



HEALTH QUALITY & SAFETY
COMMISSION NEW ZEALAND
Kupu Taurangi Hauora o Aotearoa

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31 August 2022

John Luke
By email: fyi-request-20114-2b010778@requests.fyi.org.nz

Tēnā koe John,

Official information request

Please find below our response to your official information request relating to the Commission Board minutes for 2022.

Please find enclosed the website Board minutes and agendas from 18 February 2022, 8 April 2022, 26 and 27 May 2022, along with the agendas for 8 July 2022 and 26 August 2022.

Some sections of the 26 and 27 May 2022 minutes have been redacted under the Official Information Act, section 9 (2 j):

Withholding the information is necessary to - “enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).”

The un-redacted minutes will be available on our website in due course, once these sections no longer impact upon negotiations.

Minutes for each meeting are approved at the subsequent meeting. We then endeavour to have minutes available on our website within 14 days following Board approval. In accordance with this policy, the minutes from 8 July 2022 will be available on our website by 9 September 2022. The minutes from the 26 August 2022 Board meeting will be approved at the next meeting currently scheduled for 14 October 2022 and will be available on our website 14 days later.

If you have any queries, please feel free to contact us at xxxx@xxxx.xxxx.xx. If any additional factors became known which are relevant to your request, please do not hesitate to contact us so that these can be considered.

Please note that the Commission publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Aemery'.

Alana Emery

OIA Coordinator

Health Quality & Safety Commission

Board Meeting Agenda No. 90



HEALTH QUALITY & SAFETY
COMMISSION NEW ZEALAND

Date: 18 February 2022
Time: 9.00am – 12.25pm
Location: Zoom
Chair: Dr Dale Bramley

Board Members: Mena Antonio Shenagh Gleisner Jenny Parr
Andrew Connolly Tristram Ingham Collin Tukuitonga
Peter Crampton Rae Lamb

In attendance Janice Wilson Kere Pomare Shelley Hanifan (minutes)
Gillian Bohm Bevan Sloan Paula Farrand (*EA to the Board*)
Victoria Evans Martin Thomas Deon York (item 8)
Fritz Evile Stephanie Turner
Richard Hamblin Chris Walsh

Guests: Morag McDowell – Health and Disability Commissioner
Rowena Lewis - Chair, Consumer Advisory Group
Ria Earp – Chair, Te Rōpū
Rory Matthews – Review Director, Francis Health (item 9)
Kevin Allan – Engagement Lead, Francis Health (item 9)
Tuhakia Keepa – Advisor and Iwi Engagement Lead, Francis Health (item 9)

Apologies: Wil Harrison

Zoom link [REDACTED]

Password [REDACTED]

Item			Lead
1	09.00-09.30	Board only time	Dale Bramley
2	09.30-09.35	Board and chief executive time	Dale Bramley
		<i>Ria Earp, Rowena Lewis and executive leadership team join the meeting:</i>	
		Opening karakia and welcome to Fritz Evile	All
3	09.35-09.45	3.1 Minutes of meeting held on 25/26 November 2021 3.2 Actions update from 25/26 November 2021 3.3 Interests register 3.4 Board activities	Dale Bramley
4	09.45-09.55	Patient story	Chris Walsh
5	09.55-10.05	Health and Disability Commissioner update	Morag McDowell
6	10.05-10.20	Chief executive report	Janice Wilson
7	10.20-10.30	Finance report	Bevan Sloan
8	10.30-11.00	Code of Expectations for consumer engagement	Chris Walsh and Deon York
	11.00-11.10	<i>Break</i>	
9	11.10-12.10	Review of National Mortality Review Function – Presentation by Francis Health	Kere Pomare and Francis Health
10	12.10-12.15	Mortality Review Committee appointments	Kere Pomare

11	12.15-12.25	Noting papers: 11.1 Correspondence 11.2 Board requests for next agenda	Dale Bramley
12	12.25	Closing karakia	All

Proposed agenda for 8 April 2022

Board only time	Dale
Board and chief executive time	Dale
Standard business	Dale
Health & Disability Commissioner update	Morag
Patient story	Chris
Chief executive report	Janice
Finance report	Bevan
Mortality review function – Francis Health final report	Kere
Draft Statement of Performance Expectations 2022/23	Bevan
Healthcare Associated Infections point prevalence survey	Nikki
Update on light surveillance for orthopaedic SSI data collection	Nikki
Proposed branding refresh	Victoria
Noting papers: <ul style="list-style-type: none"> • Measures Library launch on 30 June • Correspondence 	Dale

Notes of the 90th meeting of the Health Quality & Safety Commission Board on 18th February 2022 held via Zoom.

