



## NETWORK LEADERSHIP GROUP (NLG) MEETING MINUTES & WORK PROGRAMME UPDATE

<b>DATE:</b>	Wednesday 11 March 2015		
<b>TIME:</b>	10.05am start		
<b>VENUE:</b>	St Andrews Church, Balclutha		
<b>CHAIR:</b>	John MacDonald		
<b>MINUTES:</b>	Kelly Mitchell		
<b>PRESENT:</b>	Heather Casey	Southern DHB Provider Arm	Tom Scott
	Clive McArthur	Southland Representative	Dr Brad Strong
	Kerry Hand	Dunedin Representative	Louise Carr
	Grant Cooper	Consumer Representative	Mike McIlraith
	Johnnie Potiki	Consumer Representative	Olwyn Dixon
	Sandy Dawson	Family Representative	Val Williams
	Hineroa Hakiaha	Southern DHB Maori Health Directorate	Dr Nicole Coupe
	Judy Walker	Southern DHB Planning & Funding	Tracey Potiki
	Richard Harris	Southern DHB Planning & Funding	Dr Keith Abbott
	Makoni Pulu	Pasifika Representative	Hazel Guyan
			Population/Public Health Representative
			Southern DHB Provider Arm
			NGO Sector
			NZ Police
			Ministry of Social Development
			South Island Alliance
			Maori Health Representative
			Iwi Representative
			PHO/GP Representative
			Youth Consumer Representative
<b>APOLOGIES</b>	Gary McClintock	Special Education	Helen Algar
	Karen Ramsay	Southern DHB Provider Arm	Kaylene Holland
	Ilona Weekley	Central-Lakes Representative	Tracey Wright Tawha
	Thomas Cardy	NGO Sector	Waitaki Representative
			Family Representative
			NGO Sector

<b>WELCOME AND INTRODUCTIONS</b>					
<ul style="list-style-type: none"> <li>• Mihi - Welcome - Hineroa Hakiaha</li> <li>• Brief introductions for new faces around the table</li> </ul>					
<b>INWARDS CORRESPONDENCE AND TABLED DOCUMENTS</b>			<b>ACTION(S)</b>	<b>RESPONSIBLE</b>	<b>BY WHEN</b>
<ul style="list-style-type: none"> <li>• Minutes from Waitaki meeting</li> <li>• Our Vision - What do we hope to achieve - John MacDonald</li> <li>• NLG Work Programme Progress/Monitoring Reporting</li> <li>• Ministry of Health correspondence</li> </ul>					
<b>MINUTES OF THE 28 JANUARY 2015 MEETING &amp; MATTERS ARISING</b>			<b>ACTION(S)</b>	<b>RESPONSIBLE</b>	<b>BY WHEN</b>
<ul style="list-style-type: none"> <li>• Minutes of last meeting Moved as true representation of last meeting - seconded by Heather Casey</li> <li>• No matters arising</li> </ul>					
<b>1. BUSINESS</b>			<b>ACTION(S)</b>	<b>RESPONSIBLE</b>	<b>BY WHEN</b>
1.1	Update from the Chair – Our Vision – What do we hope to achieve	<ul style="list-style-type: none"> <li>• John MacDonald presented his vision of what the NLG and Raise HOPE can achieve for the sector and service users and families - everyone happy to adopt this document</li> <li>• Hineroa added information around Kia Piki te Ora and its 3 concepts of wellbeing</li> <li>• General agreement around the table that it is an excellent document to refer back to</li> <li>• Discussed the Action Register from the last meeting – all tasks completed and on track</li> <li>• The Conflicts of Interest document tabled and discussed at the last meeting was adopted</li> </ul>			
1.2	Update - SDHB Strategic Health Services Plan	<ul style="list-style-type: none"> <li>• Judy Walker made a presentation regarding the final version of the Southern DHB Strategic Health Services Plan</li> <li>• Implementation plan - needs to be developed</li> <li>• Road shows throughout the district ready to roll out next week</li> <li>• How will we work within the structure? At this point we are steady as we go, and will look into the NLG and Geographical Networks Structure links</li> </ul>	<ul style="list-style-type: none"> <li>• Liz Disney invited to the next NLG meeting</li> </ul>	Kelly Mitchell	Friday 20 <sup>th</sup> March

