



## NETWORK LEADERSHIP GROUP (NLG) MEETING MINUTES

**DATE:** Wednesday 6<sup>th</sup> May 2015



**TIME:** 10.00am start


**VENUE:** St Andrews Church, Balclutha

**CHAIR:** John MacDonald

**MINUTES:** Kelly Mitchell

<b>PRESENT:</b>	Heather Casey	Southern DHB Provider Arm	Tom Scott	Population/Public Health Representative
	Clive McArthur	Southland Representative	Dr Brad Strong	Southern DHB Provider Arm
	Kerry Hand	Dunedin Representative	Tracey Wright Tawha	NGO Sector
	Beth Evans	Consumer Representative	Mike McIlraith	NZ Police
	Johnnie Potiki	Consumer Representative	Olwyn Dixon	Ministry of Social Development
	Sandy Dawson	Family Representative	Val Williams	South Island Alliance
	Hineroa Hakiaha	Southern DHB Maori Health Directorate	Judy Walker	Southern DHB Planning & Funding
	Richard Harris	Southern DHB Planning & Funding	Dr Keith Abbott	PHO/GP Representative
	Hazel Guyan	Youth Consumer Representative	Kaylene Holland	Family Representative
	Helen Algar	Waitaki Representative	Michelle O'Brien	SDHB Planning and Funding
	Karen Ramsay	Southern DHB Provider Arm	Liz Disney	SDHB Planning and Funding
	Ilona Weekley	Central-Lakes Representative	Paul Martin	Sucicide Prevention
	Thomas Cardy	NGO Sector		
	<b>Apologies</b>			
	Gary McClintock	Special Education	Dr Nicole Coupe	Maori Health Representative
	Makoni Pulu	Pasifika Representative	Kerry Hand	Miramare
	Tracey Potiki	Iwi Representative		

WELCOME AND INTRODUCTIONS					
<ul style="list-style-type: none"> <li>Mihi - Welcome – Tracey Wright Tawha</li> </ul>					
INWARDS CORRESPONDENCE AND TABLED DOCUMENTS			ACTION(S)	RESPONSIBLE	BY WHEN
<ul style="list-style-type: none"> <li>Draft Suicide Prevention Action Plan</li> <li>Strategic Plan</li> <li>Gantt Plan</li> <li>Measuring Success Document</li> </ul>					
MINUTES OF THE 28 JANUARY 2015 MEETING & MATTERS ARISING			ACTION(S)	RESPONSIBLE	BY WHEN
<ul style="list-style-type: none"> <li>Minutes agreed on and moved by Sandy Dawson– Seconded by Brad Strong</li> <li>Conflict Register – Reminder that Kelly has the register</li> <li>Why we are here/Recap– John McDonald</li> </ul>					
1. BUSINESS			ACTION(S)	RESPONSIBLE	BY WHEN
1.1	Suicide Prevention Action Plan Paul Martin – Suicide Prevention Coordinator	<ul style="list-style-type: none"> <li><a href="http://www.southerndhb.govt.nz/index.php?page=2828">http://www.southerndhb.govt.nz/index.php?page=2828</a></li> <li>5 Key objectives</li> <li>Q: Is ED capturing all the statistics that are needed?</li> <li>Youth at Risk project – Base Camps are being run</li> <li>Aged Care have an indicator tool to help and see if they need intervention</li> </ul>  Suicide PreventionMHNnetwor			
1.2	Southern Strategic Health Plan Overview Liz Disney – Senior Manager Service Integration & Innovation- Southern DHB Planning and Funding	 SSHP Overview Staff.pdf <ul style="list-style-type: none"> <li>Four-fold Aim = outcomes, experience, cost, training and education</li> <li>Reducing Waste – we are recognising the areas that we can look at for reducing waste.</li> <li>Q: Will the plan address the issues for the aging population? One of the working groups for Alliance South is around Health of older People</li> <li>Q: How big a part does prevention also play – Priority 2 addresses this</li> <li>The working groups will involve people/processes from outside the Health sector,</li> </ul>			