- Members: Dr Dale Bramley (Chair), Mena Antonio, Prof Peter Crampton, Shenagh Gleisner, Dr Tristram Ingham, Rae Lamb, Dr Jenny Parr.
- Staff: *In attendance:* Dr Janice Wilson, Gillian Bohm, Victoria Evans, Fritz Evile, Richard Hamblin, Kere Pomare, Hikitia Ropata, Bevan Sloan, Martin Thomas, Chris Walsh, Deon York (item 8), Heidi Cannell (item 9), Paula Farrand (EA to the Board), Shelley Hanifan (minutes).
- Guests: Rowena Lewis – Chair, Consumer Advisory Group, Morag McDowell – Health and Disability Commissioner, Rory Matthews, Kevin Allan and Tuhakia Keepa – Francis Health (item 9).
- Apologies: Mr Andrew Connolly, Dr Wil Harrison, Dr Collin Tukuitonga, Ria Earp and Stephanie Turner.

- 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**.
- The Health and Disability Commissioner update was **noted**.
- A patient story was provided by way of a video.
- The chief executive report was **noted**.
- The financial report and risk register were **discussed**.

Key decisions/actions

The board:

- a) **Agreed:** to appoint Dr Jay Ritzema-Carter to the *Perioperative Mortality Review Committee* to 31 December 2022.
- b) **Agreed:** to appoint Rob Vigor-Brown to the *Perioperative Mortality Review Committee* to 31 December 2022.
- c) **Noted:** that Denis Grennell, who was appointed as a member of the Perinatal and Maternal Mortality Review Committee in October 2021, has stepped down from his membership, in order to use his specific skills in a contracting capacity, as Pou Tikanga to the committee.

Code of expectations for consumer engagement (the Code)

Chris Walsh provided a brief overview of the broad range of engagement on the Code that has taken place to date. Both the Partners in Care team and Ahuahu Kaunuku have been leading engagement, to get input and to encourage feedback on the Code.

The board discussed:

- the need for operational guidance and case studies. Current information on the Code is at a fairly high and generic level and therefore understanding how it can be applied may be difficult
- the need to understand how success will be measured
- the need for clear distinction between the Code of Rights and the Code of Expectations
- clarity around how the Code will be monitored and by whom
- the need to provide for, and distinguish between, both the consumer/whānau as the unit receiving services, and the representative of a group or network

- the need for the Code to support the value of both lived experience and expert advisors
- where complaints might be directed to for breaches of the Code.

The importance of a legislative framework was highlighted to ensure that responsibility for enacting the Code is firmly placed with service providers, and that specific reporting requirements are in place.

Review of National Mortality Review Function – Presentation by Francis Health

Members of the Francis Health team presented their draft review of the National Mortality Review Function to the board.

The board raised the following discussion points:

- managing time delays for mortality information and contributing to real time action is challenging.
- we need accessible information for decision makers, that is available quickly.
- we need agency engagement, and may need specific ministerial support for this, as there are large demands already for cross-agency collaboration.
- consumer participation is an area which requires emphasis, and we need to consider how consumer groups are engaged with, both within this review and within ongoing processes of mortality review.
- value for money and the need to scale to resource is one point emphasised by stakeholders, and there is also a counter narrative that emphasises growing resource to support mortality review to do more.
- more thinking is needed around Te Tiriti o Waitangi and how to best enact it, within and through mortality review.
- more matauranga Māori views and engagement are needed.
- there is a need to focus on reducing inequity in mortality rates, and this must be prioritised.

Mortality Review Committee appointments

The board considered two appointments to the Mortality Review Committees and agreed to:

- recommended appointments to the Perioperative Mortality Review Committee to 31 December 2022.
- The board noted a member of the Perinatal and Maternal Mortality Review Committee, has stepped down from his membership, in order to use his specific skills in a contracting capacity, as Pou Tikanga to the committee.

Board Meeting Agenda No. 91



HEALTH QUALITY & SAFETY
COMMISSION NEW ZEALAND

Date: 8 April 2022

Time: 9.00am – 12.35pm

Location: Zoom

Chair: Dr Dale Bramley

Board Members: Mena Antonio Shenagh Gleisner Rae Lamb
Andrew Connolly Wil Harrison (until 11am) Jenny Parr
Peter Crampton Tristram Ingham Collin Tukuitonga

In attendance Janice Wilson Kere Pomare Shelley Hanifan (minutes)
Gillian Bohm Bevan Sloan Paula Farrand (*EA to the Board*)
Victoria Evans Martin Thomas Pauline Gulliver (item 6)
Fritz Evile Stephanie Turner Heidi Cannell (item 7)
Richard Hamblin Deon York

Guests: Rowena Lewis - Chair, Consumer Advisory Group
Ria Earp – Chair, Te Rōpū
Fiona Cram – Chair, Family Violence Death Review Committee (item 6)
Rory Matthews – Review Director, Francis Health (item 7)
Kevin Allan – Engagement Lead, Francis Health (item 7)
Tuhakia Keepa – Advisor and Iwi Engagement Lead, Francis Health (item 7)

