

**Present:** Belinda Walker & Eseta Nonu-Reid (HealthShare Ltd), Prof Graham Mellsop (Chair), Jeff Bennett (Waikato) Marita Ranclaud (PMgrs) Michael O'Connell (Lakes), Hester Swart & Wendy Langlands (Taranaki), Missy Katipa (NGO Tairawhiti), Te Pare Kingi Meihana (Tairawhiti)

**Apologies:** Maureen Emery (Lakes), Joanna Jastrzebska (Tairawhiti), Rees Tapsell (Waikato), David Benton (AOD BOP),

**No Response:** Sue Mackersey (BOP)

No.	Topic	Discussion Points	Planned Action	By
1.0	<b>Whakatau / Welcome</b>	<ul style="list-style-type: none"> <li>Graham welcomed everyone and called the meeting to order</li> </ul>		
1.1	<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>Minutes of the previous meeting were approved</li> </ul>		
1.2	<b>Matters Arising</b>	<p><b>Regional Addiction Presentation</b> Once summary is written then a teleconference will be wet up with working group</p> <p><b>Infant Maternal Stocktake</b> Eseta has discussed with Roz and will incorporate in report. Just developing the template with the reference group and will then be distributed for populations</p> <p><b>PRIMHD Data Quality</b></p> <ul style="list-style-type: none"> <li>A contractor is being brought in by MoH to take a look at te quality of PRIMHD data and this may lead to the PRIMHD Advisory Group being reinstated.</li> <li>How do we improve data quality? Is it an issue of compliance. Feedback. Work out a system to do it better</li> <li>Productivity measures are part of the National KPI project so PRIMHD data should be entered and be accurate.</li> </ul> <p><b>Youth Forensics Letter</b> Discussion about this held. Desire to formulate a response from the group once</p>	<ul style="list-style-type: none"> <li>Write summary</li> <li>set up teleconference</li> <li>Draft a process and criteria plan for next meeting</li> </ul> <ul style="list-style-type: none"> <li>Meet with Child</li> </ul>	David Eseta Sue & David

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		further information has been gained from Child Psychiatrists  <b>MoH Letter – Wait-times</b> Letter yet to be written	Psychiatrists for feedback. Letter to be developed ▪ Write letter to MoH re Wait times	Hester Marita
2.0	<b>AGENDA ITEMS</b>			
2.1	<b>Central driven Interagency work / agreements</b>	<ul style="list-style-type: none"> <li>▪ Only one response received to Jeff's letter – is this important?</li> <li>▪ Need not to duplicate work or go at odds with central agreements</li> <li>▪ be clear about responsibility at regional and district levels</li> <li>▪ need to be familiar with the agreements and challenges</li> <li>▪ what is the role of this group?</li> <li>▪ Nationally Portfolio Managers, CDs and Managers could request regular updates</li> <li>▪ Need for collective understanding of impacts and joining dots together</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draft letter for group to Rod Bartling and John Crawshaw saying we would like to establish a line of communication and invite to next F2F meeting</li> <li>▪ Send draft to Jeff to ensure concerns are covered</li> </ul>	Eseta Marita  Eseta
2.2	<b>Midland Workforce Planning Lead Position Description</b>	<ul style="list-style-type: none"> <li>▪ John Crawshaw developing a Care Pathway – what does workforce look like</li> <li>▪ cant operate in isolation so need to ensure there is a lens over what is happening nationally</li> <li>▪ contract duration says 31 June – need to change</li> <li>▪ some members still to read through</li> </ul>	<ul style="list-style-type: none"> <li>▪ Change contract duration date to 30 June</li> <li>▪ any other feedback to Eseta by end of next week</li> </ul>	Eseta All
2.3	<b>Draft Midland Workforce Strategic Plan 2013 – 2016</b>	<ul style="list-style-type: none"> <li>▪ Workforce Leadership Group have worked through the plan and now on final edit before coming to this group for sign off</li> <li>▪ some members still to read through</li> </ul>	<ul style="list-style-type: none"> <li>▪ any comments to Eseta by end of next week</li> </ul>	All
2.4	<b>Draft Springhill Letter of Service Agreement</b>	<ul style="list-style-type: none"> <li>▪ All previous comments now included</li> <li>▪ Should we have a section in there about the process once we have run out of beds - yes</li> <li>▪ Is there any other information that should be collected?</li> <li>▪ still need to think about the suite of services we purchase regionally and best way to triage/prioritise</li> <li>▪ Chairman expressed view that if we are serious about clinical governance we need thoughtful opinions from Clinical Directors <ul style="list-style-type: none"> <li>▪ addressing issues on why not sending clients to particular providers</li> <li>▪ how do we increase volumes</li> <li>▪ is it a matter of promoting services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Add section on process once we run out of beds</li> <li>▪ Separate letter to CDs -please note there is an expectation that you will refer to section ..”</li> <li>▪ Further analysis needed of available data and complete tables for next F2F</li> </ul>	Eseta Eseta  Eseta Belinda

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		<ul style="list-style-type: none"> <li>▪ Decision will need to be made at some point about funding services and possible movement of current funding</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
2.5	<b>Midland Health Network</b>	<ul style="list-style-type: none"> <li>▪ Discussion about presentation to this group</li> <li>▪ More appropriate at local level</li> </ul>	<ul style="list-style-type: none"> <li>▪ Send letter to Fiona re being rep on this group</li> </ul>	Eseta
2.6	<b>Waiting Times and PRIMHD Update report</b>	<ul style="list-style-type: none"> <li>▪ Discussed as part of matter arising above</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
2.7	<b>Youth Summit Steering Group membership</b>	<ul style="list-style-type: none"> <li>▪ October 22 and 23</li> <li>▪ two streams – youth and providers of youth services</li> <li>▪ pockets of innovation</li> <li>▪ develop youth strategy</li> <li>▪ need representative from his group for the steering group</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hester to be rep from this group</li> </ul>	
2.8	<b>Owen Glen project in Rotorua</b>	<ul style="list-style-type: none"> <li>▪ Domestic violence</li> <li>▪ Apparently being run out of Rotorua</li> <li>▪ Is it relevant to this group?</li> </ul>		
3.0	<b>Meeting Concluded</b>	<b>10.45 am</b>		
3.1	<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>▪ 09 July 2013, Teleconference – Dial In: 083032 Pin No: 531483</li> </ul>		