		<ul style="list-style-type: none"> <li>• Key actions - to be implemented over the next three years</li> <li>• Next time we meet Liz Disney from Southern DHB Planning &amp; Funding will attend to provide more information on the Strategic Services Plan</li> </ul>			
1.3	Southern DHB 15/16 Annual Planning Overview	<p><b><u>Moved into Committee/this section of the minutes is confidential</u></b></p> <ul style="list-style-type: none"> <li>• Judy Walker made a presentation regarding the Southern DHB Annual Plan 2015-16</li> <li>• This is a confidential discussion however the documents that support the process can be found at <a href="http://www.nsfh.health.govt.nz">www.nsfh.health.govt.nz</a></li> <li>• Transition plans are being measured as a KPI - must be specific and explain what we're going to do</li> <li>• One off funding of \$63k came to the Youth One Stop Shop(YOSS) in Invercargill last year and also to the Gore and South Dunedin Social Sector Trials for targeted AoD Initiatives</li> <li>• How do the social sector trials work? Have various sub committees that work on action plans, consultation and discussion with local Networks. Mandate everyone sitting around the table to work together and collaborate. Needs more collaboration with the funding agencies and how to fund and manage from an agency point of view. Trying to move from the whole sector approach to working with families and schools in the smaller community. As a DHB – sector trials are developed and we need to utilise as much as we can and their experience as the trials are geographically focused. Need to make it work for us as positively as we can</li> <li>• Discussed what we as a sector can do to support people to have purposeful employment and activities</li> <li>• AoD component seems light – like to see it included around resilience and recovery and increased access. Discussed the priority areas of ADHD, Anxiety, Depression and Anorexia Nervosa – the DHB needed to start somewhere on these targets</li> <li>• How evidence driven is this? If we are having a focused plan surely we need a little more data driven</li> <li>• Lack of cultural component - evidence based model would not hit Maori/Pasifika</li> <li>• Why specifically Anorexia - not eating disorders (Judy and Brad to take this back)</li> <li>• Wording – ‘including Maori’ needs to be looked at – higher rate of seclusion for Maori and Pasifika service users</li> <li>• Very provider arm focused – DHB provider 14/15 had a programme of work – 6 Core Strategies Model – this will continue – looking at data improvement</li> <li>• 40% decrease over all for the 6 Core strategies – inclusive of everyone but higher rates of Maori so maybe the wording needs to be changed(Judy to feedback changes of the wording in the draft AP)</li> <li>• The core strategies have been around for 3 years – is it working for Maori and Pasifika – has there been a nationwide reduction?</li> </ul>	DHB update/presentation at the next NLG meeting re the seclusion and restraint project	Heather Casey	By 6 <sup>th</sup> May 2015
1.4	Update - Planning and Funding Overview	<ul style="list-style-type: none"> <li>• Planning and Funding Manager of Mental Health and Addictions will be meeting with all providers that have contracts up for renewal in 2015</li> <li>• Opportunity to look at the community and services - start thinking about outcomes for whānau and community</li> </ul>			

		<ul style="list-style-type: none"> <li>Looking at a different way of doing things – move them into a community out of the provider arm - concern is that the community is stretched and under resourced</li> <li>Kerry Hand talked to MoH letter sent earlier to the group and tabled at today's meeting</li> </ul>			
1.5	Geographical Areas	<p>Clive McArthur - Southland</p> <ul style="list-style-type: none"> <li>The Southland Future Directions group has had its first meeting of the year – has been established for many years now – previous resource for Future Directions is spread over all of the Geographical Networks including the NLG</li> <li>Future Directions will Continue to keep website and email network going</li> <li>Last meeting good attendance - NGO, DHB, primary care, family reps and health promotion reps – police sent an apology – MSD still on mailing list and will come to less than the once a month meetings</li> <li>Families group still meeting, (numbers are decreasing) NGO group meet next week</li> <li>Should the Southland and Dunedin Family groups merge to strengthen numbers?</li> </ul> <p>Kerry Hand - Dunedin</p> <ul style="list-style-type: none"> <li>Dunedin group held its first meeting on Tuesday 10 March</li> <li>Invite list was reasonably constricted</li> <li>Robust discussion. Decisions are - yes continue, tight group with identified membership , no client, youth or family groups there and yet to make decision on this</li> <li>Primary role supporting the implementation of Raise HOPE</li> <li>Very interested in reporting back from the NLG group</li> <li>Want to see the paper work that is given out in the NLG - how to access this?</li> <li>Will meet again the day before the next NLG meeting (Tuesdays 1-3pm)</li> <li>Question raised why there is no network in Balclutha? Agreed that some regions not big enough to sustain on their own – will be invited and for them to decide which Geographical Network they wish to align with</li> </ul> <p>Helen Algar (apology) - Waitaki</p> <ul style="list-style-type: none"> <li>Minutes tabled from the Waitaki meeting held in Oamaru on 27 February 2015. Next meeting scheduled for Friday 20 March - Richard and Kelly to attend</li> </ul> <p>Ilona Weekly (apology) - Central-Lakes</p> <ul style="list-style-type: none"> <li>Richard Harris provided an update in Ilona's absence</li> <li>Meeting to be held Thursday 26 March in Cromwell. Just contracted providers invited to the first meeting - will discuss and review membership at the meeting</li> <li>Quite clear that service users and families are at the core of what we do - it will be up to the group to make the decision on the invites once they are up and running</li> </ul>	<p>Southland meeting minutes to be emailed to NLG members</p> <p>Waitaki meeting minutes to be emailed to NLG members</p>	<p>Kelly Mitchell</p> <p>Kelly Mitchell</p>	<p>By Friday 20<sup>th</sup> March 2015</p> <p>By 20<sup>th</sup> March 2015</p>
1.6	Project Update - Stepped Care Model	<ul style="list-style-type: none"> <li>Richard Harris made a presentation re the Stepped Care Project</li> <li>Final version of the Stepped Care Project Plan has been signed off by Sandra Boardman</li> <li>Some feedback has been included in the final version - changes include Whānau Ora (now</li> </ul>	<p>Project Work-plan to be sent to NLG members</p>	<p>Richard Harris</p>	<p>By 6<sup>th</sup> May 2015</p>









