of interest from the group joint planning meeting with planning and funding and clinical governance with little response ▪ The group was reminded that as a group to be functional and take effect we need to be proactive in our responses and comments when requested ▪ Planners and funders group have started the planning process a lead by Katherine Fell (Waikato) who has circulated a matrix. The planners and funders time line is Final Draft end of December, finalised by end of January. ▪ Final Regional plan to be signed off by Clinical Governance. 		
2.5	Feedback from National CD's and GM forum	<ul style="list-style-type: none"> ▪ Information needs to be circulated and brought back to clinical governance group. ▪ “What is the mechanism for feedback from the CDs and GMs forum?” ▪ Some have little idea as to the reality of what is happening in clinical settings however they are also the ones setting the objectives for the annual process. 	<ul style="list-style-type: none"> ▪ Added to agenda for next meeting 	Eseta
2.6	NDSA feedback	<ul style="list-style-type: none"> ▪ Awaiting Ian's feedback however this will now be in the new year 	<ul style="list-style-type: none"> ▪ Agenda item for next meeting 	Eseta
3.0	Meeting Concluded	<ul style="list-style-type: none"> ▪ 1015am 	<ul style="list-style-type: none"> ▪ 	
3.1	Next Meeting	<ul style="list-style-type: none"> ▪ February 7th 2013 	<ul style="list-style-type: none"> ▪ 	