**Minutes** 

**Standards Review Governance Group Meeting**

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| **Date:** | 13 December 2019 |
| **Time:** | 11.00am-12.00pm |
| **Location:** | GN.9 Ministry of Health, 133 Molesworth Street, Wellington |
| **Chair:** | Keriana Brooking, Deputy Director-General, Health System Improvement and Innovation |
| **Attendees:** | Chief Advisor, Pharmacy, Ministry of Health Deputy Director-General, Māori Health, Ministry of Health Deputy Director-General, Disability, Ministry of Health Group Manager, Strategy and Policy, Ministry of Health Manager, DHB Performance, Support and Infrastructure, Ministry of Health Principal Clinical Advisor, Mental Health and Addiction, Ministry of Health Te Apārangi: Māori Alliance Standards Review Standards New Zealand, Ministry of Business Innovation & Employment Group Manager, Quality Assurance and Safety Principal Advisor, HealthCERT, Ministry of Health Specialist Advisor, Māori, HealthCERT, Ministry of Health (contractor) Project Manager, HealthCERT, Ministry of Health (minutes) |
| **Apologies:** | Māori Consumer Representative |

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| **Item** | **Notes** |
|  | The Chair opened the meeting at 11.00am. |
| 1 | **Welcome**  The Chair welcomed the Governance Group (the Group) to their third meeting and welcomed Te Apārangi representative to their first meeting. |
| 2 | **Actions of the previous meeting and risk register update**  The actions were noted as complete. The risk register was reviewed. The changes made by the project team were noted and approved by the Group. |
| 3 | **Te Apārangi update**  An analysis of Māori participation in working groups to date highlighted the need to define an alternative pathway to elevate Māori involvement in the review.  To address this need, Te Apārangi was established. Membership includes representation from across the health and disability sector. Te Apārangi is represented on both the Governance Group and the Operative Alliance.  Te Apārangi has been tasked with updating and/or amending Standard 1.4: *Recognition of Māori values and beliefs* and strengthening Māori health throughout guidance and criteria of the amended standards.  Te Apārangi has met three times and plans to sign-off on the amended Standard 1.4 by the end of December 2020. |
| 4 | **Draft Amended Standards Update**  Five overarching working groups were established to develop standards which would apply to all health and disability services:   * Our Rights (currently Consumer Rights) * Workforce & Structure (currently Organisational Management) * Pathways to Wellbeing (currently Continuum of Service Delivery) * Person-centred and Safe Environment (currently Safe Environment) * Infection Prevention and Anti-microbial Stewardship (currently Infection Prevention and Control) * Restraint and Seclusion (currently Restraint Minimisation and Safe Practice, and Seclusion).   Cross-sector representation on the working groups reflected the variety of services these standards would apply to. The current 57 standards have been reduced to 33 standards.  HealthCERT highlighted that serious consideration is being given to having the guidance sit outside the standards and sit within HealthCERT’s business. This would allow greater flexibility to be updated as health and disability service delivery changes over time.  The Group acknowledged the work completed by the working groups and by HealthCERT. It was agreed that the Group would extend its next meeting in March to review the Terms of Reference and to address any key decisions to be made. |
| 5 | **Project Update**  The Overarching Standards working groups met over the period of September 2020 – November 2020. Seventy-five people from 66 organisations participated. Attendee response was positive, with 80% confirmed the working groups achieved its intention to amend/update the selected standards with a diverse range of people.  Two separate focus groups were held with people using residential disability support services and residential mental health and addiction services. Reports were produced that highlight the feedback form attendees and will be used to inform the work of the service-specific guidance working groups.  The Service-Specific Guidance working groups are planned to take place over the December 2019 - February 2020 period. Six working groups have been established:   * Fertility services * Residential disability services * Home and community services * Residential addictions and mental health services * Birthing units, hospices and hospitals.   The project is on-track to commence Phase 4 in March 2020, which includes finalising draft amended standards and support the project through Standards New Zealand’s process. |
| 6 | **Safe Staffing in Aged Care**  There is interest in how the Staffing Standard can be strengthened for Aged Care. The NZ Nurses Organisation and E Tū called for a review of the Handbook: *Indicators for Safe Aged-Care and Dementia-Care for Consumers SNZHB 8163:2005.* It is the Ministry’s view that prescribing staffing ratios quickly becomes dated. The Ministry has requested that Standards NZ formally withdraw this handbook from publication. The NZ Nurses Organisation support the development of an acuity tool for aged care. The NZ Nurses organisation sits on the Operative Alliance and is part of the working groups. E Tū is also participating in the working groups.  Workforce funding in aged care were also discussed considering the wage disparity between aged care and public hospitals that is been raised by the NZ Aged Care Association as an issue.  It was acknowledged that the recent Aged Residential Care Funding Model Review options have not been fully explored. (<https://tas.health.nz/dhb-programmes-and-contracts/health-of-older-people-programme/aged-residential-care-funding-model-review/>).  A review of research into safe staffing highlighted there has not been any national independent work completed in respect of understanding what appropriate staff levels, skill mix and minimum requirements are currently in aged care in New Zealand.  The Group discussed the potential impact a prescriptive standard for safe staffing would have on the aged care sector, citing the impact Trendcare has had in district health boards. An update will be provided to the Group following the completion of the service-specific guidance working groups. |
| 7 | **Disabled person representative on Standards Review Governance Group**  The Te Ao Mārama representative on Te Apārangi requested the Group to consider including an additional member to include a disabled person. This was supported by the Group and an appropriate person will be sought through the Enabling Good Lives leadership group. |
|  | **Closing comments**  The Chair thanked the Group for their time. The meeting closed at 12:00pm. |

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| **Item** | **Action** | **Lead** | **Due Date** |
| 4 | Extend March Governance Group meeting by 30 minutes to review Terms of Reference and address key decisions. | Project Manager | Dec 2019 |
| 4 | Project team meeting with Governance Group Chair to discuss key decisions. | Project Manager | Jan 2020 |
| 6 | Include update on Safe Staffing in Aged Care – the Staffing Standard on March 2020 Governance Group meeting. | Project Manager | Mar 2020 |
| 7 | Work with Disability Directorate to seek disabled person to join the Governance Group. | Project Manager | Dec 2020 |