		<ul style="list-style-type: none"> <li>in scope), older persons services (now out-of-scope) and legal and financial restraints</li> <li>Draft work-plan has been started by Richard Harris and includes key milestones and timeframes</li> <li>Members for the Working-group have been approached - Karen Ramsay, Tracey Wright-Tawha, Grant Cooper and the PHO</li> <li>Project completion date is 30 October 2015</li> <li>Background information regarding Stepped Care sent to NLG members - Richard is more than happy to receive any other information people have around this</li> <li>Discussed how the NLG will interface with the working group and when will the model be bought back to the NLG? After the working group meet this will be clear and an update will be presented to the NLG. Input from the NLG needs to be considered – next meeting will have time for the working groups to report back and to receive feedback</li> </ul>			
1.7	Project Update - Workforce Development	<ul style="list-style-type: none"> <li>Richard Harris made a presentation re the Workforce Development Plan Project</li> <li>Final version of the WFD Project Plan has been signed off by Sandra Boardman</li> <li>Some feedback has been included in the final version - changes include inclusion of Co-existing problems, older persons services (now out-of-scope) and inclusion of additional external stakeholders</li> <li>Richard Harris and Val Williams developing a work-plan for the project</li> <li>Project completion date is 28 August 2015</li> <li>Working group members identified - Heather Casey, Clive McArthur, Hineroa Hakiaha, Barb Long (CEO - Corstorphine Baptist Community Trust)</li> <li>Plan to hold first meeting of the group by the end of March. Will discuss how the working group will report/provide updates to the NLG and get feedback</li> <li>Lack of Primary Care representative on the working group noted - will be considered at the first meeting of the working group</li> <li>Val Williams provided national update - all Workforce Centre contracts reviewed this year with a RFP out in middle of the year. Could mean new money coming in, new opportunities</li> <li>Other discussion included the role of Whānau Ora in the project, the need to include all of the workforce - not just clinical, and the role of frontline staff working in other agencies like Police and Work and Income</li> <li>Two different groups working at the same time- Workforce and Stepped Care – do we need Stepped Care first before doing the Workforce? Response: we are undertaking the projects in parallel while we have Val Williams as an additional resource</li> </ul>	Project Work-plan to be sent to NLG members	Richard Harris	By 6 <sup>th</sup> May 2015
1.8	Project Update - What does success look like	<ul style="list-style-type: none"> <li>Richard Harris presented an updated draft paper on 'What does Success look like?'</li> <li>The paper includes a glossary of terms on page 10</li> <li>There are still gaps in the outcome measures we have available and what we would want to use as measures of service user and family outcomes</li> <li>Gaps/issues include the quality/availability of data, Maori information and the limitations of our sectors infrastructure</li> <li>Discussed the Result Based Accountability framework as a model to identify and measure</li> </ul>			