		<p>getting the right people around the table in the first instance</p> <ul style="list-style-type: none"> <li>• Strategic Plan is a live document, steering groups, Gantt plan and locality networks with senior manager leading from SDHB</li> <li>• Look at moulding to the Strategic Plan – so as not out doing our own thing? We need to be flexible and work with the system. No decision has been made so far around where the networks will be located, a real need for keeping the communication going</li> <li>• Very important to get it right as the communities are nervous around the SDHB – activities/approach</li> <li>• A need for an investment into systems as they all need to be able to be linked to each other, this also needs to look into the NGO and wider sector so that there is not a gap between the hospitals and the community organisations</li> <li>• Need to find the things we can change and get on with them</li> <li>• Is there a timeframe around the locality Networks? – Yes July 2015</li> <li>• John MacDonald and Judy Walker met with the Chair of the Alliance South and have agreed to share communication and keep up to date with what Raise HOPE, an NLG are doing; information will go on the Alliance new website expected in the next few months</li> <li>• Still for Raise HOPE steady as she goes – and need to think about managing the network groups that have already been set up, keep making sure the right people are at the table for our networks</li> </ul>			
1.3	<p>Measuring Success Workshop Overview Liz Disney – Senior Manager Service Integration &amp; Innovation- Southern DHB Planning and Funding</p>	 <p>Raise HOPE Measures Workshop.</p> <ul style="list-style-type: none"> <li>• An NLG workshop was held in Dunedin – VC in Invercargill and Oamaru on Monday 4<sup>th</sup> May</li> <li>• The larger group took the five outcomes and worked in smaller groups</li> <li>• Positive talk around the process and the outcomes</li> <li>• The reality is what can we collect right now – to be assured working on the right things and areas</li> <li>• The WHO QoL measure?</li> <li>• Language around the room can sometimes be a barrier due to all the different backgrounds</li> <li>• Where to from here – need to take the document and move on with it, it needs to move ahead. Need to combine the two documents and a further refinement, need to have a good indicator of how we are doing</li> <li>• We need to look at what we already have and ways of collecting the data already</li> <li>• The document doesn't show or reflect how it looks for Maori?</li> <li>• Idea: have each person in the room email in what they have and know as measures from what each person knows? This could form a register, which a smaller group could refine?</li> <li>• The measures need to be what we can live with for the life of Raise HOPE</li> <li>• Need to try and get data to see if the collection of the data is actually possible</li> </ul>	<p>Judy to provide an updated document for NLG ratification at the next meeting</p>	<p>Judy</p>	<p>24 June 2015</p>

1.4	Stepped Care Working Group Overview Richard Harris	<ul style="list-style-type: none"> <li>Judy to look at what we can and cannot do – Looks to finalise by next meeting</li> <li>Project work-plan and communications plan underway</li> <li>Meeting to develop a first draft of the Stepped Care Model is being held on Friday 15<sup>th</sup> May – sector consultation to follow</li> <li>Project Working Group have met twice</li> <li>Terms of reference and membership confirmed , Membership from time to time may change and will be discussed on 15<sup>th</sup> May</li> <li>Stage One – Development of the Model</li> <li>A document review has been completed</li> <li>Communications and Work Plan – meetings and workshops to be held around the region, may tap into geographical networks for this</li> <li>Karen Ramsay will be in the UK in July and will meet with services etc. and talk about Stepped Care</li> <li>It would be great if we could distribute Richard’s first draft literature scan to the wider group and on the website.</li> <li>Lack of Families or Family representative on the working groups?</li> <li>Smaller groups have been formed to get the work started faster</li> </ul>	Distribute draft document review	Richard	24 June 2015
1.5	Workforce Development Working Group Overview Richard Harris and Val Williams	<ul style="list-style-type: none"> <li>Project working group has met twice, membership is being finalised, Currently no consumer representative on this working group</li> <li>Document review has been completed</li> <li>Organisational workforce survey next-workforce census postponed to 2016</li> <li>Need to find literature around the how we are going to change a workforce</li> <li>Stock take reports available online next week</li> <li>Te Pou ‘On Track’ is out now – Document produced by Te Pou and Platform Trust – a roadmap for NGO providers as they work to achieve transformation in the mental health and addiction sector</li> <li>Someone from Te Pou is happy to come and present on the ‘On Track’ at the NLG when appropriate</li> <li>South Island Mental Health and Addictions Alliance – workforce development plan, are starting to align and link up with Raise HOPE – Around not having to retrain the workers when moving around New Zealand within the DHB</li> <li>Timeframes for regional South Island Plan – Thinking about Implementation by the end of this year</li> </ul>	To find a consumer rep for the working group	Richard	24 June 2015
1.6	Geographical Area Mental Health and Addiction Networks update	<p>Waitaki</p> <ul style="list-style-type: none"> <li>Waitaki Mental Health and Addictions – Helen Alga, Chair – function as a working group of the Safer Waitaki framework</li> <li>Judy Walker attended the last meeting, it was well attended by locals in Waitaki. People in the group have stepped up already for different tasks</li> <li>A few areas have been identified at a local level that the group will undertake looking into these gaps</li> <li>Looking to families to be part of the group in the future, PHO was present ideally to get a GP to attend but as a first step the network are approaching the practice nurses for this. A question was raised if people around this table are able to attend the</li> </ul>			

meetings and it was agreed that would be great

- Waitaki has valued having the broader range of people on the network such as counsellors

#### Dunedin

- Not as well attended as first meeting
- Kerry Hand has stood down as Chair of the Dunedin group and will no longer sit on the NLG
- Election of the chair will be held at the next meeting 23<sup>rd</sup> June as it could not be decided on the day
- Terms of Reference are still in draft and to be worked on
- Will meet and align meetings with the NLG meetings
- The group would like to be more informed around Raise HOPE projects
- Concern around being a Dunedin/South Otago group and if South Otago needs to be a group on its own? A majority of the Balclutha group would be on the Dunedin group already but Balclutha may have a different group? The best fit but not perfect is Dunedin.
- Do we need to hold some of the meetings in Balclutha to be present

