

**Auckland PHO Board Minutes**  
**Tuesday, 18 June 2019**  
**Auckland PHO Offices, Unit D, Level 4, 210 Khyber Pass Road, Grafton**

*Action/  
Decisions  
this  
meeting*

**Minutes of Meeting**

**Meeting was called to order at 6:30pm**

**Attendance:** Aroha Hudson - Chair, Kimberley Phillips (KP), Lisa Eskildsen (LE), Donna Tamaariki (DT), Judy Davis (JD), Andy Watt (AW) Alistair Sommerville (AS)

**In Attendance:** Barbara Stevens (BS), Suzie Whittaker (SW) (Minutes)

---

1.1 **Welcome**

The Chair welcomed board members to the June 2019 meeting.

---

1.2 **Receive Apologies**

No apologies were received

**Noted**

---

1.3 **Register of Interest Disclosures**

There were no changes or updates to the Register of Interests.

**Noted**

---

1.4 **Confirmation of Agenda Items**

No changes made to the Agenda.

**Noted**

---

1.5 **Confirmation of Minutes 12<sup>th</sup> March 2018**

**Carried**

The Board reviewed and discussed the Board Meeting Minutes of 12<sup>th</sup> March 2019.

**Resolution:** that the Board approves the Minutes of 12<sup>th</sup> of March 2019, as a true and accurate record

**Moved: JD Seconded: LE**

---

1.6 **Action Points**

Action Points were reviewed. All completed and one carried forward.

Draft AHI constitution to be reviewed by September 2019.

**Noted  
Action  
Point 1**

---

2. **Board Business**

---

2.1 **Destination 2024**

**Carried**

At the March 2019 Board Meeting, a paper entitled *Destination 2022 – A Revival Paper* was presented and discussed.

It was noted that the PHO's Vision, Purpose, Goals and Values have been in existence for more than ten years and time for an update.

---

---

Following the discussion, words for a new Vision and Purpose were thought through and determined following feedback from the PHO team and the General Practice network. The board agreed that we should change Destination 2022 Framework to Destination 2024 to cover a five-year strategic plan for Auckland PHO.

**Resolution:** that the Board receives and approves the Destination 2024 - Five Year Strategic Plan for Auckland PHO as recommended by the Finance, Audit and Risk Committee.

**Moved: JD Seconded: DT**

---

2.2 **Board Policy Review** **Carried**

Board Policies generally are updated every three years. The Board Policy Manual has had several updates over the years in order to adhere to best governance practice. Tracked changes and suggestions were added to the 2019 version for the Board's consideration.

**Resolution:** that the Board approves the amendments to the Board Policy Manual.

**Moved: AH Seconded: LE**

---

2.3 **Appointment of Board Deputy Chair** **Carried**

As per Board Policy, the Chair and Deputy Chair are elected at the first meeting after the AGM. Due to the recent resignation of the Deputy Chair Stella McFarlane, the Chair called for nominations from the board for Deputy Chair replacement.

Lisa Eskildsen (LE) nominated Judy Davis (JD)  
Donna Tamaariki (DT) seconded  
Judy Davis (JD) accepted the nomination.

**Resolution:** that Judy Davis is elected as Deputy Chair of Auckland PHO.

**Moved: LE Seconded: DT**

---

3. **Matters for Approval**

---

3.1 **Finance Report and Management Accounts for the 10 Months Ending 30 April 2019** **Carried**

SW talked through the Finance Report and management accounts for the period July to April 2019.

**Resolution:** The Board receives and approves the Finance Report and Management Accounts for the period July – April 2019 as recommended by the Finance, Audit and Risk Committee.

**Moved: AS Seconded: JD**

---

3.2 **2019 -2020 Budget** **Carried**

The 2019 -2020 Budget was reviewed and approved.

---

---

**Resolution:** that the Board receives and approves the 2019 - 2020 Budget as recommended by the Finance Audit and Risk Committee.

**Moved: AH Secoded: AS**

---

3.3 **2019 – 2020 Annual Business Plan**

**Carried**

BS talked through the 2019-2020 Annual Business Plan which outlines the PHO's revenue streams and the expenditure associated with the programmes and services we provide to the network in line with current Quality Improvement and Work Plan 2019 2020.

The Chair and board members thanked BS for providing an excellent plan.

**Resolution:** The Board receives and approves the Annual Business Plan for 2019 -2020

**Moved: JD Secoded: DT**

---

3.4 **2019 – 2021 Quality Improvement Framework**

**Carried**

BS talked through the Auckland PHO Quality Improvement Framework 2019 – 2021 which has been updated from the 2017 – 2019 Quality Improvement Framework to reflect target and programme changes and inclusions over the past two years. It continues to guide Auckland PHO in achieving strategic outcomes, equity, health targets and clinical quality goals as well as contributing to Auckland PHO's Annual Quality and Business Plans.

**Resolution:** The Board receives and approves the Auckland PHO Quality Improvement Framework 2019 – 2021 as recommended by the Clinical Effectiveness Group.

**Moved: AH Secoded: AW**

---

3.5 **Chief Executive Officer Report**

**Carried**

BS spoke to the CEO Report and advised the board that this report is set out differently from previous CEO reports to reflect the work and activities around the seven Strategic Drivers in the Strategic Plan.

**Resolution:** that the board approves the CEO report

**Moved: AS Secoded: KP**

---

3.6 **Membership Application – Elizabeth Knox trading as Knox Medical Centre**

**Carried**

BS talked through the membership application for Elizabeth Knox trading as Knox Medical Centre

**Resolution:** That the Board receives and approves the membership application from Elizabeth Knox – trading as Knox Medical Centre

**Moved: AH Secoded: LE**

---

3.7 **Clinical Effectiveness Group updated Terms of Reference**

**Noted**

BS highlighted the updates made to the Clinical Effectiveness Group (CEG) Terms of Reference.

---

- 
4. **Matters for Noting**
- 
- 4.1 **Risk Register** **Noted**  
The Board reviewed and noted the Risk Register.
- 
- 4.2 **Clinical Effectiveness Group Draft Minutes (4 June 2019)** **Noted**  
The Board reviewed and noted the draft CEG 4 June 2019 Minutes.
- 
- 4.3 **FARC Minutes 6 March 2019** **Noted**  
Taken as read and noted.
- 
- 5 **General Business** **Noted**  
It was agreed that the Annual Board Planner would be included in the next board pack **Action**  
It was further agreed that BS would look for a speaker to deliver Equity Training for Governors **Point 2 &**  
**3**
- 
7. The meeting closed at 8:45  
Next meeting – 30 July 2019
- 

**Ratified at the Board Meeting 17<sup>th</sup> September 2019**

Signed:



Chair

Aroha Hudson

Date: 17<sup>th</sup> September 2019