		<p>change and the Programme Logic model</p> <ul style="list-style-type: none"> <li>The proposed success measures do not support quality improvement</li> <li>The following motions were discussed, moved and carried</li> </ul> <p><b><u>Motion 1: The NLG rejects the outcome measures as tabled in the paper: Milestone 3 – What does success look like?</u></b>  <i>Moved by Nicole Couple - seconded by Brad Strong - Carried</i></p> <p><b><u>Motion 2: The NLG form a working group to develop a programme logic for the Southern DHB for Hapai te Tūmanako - Raise HOPE</u></b>  <i>Moved by Nicole Coupe - seconded by Tom Scott - Carried</i></p>	<p>Planning and Funding to liaise with NLG members re the scheduling of a special workshop before the May 6 NLG meeting</p>	<p>Kelly Mitchell</p>	
1.9	NLG work programme progress/monitoring reporting	<ul style="list-style-type: none"> <li>Richard Harris presented a draft progress/reporting template that Planning and Funding are proposing be used to provide the NLG with project updates and progress against milestones - the NLG members endorsed this approach</li> <li>The report will be included in the minutes of all future NLG meetings as an appendix</li> </ul>			
<b>2. GENERAL BUSINESS</b>			<b>ACTION(S)</b>	<b>RESPONSIBLE</b>	<b>BY WHEN</b>
2.1	General Business	<ul style="list-style-type: none"> <li><u>Printing Resources</u>: Agreed that NLG papers/documents would be printed and posted to NLG representatives not aligned to a specific organisation</li> <li><u>Communications</u>: Need to be clear about how we communicate with the wider sector and what that information is. NLG members to share information with their own organisations and geographic representatives with their networks. Raise HOPE newsletter to be produced following each NLG meeting. Minutes posted on the Southern DHB website. Need to consider the language we use including jargon and to challenge stigma and discrimination</li> </ul>	<p>Kelly to print copies of information for meetings for those not affiliated with an organisation</p>	<p>Kelly Mitchell</p>	<p>6 May (and future meetings)</p>
<p>Meeting Closed at 3:05pm  Next Meeting - Wednesday 6 May 2015</p>					

## NLG Work Programme Progress/Monitoring Reporting

● Completed     
 ● Underway according to plan     
 ● Behind Schedule     
 ○ Scheduled for....

<b>Project</b>	<b>Action</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Progress</b>	<b>Progress Narrative</b>
<b>1. Establish 3 Geographical Networks</b>	<b>1.1</b> Initial Meetings completed in each Geographical Network area	By end of March 2015	Kelly Mitchell Richard Harris Judy Walker	●	Waitaki held meeting on Friday 27 February/next meeting 20 <sup>th</sup> March 2015 Dunedin Meeting scheduled for 10th March Central Lakes - 26 <sup>th</sup> March 2015
	<b>1.2</b> Each Geographic Network has a Terms of Reference and Network implemented		Geographic Network Group	○	To be completed by May 2015
	<b>1.3</b> Chairs to be appointed/elected		Geographic Network Group	○	To be confirmed by May 2015
<b>2. Stepped Care Model</b>	<b>2.1</b> Project Plan for Stepped Care signed off by Planning & Funding	By 11 March 2015	Planning & Funding	●	
	<b>2.2</b> Project Working Group members confirmed	By 11 March 2015	Planning & Funding	●	Working Group members identified and contacted
	<b>2.3</b> Communications Plan Developed	By 27 March 2015	Planning and Funding	○	27/3/2015
	<b>2.4</b> Develop a first draft of proposed Stepped Care Model(s)	By 22 May 2015	Project Working Group	○	22/5/2015
	<b>2.5</b> Feedback on draft Model	By 26 June 2015	Project Working Group	○	26/6/2015
	<b>2.6</b> Final Version of the Stepped Care Model tabled and endorsed by Planning and Funding Director	By 26 June 2015	NLG/ Planning and Funding	○	26/6/2015
	<b>2.7</b> Success Measures identified and detailed range	28 August 2015	Project Working Group	○	28/8/2015

	<i>of success measures for the implementation of the Stepped Care Model</i>				
	<b>2.8</b> Final Plan completed and signed off by Planning and Funding Director, copies distributed to sector and key stakeholders	30 October	Planning and Funding Executive Director		30/10/2015
<b>3. Workforce Development</b>	<b>3.1</b> Project Plan for WFD signed off by Planning and Funding	By 11 March 2015	Planning & Funding		
	<b>3.2</b> Project Working Group members confirmed	By 11 March 2015	Planning & Funding		
	<b>3.3</b> Communications Plan Implemented	27 March 2015	Planning and Funding		27/3/2015
	<b>3.4</b> Collection of relevant data information to support the Workforce Development Plan	26 June 2015	Planning and Funding		26/6/2015
	<b>3.5</b> Draft Workforce Development Plan completed	7 August 2015	Planning and Funding		7/8/2015
	<b>3.6</b> Final Workforce Development Plan completed and signed off	28 August 2015	Planning and Funding		28/8/2015
<b>4. Raise HOPE Outcome Measures</b>	<b>4.1</b> Raise HOPE outcome measures agreed and process in place to commence regular reporting	By 16 March 2015	Planning and Funding		The Network Leadership Group rejected the first draft of the outcome measures and is re-visiting the project. Completion date to be confirmed