Apologies: Chris Walsh, Morag McDowell – Health and Disability Commissioner

Zoom link



Password



Item			Lead
	09.00	Opening karakia	All
1	09.00 - 09.10	1.1 Minutes of meeting held on 18 February 2022 1.2 Actions update from 18 February 2022 1.3 Interests register 1.4 Board activities	Dale Bramley
2	09.10 - 09.20	Patient story	Deon York
3	09.20 - 09.35	Chief executive report	Janice Wilson
4	09.35 - 09.45	Finance report	Bevan Sloan
5	09.45 – 10.05	Draft Statement of Expectations 2022-23	Bevan Sloan
6	10.05 – 10.25	Family Violence Death Review Committee 7 th report 'Duty of care'	Fiona Cram and Pauline Gulliver
	10.25 – 10.35	<i>Short break</i>	
7	10.35 – 11.35	Review of National Mortality Review Function for discussion and consideration – Presentation by Francis Health	Kere Pomare and Francis Health
8	11.35 – 11.45	Update on code of expectations for consumer engagement (verbal update)	Deon York
9	11.45 – 11.55	Noting papers: <ul style="list-style-type: none"> Whānau Māori experiences of major trauma care and rehabilitation Healthcare associated infections point prevalence survey Measures Library launch Correspondence 	Dale Bramley

		<ul style="list-style-type: none"> Board requests for next agenda 	
	11.55 – 12.00	Closing karakia	All
10	12.00 – 12.15	Board and chief executive time	Dale Bramley
11	12.15 --12.35	Board only time	Dale Bramley

Proposed agenda for 26/27 May 2022

Board only time	Dale
Board and chief executive time	Dale
Standard business	Dale
Health & Disability Commissioner update	Morag
Patient story	Chris
Chief executive report	Janice
Finance report	Bevan
Risks register	Bevan
Code of expectations for consumer engagement	Chris
Ko wai mātou – the Commission’s identity	Steph, Hikitia , Huataki, Jim
Review of National Mortality Review Function for decision on implementation options	Janice
Final Statement of Performance Expectations 2022/23	Bevan
Update on Te Ao Māori Framework	Steph
Measures Library demonstration	Tony Mottersfield
Board meet with Te Rōpū (to be confirmed)	Ria Earp
Noting papers <ul style="list-style-type: none"> Update on light surveillance for orthopaedic SSI data collection Adverse events thematic analysis Correspondence Board requests for next agenda 	Dale

Notes of the 91st meeting of the Health Quality & Safety Commission Board on 8th April 2022 held via Zoom.

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

Staff: *In attendance:* Dr Janice Wilson, Gillian Bohm, Victoria Evans, Fritz Evile, Richard Hamblin, Kere Pomare, Bevan Sloan, Martin Thomas, Stephanie Turner, Deon York, Pauline Gulliver (item 6), Paula Farrand (EA to the Board), Shelley Hanifan (minutes).

Guests: Ria Earp – Chair, Te Rōpū, Rowena Lewis – Chair, Consumer Advisory Group, Fiona Cram – Chair, Family Violence Death Review Committee (item 6), Rory Matthews, Kevin Allan and Tuhakia Keepa – Francis Health (item 9).

Apologies: Mena Antonio, Dr Wil Harrison, Dr Jenny Parr, Chris Walsh, Morag McDowell.

- 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**.
- The financial report and risk register were **discussed**.

Key decisions/actions

The board:

- a) **Agreed:** to arrange a strategy session to discuss the Commission's priorities and strategy within the emerging reformed health system.
- b) **Agreed:** to the publication of the Family Violence Death Review Committee's 7th report 'Duty of care', once completed, on the Commission's website.

Actions

- to follow up on the Report: *Older Māori and aged residential care in Aotearoa | Ngā kaumātua me te mahi tauwhiro i Aotearoa* and provide the web statistics to the board.
- make a change to the *National point prevalence survey of healthcare-associated infections* report on page 4, from: 'Ethnicity and gender of patients and referral of patients from regional DHBs were not associated with higher HAI rates.' To: 'Univariate analysis did not show that ethnicity and gender of patients and referral of patients from regional DHBs were not associated with higher HAI rates.'
- Fiona Cram and Pauline Gulliver will meet with Rowena Lewis, to talk over possible changes, with regards to legal power of attorney content in the *Family Violence Death Review Committee 7th report 'Duty of care'*.
- to provide the Family Violence Death Review Committee's 7th report 'Duty of care' to the Māori Health Authority and Health New Zealand.
- to provide Francis Health's *Review of the national morality review function* to the Māori Health Authority and ask for their views in the development of advice for the board.

Draft Statement of Expectations 2022-23 (SPE)

Bevan introduced the draft SPE, noting that we have only just received the Letter of Expectation (LoE) from the Minister. In the absence of the LoE, staff had developed this draft based on our Statement of Intent; previous work; our draft chief executive performance goals, and what we expect to be doing over the year. He highlighted that there were no surprises in the LoE.

