**Minutes** 

# Standards Review Governance Group

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| **Date:** | | Thursday, 23 May 2019 | |
| **Time:** | | 9.00am to 10.00am | |
| **Location:** | | Ministry of Health | |
| **Chair:** | | DDG, Health System Innovation & Improvement, Ministry of Health | |
| **Attendees:** | | Māori Consumer Representative Chief Advisor, Pharmacy, Ministry of Health DDG, Disability, Ministry of Health Manager, DHB Performance, Support and Infrastructure, Ministry of Health Group Manager, Strategy and Policy, Ministry of Health Manager, Mental Health and Addiction, Ministry of Health Team Leader, Standards New Zealand, Ministry of Business Innovation & Employment Principal Advisor, HealthCERT, Ministry of Health Project Manager, HealthCERT, Ministry of Health (minutes) | |
| **Apologies:** | | DDG, Māori Health, Ministry of Health | |
| **Item** | **Notes** | |
|  | The Chair opened the meeting at 1.00pm | |
| 1 | Welcome The Chair welcomed the Governance Group (the Group) to their second meeting and welcomed the DDG, Disability to her first meeting with the Group. | |
| 2 | Minutes of the previous meeting and actions The minutes were approved by the Group. It was agreed that the future process for approval of the minutes would be to provide the Group one week to comment, before being signed off by the Chair. It was agreed the minutes would be published online. | |
| 3 | Update on the Operative Alliance An updated on the Operative Alliance (the Alliance) was provided. In addition to being a partnership with the sector, the Alliance has been tasked with overseeing a nomination process to attend the scoping workshops for Aged Residential Care services and Residential Disability Services and for the Phase 3: Working Groups.  A summary of the outcomes of their first meeting on 3 May 2019 was provided. It was noted the Alliance had amended their Terms of Reference to explicitly outline their responsibilities to identify opportunities throughout the project to reduce health inequities.  The Alliance provided advice to host scoping workshops dedicated to consumers of residential disability services and residential mental health and addiction services. This is currently being scoped through internal and external links to the sector.  It was noted there were two members who represented the Māori worldview sitting on the Alliance. The Chair noted that while formal channels should be respected, if adequate representation is not achieved, it is the responsibility of the project team to seek out appropriate representation.  The Group noted the need for a fertility treatment provider and an interdisciplinary representative to sit on this Alliance. | |
| 4 | Terms of Reference The Group reviewed the amended Terms of Reference. It was agreed to update the Quorum form four to five attendees.  It was agreed the Terms of Reference would be circulated for one week for final comment before sign-off by the Chair.  It was agreed the Terms of Reference would be made publically available online. | |
| 5 | Project update An update on project milestones of Phase 2: Scoping Workshops was provided, noting two scoping workshops had occurred. The nomination process for attendance to the aged residential care scoping workshop and residential disability scoping workshop is from 24 May – 21 June 2019. Planning for Phase 3: Working Groups in now underway.  An update on the communication strategy was provided. The Ministry’s website will be updated regularly as this review progresses. A piece for the Ministry’s intranet will also be uploaded following the closing of each Phase. The project will provide weekly report items to the Director General and Minister of Health at the end of each month. These weekly report items will be progress focussed.  The Group acknowledged the project’s scope and supported the project team to maintain a light touch while emphasising transparency via the Ministry’s website.  A discussion around medication safety standards will be had offline with the project team and the Chief Advisor, Pharmacy. | |
| 6 | Risk register review An update was provided on the risk register. It was noted the Ministry’s template for assessing risk is driven by financial consequence. The Group agreed the register should be amended to read more intuitively. | |
| 7 | High-level principles to underpin working groups High-level principles are currently being developed to underpin the work of the working groups. Once confirmed, these principles will be published online.  The following Group members agreed to test the principles once they were developed:   * Māori Consumer Representative * Chief Advisor, Pharmacy, Ministry of Health * Group Manager, Strategy and Policy, Ministry of Health * Manager, Mental Health and Addiction, Ministry of Health | |
| 8 | Norway’s Certification Framework A summary of Norway’s certification framework was provided. It was noted the Norwegian system is markedly different from the New Zealand context. The main differences being:   * Norway’s health care system is nearly entirely integrated between primary, secondary and tertiary care as well as across somatic and psychiatric health care. * In New Zealand, the majority of long-term residential care is provision is privately owned and for-profit. In Norway, the majority of care is publically owned. * Health care services are audited through adherence to professional standards for individuals. In New Zealand, health care service providers are audited and sanctioned for noncompliance. * In New Zealand, adherence to the Standards is mandated by the Health & Disability Services (Safety) Act 2001.   The Group noted the paper and discussed research being done in auditing via professional standards versus provider standard. | |
| 9 | The Chair thank the Group for their time.  The meeting closed at 1:50pm. | |

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| **Item** | **Action** | **Lead** | **Due Date** |
| 2 | Circulate minutes for approval before publishing online | Project Manager | May 2019 |
| 3 | Work with Chief Advisor, Pharmacy to appoint an interdisciplinary representative onto the Alliance | Project Manager / Principal Advisor | June 2019 |
| 3 | Appoint a fertility services provider to the Alliance | Project Manager | May 2019 |
| 4 | Update Governance Group TOR and circulate before sign off | Project Manager | May 2019 |
| 5 | Discuss medication safety standard offline with Chief Advisor, Pharmacy | Principal Advisor | June 2019 |
| 5 | Work with DDG, Disability to coordinate attendance to a provider forum to discuss the Standards Review | Project Manager | May 2019 |
| 6 | Amend risk register to reflect Governance Group feedback. | Project Manager | May 2019 |
| 7 | Test principles for working groups with identified members of the Governance Group | Principal Advisor | June 2019 |