

Summary of the 97th meeting of the Health Quality & Safety Commission Board on 23 February 2023 held at Front & Centre, 69 Tory Street, Wellington

Members: Dr Dale Bramley (Chair), Mr Andrew Connolly, Prof Peter Crampton, Shenagh Gleisner, Dr Wil Harrison, Dr Tristram Ingham, Rae Lamb, Dr Collin Tukuitonga.

Staff: In attendance: Dr Janice Wilson, Gillian Bohm, Victoria Evans, Fritz Evile, Richard Hamblin, Kayleen Katene, Bevan Sloan, Martin Thomas, Stephanie Turner, Deon York, Paula Farrand (EA to the Board), Shelley Hanifan (minutes), Heidi Cannell (item 6), Simona D'Silva (item 6).

Guests: Russ Aiton – Chair, Te Kāhui Mahi Ngātahi, Dr Gabrielle McDonald – University of Otago (item 6).

Apologies: Morag McDowell, Jenny Parr, Ria Earp, Fritz Evile.

.

- A strategy session was undertaken, to inform the developing Statement of Intent.
- The minutes of the previous meeting were **approved**.
- The actions of the previous meeting were **updated** and **noted**.
- The interests register, and special register of interests were **updated**.
- Members' board related activities were **noted**.
- A patient story was provided by way of a video.
- The chief executive report was **noted**.

Finance Report

The Chief Financial Officer introduced the item, and was asked to provide more information about salaries and contracting at the next board meeting.

Update on the Code of expectations for health entities' engagement with consumers and whānau

The Director, Partners in Care discussed the webtool being developed to guide the application of the Code across the sector within health entities. It was noted that the code applies to the Commission, and we can role model its application.

Updated board governance manual

The changes to the manual were introduced by the Chief Financial Officer and were noted. Further discussion will occur between board members about how to ensure the governance manual represents best practice.

Mortality Review Committee – Terms of reference variations

The Group Manager, Mortality Review introduced the item, noting that the terms of reference variations will assist Mortality Review Committees to have clarity during transition phase.

The board **approved the variations to the terms of reference for the four committees:**

- a. Child and Youth Mortality Review Committee
- b. Family Violence Death Review Committee
- c. Perinatal and Maternal Mortality Review Committee
- d. Perioperative Mortality Review Committee

Mortality review committee appointments

The proposed appointments were agreed.

Papers for noting

The noting papers were noted. The board asked that the paper on marketing strategies be brought to the next meeting, so that the strategic discussion undertaken at this start of the current meeting could be incorporated. It was confirmed that the information provided from consumers had informed the strategic session earlier in the day.

Commission performance review 2023

The Senior Policy Analyst introduced the item. The timeline for the Statement of Intent (SOI) has been set. The review feedback and engagement will now need to directly inform the SOI as we move forward. The board requested that the Chair of the Medical Council be added to the list of people to be interviewed.

The board agreed:

- that the next meeting will allow more time for the review and the SOI to be discussed.

How to make effective recommendations (our function in the Pae Ora Act 2022)

Dr Gabrielle McDonald was welcomed to the meeting and presented what she has learned in her work toward her PHD, which focusses on making effective recommendations. An effective recommendation has a whole 'life' and work required at each stage to make it effective. What is done before making a recommendation, when a recommendation is made and after, are each equally important. A recommendation has less likelihood of succeeding without each step being planned and managed well.

The board discussed the need to carefully prioritise ideas for recommendations, and to see the plans and work for each stage of the 'life' before starting the process. Further advice will be provided to an upcoming meeting.