Discussion focused on our work in primary and community care and how we could increase our focus and impact, particularly in health equity. Māori and Pacific NGOs are seen as a key workforce group that we have not engaged with a lot, although we are starting to do this now. There was a call for more focus and a deliverable that supports health quality for disabled people.

The draft SPE will go to the Ministry of Health for feedback on Monday 11 April, and then will be shaped and returned to the board meeting in May for approval.

Family Violence Death Review Committee 7th report 'Duty of care'

Fiona Cram and Pauline Gulliver were welcomed to the meeting.

The report makes no recommendations, but the goal is to encourage reflective practice, engagement, and narrative. There is a strong focus on legal and relational obligations and on supporting people and services to walk a different pathway.

The report was well received by the board. They asked about influence, and Fiona talked about the influence that the committee has had in the past. The committee choose to work with those who want to change.

Fiona and Pauline were commended for including a disability discourse; for the powerful portrait of whānau after the death of a member; and for pushing for culture change. It was acknowledged that this is a report from the Family Violence Death Review Committee, taken from information provided through death reviews, to the Commission, and not to the government.

At the conclusion of the session, Peter Crampton provided a mihi to Fiona Cram, acknowledging her huge commitment to the work of the Family Violence Death Review Committee and to the mortality review committees and the Commission.

Review of National Mortality Review Function – Presentation by Francis Health

Peter Crampton introduced the discussion and welcomed the Francis Health team. He reminded those present that this was the second independent review of the mortality review function that the Commission has undertaken and was requested by the Minister. The secretariat would bring recommendations to the next board meeting for consideration.

Francis Health provided a presentation on their review findings.

The board is responsible for the mortality review function and for reporting to the Minister, on this function. However, the history of independent thinking and voice from experts, Māori and consumers/whānau about mortality review will be important to maintain within the function going forward.

The importance of engaging with the new health entities was emphasised and will need follow up.

Update on code of expectations for consumer engagement

The Commission received 160 submissions on the code of expectations for consumer engagement, including formal submissions from the Māori Health Authority, Health NZ and the Health and Disability Commissioner. Submissions closed on 31 March.

High level feedback from the submissions gives us some clear changes, and the next version will look quite different:

- language will become more specific, and action focused (ie, 'must' to 'will')
- there will be a careful balance of general and specific
- there will be a removal of reference to direct care
- there will be a streamlined complaints process clarified.

Noting papers

The themes of the *Whānau Māori experiences of major trauma care and rehabilitation* were discussed, and it was noted that these themes of inequity are consistent across health care. There were questions raised about what happens with the recommendations, and how health services receive them, and if and how they respond. The recommendations go to ACC, who fund the trauma programme and who will want to see this work influence rehabilitation.

General discussion

The Chair acknowledged the huge amount of work and the perseverance of Commission staff through this time of working from home. The extra work being done is impressive, and Commission staff were thanked.

Board Meeting Agenda No. 92



HEALTH QUALITY & SAFETY
COMMISSION NEW ZEALAND

Date: 26 May 2022

Time: 12.00pm – 5.25pm

Location: Front & Centre, 69 Tory Street, Wellington

Chair: Dr Dale Bramley

Board Members: Mena Antonio
Andrew Connolly (zoom)
Peter Crampton

Shenagh Gleisner
Tristram Ingham (zoom)
Rae Lamb (zoom)

Jenny Parr
Collin Tukuitonga

In attendance Janice Wilson
Gillian Bohm
Victoria Evans
Fritz Evile
Todd Kriebler

Kere Pomare
Bevan Sloan
Martin Thomas
Stephanie Turner
Deon York

Shelley Hanifan (minutes)
Paula Farrand (EA to the Board)
Hitikia Ropata (item 6)
Heidi Cannell (item 7)

Guests: Morag McDowell – Health and Disability Commissioner (until 4pm)
Ria Earp – Chair, Te Rōpū
Frank Bristol – Acting Chair, Consumer Advisory Group
Anthony Hill, Chen Palmer (item 7)

Apologies: Wil Harrison, Richard Hamblin, Chris Walsh

Zoom link



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Item			Lead
	12.00	Lunch	
	12.30pm	Opening karakia Welcome and introductions to Todd Kriebler and Frank Bristol	All
1	12.30 – 12.40	1.1 Minutes of meeting held on 8 April 2022 1.2 Actions update from 8 April 2022 1.3 Interests register 1.4 Board activities	Rae Lamb
2	12.40 – 12.50	Patient story	Deon York
3	12.50 – 13.00	Health and Disability Commissioner update	Morag McDowall
4	13.00 – 13.10	Update on code of expectations for consumer engagement	Deon York
5		<i>Agenda items 5 & 6 combined</i>	
6	13.10 – 15.30	Board strategy session introduced by Ko wai tātou – the Commission identity (presentation by Hikitia Ropata)	Rae Lamb
	15.30 – 15.45	<i>Afternoon tea</i>	
7	15.45 – 16.45	Review of National Mortality Review Function for discussion on implementation options	Kere Pomare
	16.45 – 16.50	Closing karakia	
8	16.50 – 17.05	Board and chief executive time	Dale Bramley
9	17.05 – 17.25	Board only time	Dale Bramley
	18.00	<i>Board dinner at Hot Sauce, 90 Cable Street, Wellington</i>	<i>Dale, Shenagh, Rae, Jenny, Collin & Janice</i>