#### Central Lakes

- This region has many networks in each of the smaller regions
- General consensus that should link with the other groups, and a flow of communication
- Membership was discussed and agreed and others will be approached for the next meeting
- Will meet 6 weekly – Next meeting is the 21<sup>st</sup> May in Cromwell
- Terms of reference in Draft and to be agreed at next meeting
- Chair was discussed and Ilona Weekley is the Chair and will sit on the NLG
- Potential to rotate the meetings in the future rather than just run out of Cromwell
- Do the locality groups (Strategic Plan) need to be thought about at this stage and does the group need to be doing things differently? A need to be really upfront and being in the know that there will be change, same group but different agenda items maybe?

#### Future Directions

- Met 27<sup>th</sup> March and 24<sup>th</sup> April
- Mary Geary from Ministry of Education attended and Maggie Windle from the Police and will continue to attend
- The group has a number of projects that they are working on
- Liz Disney presented on the Strategic Plan to the network group
- Agricultural Field Day in 2016 – Mental Health will have a stall and are working on this
- One issue following up as a group is service provision in the Western Southland area, a small working group will look at what the issues might be in this region. Are they historic issues or new and existing issues. Commitment around the table to look at this more closely
- A deputy Chair has been elected and it is Adrienne Lee and she will attend the NLG in

		Clive's absence			
1.7	SDHB Presentation Seclusion and Restraint Project Heather Casey	<ul style="list-style-type: none"> <li>The specialist MHAID have been working over a number of years to reduce use of restraint and seclusion. They are using the Te Pou six core strategies to ensure the work is coordinated and inclusive of all involved. There is a gradual trend down in the use of restraint and seclusion, alternatives intervention are being used more and being introduced as practice develops through the introduction of more research based intervention. Examples include trauma informed care, sensory modulation and more recently introduced are some of the UK based Safe wards initiatives.</li> <li>Q: If consider Seclusion as Time Out?– do we use the Time In strategy – reinforcing the behavior we want to see</li> </ul>			
1.8	Update on Raise HOPE work programme Judy Walker	<ul style="list-style-type: none"> <li>Implementation of the Ministry of Health national service specifications to ensure consistent district wide primary mental health brief interventions for all youth regardless of PHO involvement, Planning and Funding business as usual- commenced May 2015 – Lead Judy Walker</li> <li>Review of current community based activity and vocational services and the implementation of an updated service model which supports more people to experience purposeful employment and activities - district wide.</li> <li>Project based approach. NLG will be involved in development of the project plan/project governance for service review and service model development phases. Planning and Funding will lead any related procurement/commissioning processes.</li> <li>Start date and project lead yet to be confirmed - expect to commence August/September 2015.</li> <li>Judy thanked the NLG for the support in getting our team to where we are now</li> <li>Judy welcomes Michelle O'Brien- 0.5fte- Project Manager</li> <li>Feedback from the sector is that we are not going fast enough</li> </ul>			
1.9	Update on Growing Community Based Rehabilitation Services Project Michelle O'Brien	<ul style="list-style-type: none"> <li><b>Confidentiality in this group and any matters around this to be directed to John MacDonald as the voice of the NLG to the SDHB.</b></li> <li>Michelle O'Brien introduction</li> <li>3 Phases – First phase =Develop the proposed Model/ Second Phase=Consulting with Staff with an open mind – re any proposed service developments/Third Phase = Commissioning a different model if required</li> <li>2 Groups to support the project</li> <li>Working Group – First meeting – Face to Face – Brainstorming exercise</li> <li>Steering Group- To govern the direction of the project – First meeting around the 18th May 2015 –talk about the scope of the project and the processes and planned approach</li> <li>The Steering and Working group will be decided by The project sponsors – Joint sponsorship between SDHB Planning and Funding and MHAID (Thomas Cardy, Tracey Wright Tawha, Brad Strong, Johnnie Potiki, Hineroa Hakiaha – hands up to be considered to be on these groups)</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>• If people are going to be on steering or working groups would be good to have the amount of hours that would need to be dedicated</li> <li>• Newsletter to follow after NLG meeting</li> <li>• Any advice on better ways to communicate would be appreciated</li> <li>• Be great if someone in the NLG could write a little article to be put in the newsletter</li> <li>• A blurb around timeframes – around it not being Raise HOPE – 2012 – 2015</li> <li>• Minutes that go onto the website are the ones that are distributed to the NLG – A Hard copy of any confidential matters will be tabled at the next NLG meeting rather than being on the website.</li> </ul>	To be actioned for the next newsletter after 24 June Meeting		
<b>Meeting Closed: 3pm</b>					
<b>Next Meeting -24 June 2015 @11am *Please note the change in start time to allow for winter driving conditions</b>					

DRAFT