Board Meeting Agenda No. 92



HEALTH QUALITY & SAFETY
COMMISSION NEW ZEALAND

Date: 27 May 2022

Time: 9.00am – 12.10pm

Location: Front & Centre, 69 Tory Street, Wellington

Chair: Dr Dale Bramley

Board Members: Peter Crampton Tristram Ingham (zoom) Jenny Parr
Shenagh Gleisner Rae Lamb (zoom)

In attendance Janice Wilson Kere Pomare Shelley Hanifan (minutes)
Gillian Bohm Bevan Sloan Paula Farrand (*EA to the Board*)
Victoria Evans Martin Thomas Tony Mottershead (item 14)
Fritz Evile Stephanie Turner Carl Shuker (item 17)
Todd Kriebler Deon York

Guests: Frank Bristol – Acting Chair, Consumer Advisory Group
Ria Earp – Chair, Te Rōpū
Members of Te Rōpū (item 16)

Apologies: Mena Antonio, Andrew Connolly, Wil Harrison, Collin Tukuitonga, Morag McDowell, Richard Hamblin, Chris Walsh.

Zoom link



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Item			Lead
	09.00	Opening karakia	All
10	09.00 – 09.15	Recap on strategy session	Dale Bramley
11	09.15 – 09.30	Chief executive report	Janice Wilson
12	09.30 – 09.40	Finance report	Bevan Sloan
13	09.40 – 10.00	Final Statement of Expectations 2022/23	Bevan Sloan
14	10.00 – 10.20	Measures library demonstration	Tony Mottershead
	10.20 – 10.35	<i>Morning tea</i>	
15	10.35 – 10.55	Te Ao Māori Framework	Steph Turner
16	10.55 – 11.40	Board meet with Te Rōpū	Ria Earp
17	11.40 – 12.00	Covid Window 2	Carl Shuker
18	12.00 - 12.10	Noting papers: 18.1 Update on light surveillance for orthopaedic SSI data collection 18.2 Te Pou: An indigenous framework to evaluate the inclusion of family voice in family violence homicide reviews 18.3 Adverse events thematic analysis 18.4 Quarter 3 report 18.5 'Real time monitoring' briefing to the Minister 18.6 Correspondence 18.7 Board requests for next agenda	Dale Bramley
	12.10	Closing karakia	All

Proposed agenda for 8 July 2022

Board only time	Dale
Board and chief executive time	Dale
Standard business	Dale
Health & Disability Commissioner update	Morag
Patient story	Chris
Chief executive report	Janice
Finance report	Bevan
Risk register	Bevan
Draft adverse events policy	Caroline
Covid Window 2	Carl
Noting papers <ul style="list-style-type: none">• Correspondence• Board requests for next agenda	Dale

Notes of the 92nd meeting of the Health Quality & Safety Commission Board on 26th and 27th May 2022 held at Front & Centre, 69 Tory Street, Wellington.

26th May 2022

Members: Dr Dale Bramley (Chair), Mena Antonio, Andrew Connolly, Prof Peter Crampton, Shenagh Gleisner, Dr Tristram Ingham, Dr Jenny Parr, Rae Lamb, Dr Collin Tukuitonga.

Staff: *In attendance:* Dr Janice Wilson, Gillian Bohm, Victoria Evans, Fritz Evile, Todd Kriebel, Kere Pomare, Bevan Sloan, Martin Thomas, Stephanie Turner, Deon York, Huataki Whareaitu (opening), Jim Wiki, Heidi Cannell, Paula Farrand (EA to the Board), Shelley Hanifan (minutes).

Guests: Ria Earp – Chair, Te Rōpū, Frank Bristol – Acting Chair, Consumer Advisory Group, Morag McDowell – Health and Disability Commissioner, Rory Matthews, Kevin Allan and Tuhakia Keepa – Francis Health.

Apologies: Dr Wil Harrison, Richard Hamblin, Chris Walsh.

- 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 Health and Disability Commissioner update was **noted**.
- The chief executive report was **noted**.
- The financial report and risk register were **discussed**.

Key decisions/actions

The board:

National Mortality Review Function



Actions:

- Staff to develop a strategy update paper for the board to consider at the next board meeting.

Update on code of expectations for consumer engagement

The code of expectations for consumer engagement is currently with Crown Law, before going to the Minister. Advice for agencies and organisations on how the code will be used is to be published immediately, on approval by the Minister.

- Frank Bristol highlighted that he was excited to see the progress that had been made in this area, and what an achievement this code will be.
- Morag McDowell noted that Office of the Health and Disability Commissioner (HDC) concerns had been addressed by the focus shift to organisational engagement.

Board strategy session introduced by Ko wai tātou – the Commission identity

Rae welcomed Jim Wiki of the Commission's Ahuahu Kaunuku to the strategy session.

Jim presented on Pūrākau (transformation), te ao hurhuri (the changing world), and talked about the change the Commission has been working to implement, to become a truly Te Tiriti O Waitangi based organisation in which tangata whenua and tangata te Tiriti worldviews equally shape our identity.

He noted that we want to create an authentic organisational identity that:

- is recognisable and known by the health sector, whānau, consumers and communities
- reflects our desired behaviours and culture as an organisation, as articulated in our Statement of Intent (SOI) 2020–24
- reflects that we embrace inclusive, holistic, strengths-based hauora.

Jim finished with questions for the board. How do we, as a Te Tiriti partnership organisation working in the reformed health system, build an identity that:

- meets the expectations we have set for ourselves
- is highly recognisable, holds meaning and has credibility among whānau, consumers, communities and the sector
- enhances our reputation as a sector leader of quality and safety?

Rae thanked Jim for his presentation to set the scene, and for introducing the session so well.

Rae followed with a presentation reminder to the board of the key points in our SOI, and the key organisational roles already agreed by the Minister. She posed four questions for consideration:

- 1) How should we act in the new system? For instance, should we be assertive with information and advice, and respond proactively to quality concerns?
- 2) How can we best engage with the new entities, national and local, from day one and beyond?
- 3) What are the key risks and how do we manage them?
- 4) What could we stop or do less of to free up capacity within the Commission if necessary?

The board broke into groups to discuss the answers to the questions. Feedback was collected and staff will use these to develop a strategy paper for the next board meeting.

Review of National Mortality Review Function – Presentation by Francis Health

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Next steps involve a briefing to the Minister, which would include the Māori Health Authority and Health New Zealand views.

Noting papers

There were no comments or feedback on the noting papers.

27 May 2022

Members: Dr Dale Bramley (Chair), Prof Peter Crampton, Shenagh Gleisner, Dr Tristram Ingham, Dr Jenny Parr, Rae Lamb.

Staff: *In attendance:* Dr Janice Wilson, Gillian Bohm, Victoria Evans, Fritz Evile, Todd Krieble, Kere Pomare, Bevan Sloan, Martin Thomas, Stephanie Turner, Deon York, Tony Mottershead, Carl Shuker, Paula Farrand (EA to the Board), Shelley Hanifan (minutes).

Guests: Ria Earp – Chair, Te Rōpū, Frank Bristol – Acting Chair, Consumer Advisory Group, members of Te Rōpū..

Apologies: Mena Antonio, Andrew Connolly, Dr Wil Harrison, Dr Collin Tukuitonga, Morag McDowell, Richard Hamblin, Chris Walsh.

Key decisions/actions

The board:

a) **Agreed:** to the publication of the Statement of Performance Expectations 2022/23.

Final Statement of Expectations 2022/23

Bevan Sloan introduced the final draft Statement of Expectations 2022/23 (SPE) and requested any feedback.

Jenny and Shenagh had provided specific feedback on behalf of the board, and they noted that there had been positive progress in updating the SPE, as a result of their feedback. They had noted that there were a number of surveys that were being used across the SPE measures and asked that these be provided to the board, so the board could understand how these are being used for improvement.

It was noted that the correct term 'disabled people,' should be used consistently through the SPE.

Increasing capability in measures for disabled people was discussed, and the importance of ensuring that patient experience and outcome surveys include relevant questions was highlighted.

Measures Library demonstration

Tony Mottershead presented the measures library. The measures library will be a centralized information resource with up-to-date data, visualisations and narratives, to support how to understand and use measures for quality improvement. The measures library will launch on 1 July with a focus on the priority Health System Indicators and six HQSC atlas domains. The intent is to undertake quarterly updates to introduce new measure categories and functions to ensure relevant information is delivered with high quality user

experience. Staff will be working over the next 12 months to develop an approach to integrate the curation and management of the library into Commission BAU.

The measures library was well received by the board and resulted in discussion in a range of areas.

- The future applicability of the library as the system changes was discussed. If boundaries stay consistent, then the library will continue to work well. If boundaries change significantly, rework will be required.
- In terms of disabilities measures, in some areas these are possible and in others, there are limitations on the basis of cell size.
- Currently 95% of the measures are hospital based and the need to broaden our focus to include primary care was emphasised.
- The need to carefully plan how we develop the library and to be thoughtful about what measures we include to support the new system and new ways of operating will be important.
- Ahuahu Kaunuku and the measures library team are working together to include whānau ora measures.
- The importance of the narrative that sits alongside the measures was also emphasised.
- The workforce requirements to support the measures library on an ongoing basis was asked about. More work is needed to understand the ongoing requirements for supporting this important resource.

Te Ao Māori Framework

Stephanie reported that this work is progressing well, and engagement is continuing. The learning from the pilots and engagement has been useful for informing the work. Feedback has suggested that the work is considered valuable.

There are a range of tools that are currently being developed, including Ao Mai Te Rā, the Ministry's anti-racism work. These tools will provide support for each other and for the change we want to see. Commission staff are working closely with the Ministry on the suite of work.

Ria Earp pointed out that Māori are passionate about the reforms and the change sought. The Te Ao Māori Framework needs to be positioned within the wider suite of work that is occurring to support system change. Presenting the tool as a draft, rather than a completed tool is useful, in terms of this positioning.

The opportunity for the Commission to take a more active role in supporting the system change to embed Te Tiriti o Waitangi was discussed. One way to do this is to consider what is missing from the suite of tools in development, and to look at what we can help with. Stephanie emphasized that accountability tools that sit alongside frameworks and principles will be important. We need to be able to use the levers that are available, so that the change becomes a 'must do,' not a 'nice to do.'

Jenny Parr and Peter Crampton offered to work with the Commission team to facilitate potential sites to trial the framework.

Board meeting with Te Rōpū

Marama Parore joined the meeting via zoom, and Ria and Marama provided an update from Te Rōpū.

Te Rōpū has had several key members resign recently and are actively looking for new members. There is a list of potential members, who will be approached one by one.

There is huge demand for Māori expertise in the reformed system and Māori are under enormous pressure in the sector. With close to 80% turn-over in Te Rōpū, and the wider context of huge demand, risks and mitigations were discussed.

- It will be important to ensure that Te Rōpū can maintain a strategic view, rather than an operational one.
- Taking the opportunity for a name change, was also considered important.
- Thinking about how to better draw on and use the advice and expertise of those on Te Rōpū will also be important.

Covid Window 2

Carl Shuker was welcomed to the meeting and provided an overview of progress on Window 2. Window 2 continues and extends Window 1's analyses mostly up to March 2022, where national datasets just released finish. It also adds new areas of analysis: mental health and workforce impacts, and further patient experience survey data with a focus on mental health and disability, as recommended by ELT, sector and Board consultation.

The focus remains on the secondary impacts of the pandemic on the healthcare system, rather than focusing on vaccinations or direct COVID-19 impacts like COVID-19-related deaths. This is in line with Window 1.

Carl noted the fast-paced work occurring in the development of the COVID Window 2. Staff are dealing with almost live data and work is happening rapidly. Analysis requires expert advice and engagement, so that interpretation is solid. Working in partnership with relevant experts can give us and our readers confidence in what we share. Staff have just received a large amount of data on workforce, which we are working through.

The Board emphasized the need for the Commission to be able to tell the improvement story that needs to be told, without limitation.

The work occurring in the quality of care for disabled people was discussed. The Commission has a 'gold mine' of data that can be used for change. The possibility of partnering with academics and others who could use this data to support change, was discussed.

The need to also emphasize the positive, alongside the challenges presented by COVID to the system, was highlighted.

General discussion

Dale Bramley thanked Janice and Commission staff, acknowledging the efforts that everyone has made over recent months, during difficult times. He also thanked the board for coming together face-to-face, for those able to.

Board Meeting Agenda No. 93



HEALTH QUALITY & SAFETY
COMMISSION NEW ZEALAND

Date: 8 July 2022
Time: 10.00am – 2.45pm
Location: Front & Centre, 69 Tory Street, Wellington (Te Aro Room)
Chair: Dr Dale Bramley

Board members: Peter Crampton Tristram Ingham (zoom)
Shenagh Gleisoner (zoom) Rae Lamb
Wil Harrison (zoom) Jenny Parr

In attendance: Janice Wilson Kere Pomare Deon York (items 10-14)
Gillian Bohm Bevan Sloan (zoom) Shelley Hanifan (minutes)
Victoria Evans Martin Thomas (zoom) Paula Farrand (*EA to the Board*)
Fritz Evile Stephanie Turner Simona D'Silva (item 10)
Richard Hamblin (zoom) Chris Walsh Carl Shuker (item 12)

Guests: Morag McDowell – Health and Disability Commissioner (zoom)
Ria Earp – Chair, Te Rōpū
Frank Bristol – Acting Chair, Consumer Advisory Group

Apologies: Mena Antonio, Andrew Connolly, Collin Tukuitonga.

Zoom link: [REDACTED]

Password: [REDACTED]

Item			Lead
	09.45	<i>Morning tea on arrival</i>	
1	10.00-10.30	Board only time	Dale Bramley
2	10.30-11.00	Board and chief executive time	Dale Bramley
	11.00	<i>Executive leadership team, Morag, Ria and Frank join the meeting</i>	
	11.05	Opening karakia	All
3	11.05 – 11.15	3.1 Minutes of meeting held on 26-27 May 2022 3.2 Actions update from 26-27 May 2022 3.3 Interests register 3.4 Board activities	Dale Bramley
4	11.15 – 11.35	Patient story	Chris Walsh
5	11.35 – 11.45	Health and disability commissioner update	Morag McDowall
6	11.45 – 12.05	Chief executive report	Janice Wilson
7	12.05 – 12.15	Finance report	Bevan Sloan
8	12.15 – 12.25	Revised delegation policy	Bevan Sloan
9	12.25 – 12.35	Risk register	Bevan Sloan
	12.35 – 13.15	<i>Acknowledgement to Chris Walsh Lunch</i>	
10	13.15 – 13.30	Commission's recommendation function in the Pae Ora (Healthy Futures) Act 2022	Janice Wilson
11	13.30 – 14.00	Update on board strategy	Janice Wilson



12	14.00 – 14.20	Update on COVID Window Part 2	Carl Shuker
13	14.20 - 14.35	Ministerial briefing – National mortality review function	Kere Pomare
14	14.35 - 14.45	Noting papers: Consumer Advisory Group environmental scanning Correspondence Board requests for next agenda	Dale Bramley
	14.45	Closing karakia	All

Proposed agenda for 26 August 2022

Board only time	Dale
Board and chief executive time	Dale
Standard business	Dale
Health & disability commissioner update	Morag
Patient story	Deon
Chief executive report	Janice
Finance report	Bevan
Commission identity	Hikitia
Draft annual report	Bevan
Draft adverse events policy	Caroline
Whānau voice	Hikitia/Jim
Update on National mortality review function	Kere
Noting papers <ul style="list-style-type: none"> • Consumer advisory group environmental scan • Correspondence • Board requests for next agenda 	Dale

Board Meeting Agenda No. 94



HEALTH QUALITY & SAFETY
COMMISSION NEW ZEALAND

Date: 26 August 2022
Time: 08.30am – 12.00pm
Location: Front & Centre, 69 Tory Street, Wellington (Te Aro Room)
Chair: Dr Dale Bramley

Board members: Andrew Connolly (zoom) Shenagh Gleisner Rae Lamb
Peter Crampton (zoom) Tristram Ingham (zoom) Jenny Parr

In attendance: Janice Wilson Bevan Sloan (zoom) Paula Farrand (*EA to the Board*)
Victoria Evans Martin Thomas Jocasta Whittingham (item 9)
Fritz Evile Stephanie Turner Jim Wiki (item 9)
Richard Hamblin Deon York Caroline Tilah (item 10)
Kere Pomare Shelley Hanifan (minutes) Glen Mitchell (item 10)

Guests: Morag McDowell – Health and Disability Commissioner
Ria Earp – Chair, Te Rōpū
Russ Aiton – Chair, Consumer Advisory Group

Apologies: Mena Antonio, Wil Harrison, Collin Tukuitonga, Gillian Bohm.

Zoom link: [REDACTED]

Password: [REDACTED]

Item			Lead
	8.15	<i>Tea and coffee on arrival</i>	
1	08.30 – 08.40	Board only time	Dale Bramley
2	08.40 – 08.50	Board and chief executive time	Dale Bramley
	08.50-08.55	<i>Executive leadership team, Morag, Ria and Russ join the meeting</i>	
	08.55-09.00	Opening karakia <i>Welcome to Russ and Deon</i>	All
3	09.00 – 09.10	3.1 Minutes of meeting held on 8 July 2022 3.2 Actions update from 8 July 2022 3.3 Interests register 3.4 Board activities	Dale Bramley
4	09.10 – 09.20	Patient story	Deon York
5	09.20 – 09.30	Health and disability commissioner update	Morag McDowall
6	09.30 – 09.50	Chief executive report	Janice Wilson
7	09.50 – 10.00	Finance report	Bevan Sloan
8	10.00 – 10.20	Risk discussion	Bevan Sloan
	10.20 – 10.40	<i>Morning tea</i>	
9	10.40 – 11.00	Ko wai tātau – the Commission's identity	Victoria Evans, Jocasta Whittingham, Jim Wiki
10	11.00 – 11.30	Draft national adverse events policy	Caroline Tilah & Glen Mitchell



11	11.30 – 11.45	Refreshing Te Rōpū membership	Ria Earp
12	11.45 – 11.55	Noting papers: Consumer Advisory Group environmental scanning Correspondence Board requests for next agenda	Dale Bramley
	11.55	Closing karakia	All

Proposed agenda for 14 October 2022

Board only time	Dale
Board and chief executive time	Dale
Standard business	Dale
Health & disability commissioner update	Morag
Patient story	Deon
Chief executive report	Janice
Finance report	Bevan
Draft annual report	Bevan
Joint work programme between Te Aka Whai Ora and Ahuahu Kaunuku	Hikitia / Jim
How to make effective recommendations (our function in the Pae Ora Act 2022)	Shelley / Simona
Update on National mortality review function	Kere
Noting papers <ul style="list-style-type: none"> • Consumer advisory group environmental scan • Correspondence • Board requests for next agenda 	Dale