
NATIONAL ADVISORY COMMITTEE ON HEALTH AND DISABILITY
Hunga Kaititiro i te Hauora o te Tangata

**Minutes of the 167th meeting
held on Tuesday, 18 July 2006
at Bolton Hotel, Bolton Street, Wellington**

Present: Linda Holloway (Chair)
Geoff Fougere
Andrew Moore
Lynette Stewart
Phil Shoemack
Api Talemaitoga
Gwen Tepania-Palmer
Maaka Tibble

In Attendance (for all or part of meeting):
Margaret Earle, Manager
Angela Faherty, Executive Assistant
Victoria Jackson, Analyst
Barbara Langford, Senior Analyst (Public Health)
Jan Mackay, Senior Analyst
Charmaine Ross, Senior Analyst (Māori Health)

Agenda Item 1: Identify conflicts of interest

None identified.

Agenda Item 2: Apologies

Riripeti Haretuku and Neil Pearce.

Agenda Item 3: Table all papers

- Updated list of forthcoming conferences (Item 6).

Agenda Item 4: Minutes of recent meetings

The minutes of the May 2006 NHC meeting were accepted as a true record.

The minutes of the June 2006 NHC meeting on chronic conditions (held during the committee's visit to the Wairarapa) were accepted as a true record.

The listed actions from both meetings were reviewed. There were no matters arising that were not already covered by the agenda.

Agenda Item 5: Work programme

Agenda Item 5.1: Chronic conditions

The project sponsors outlined the latest version of the report to the Minister and their responses to it. Feedback was sought from the rest of the committee.

Discussion focused on:

- the length and format of the report
- recommendations: placement for visibility (through document / at end in list / in executive summary), simplification, clustering and presentation of themes not specific actions
- potential inclusion of diagrams in the document
- the sections still under development, including seeking feedback from DHBs
- how to include a greater focus on people with chronic conditions in the document
- case studies: develop to stand alone
- approaches for improving co-ordination of services.

It was agreed:

- to extend the timeframe for the report to be with the Minister in September to allow sufficient time to include feedback from DHBs. The report to be with the Minister in September
- that decisions to finalise parts of the report be made electronically before the next meeting
- that the draft recommendations be discussed at the August NHC and from there on sign-off be through e-mail and teleconference as needed
- at the August NHC meeting to discuss specific points for the Chair to raise with the Minister at her meeting later that day.

Action:

- committee members to provide the project manager with comments on the current version of the document, in particular any areas requiring change.
- secretariat to provide sponsors and committee members with further draft for comment prior to August NHC meeting.

Agenda Item 5.2: Health Impact Assessment (HIA) report from the PHAC to the Minister

Project sponsors outlined the contents and focus of PHAC's draft report advising the Minister on what has been achieved in its HIA work and recommending how HIA can be embedded in policy processes. It was noted that there are a few wording changes to be made following discussion at the PHAC meeting the previous afternoon.

It was agreed that:

- the amended report to be circulated by e-mail to all NHC members for comment
- once final changes are made the report be sent to the Minister
- the report to be included on the agenda for the Chair's August meeting with the Minister.

Agenda Item 5.3: Hui with Māori health leaders

The Chair asked for further input on the scope and focus of the hui with Māori health leaders, which had been proposed at the May NHC meeting. Māori members reported that their teleconference discussion had identified the focus should be the PHAC's Health Impact Assessment tool. The hui would discuss how to utilise the tool to improve outcomes for Maori health, rather than a training session on use of the tool. The potential invitees would be Māori in positions of leadership who could utilise and promote the HIA tool in their workplaces. It was suggested that a meeting to discuss the hui on the date set aside for the September NHC meeting.

Agenda Item 5.4: Rural communities and health

The project sponsors provided an update of the project and sought feedback from other committee members about the draft project profile. The scope of the project was discussed and it was agreed that it include (in addition to the matters already identified):

- mention of determinants of health and public health factors in rural areas (eg sewerage, water, oral health, transport) but that these would not be the prime focus of the project
- consideration of telecommunication issues in rural areas
- consideration of new approaches such as use of information technology.

Actions:

- secretariat to review the strategic plans disability service organisations (eg IHC, NZCCS and Royal NZ Foundation for the Blind) to identify what approaches they have developed to provide services in rural areas
- secretariat to review District Annual Plans of DHBs to identify specific rural initiatives.

Agenda Item 5.5: Caregivers

The project manager provided a verbal update on progress with the project including contracting for background information.

Agenda Item 6: Correspondence

The Committee noted the following inwards correspondence:

- request from Taranaki District Health Board to speak at a conference on case management/care co-ordination in March 2007
- discussion document from the Ministry of Health on *Guidelines on the use of human tissue for future unspecified research purposes*.

It was agreed that:

- the NHC would provide a speaker for the conference in Taranaki.

Agenda Item 7: Conferences

- Committee members and secretariat staff reported back on the conference PHAC was involved in organizing – *Health Impact Assessment: an idea whose time has come*.
- Those who attended the Public Health Association of New Zealand's annual conference noted that it had been very relevant to the PHAC's project on child and youth health. The workshop about the PHAC project was helpful. The Minister publicly released the PHAC report *Health is Everyone's Business* during his speech and Geoff Fougere presented the findings of the report at a keynote session earlier in the conference.
- Phil Shoemack and Lynette Stewart expressed interest in attending the Public Health Association of Australia Annual Conference *Tackling the Determinants of Health: From the Bush to Bondi*. In Sydney in September. The Manager to clarify budget and approvals process.
- Geoff Fougere advised he had been approached to chair a panel at the *Priorities in Environmental Health* symposium in December. Phil Shoemack had also been asked to be involved in the programme. The committee approved their involvement as PHAC members.

Attendance of committee members at the following conferences was approved:

- Maaka Tibble to attend *Imagine Better – Building Inclusive Community* on 6-8 September in Rotorua
- Linda Holloway to attend *Asian Health and Wellbeing* conference on 11-14 November in Auckland.

Agenda Item 8: Report back on PHAC meetings held in June and July 2006

The Chair of PHAC reported that the June meeting (held during the Wairarapa visit) focused on the committee's draft advice to the Minister about its work on Health Impact Assessment (see agenda item 5.2). This was also the main point of discussion in the July PHAC meeting. Other items discussed were:

- holding a separate meeting in early August to discuss the Health of Children and Young People project
- an e-mail from PHARMAC noting that it had not been mentioned in *Health is Everyone's Business*.

It was agreed to:

- invite Peter Moodie from PHARMAC to speak to an NHC meeting in the near future.

Agenda Item 9: Reflections on visit to the Wairarapa

Committee members reflected on their June visit to the Wairarapa, what they had learnt and information gathered for current projects. The timing and location of future visits was also discussed.

It was agreed that:

- the secretariat prepare a committee report to the Minister summarising key points from the Wairarapa visit

- the next visit to be held in Spring 2007.

Next meetings

The next NHC meeting will be held on Tuesday 22 August.

In September there will be no face-to-face NHC meeting. A teleconference and sponsors meetings will be held on Tuesday 19 September if appropriate.

The October and November meetings will be held on the dates timetabled.

A brief NHC meeting will be held on the afternoon of Tuesday 5 December. This will also be an opportunity to farewell Andrew Moore and Lynette Stewart whose terms finish in January 2007.

The meeting closed at 3.30pm.

Confirmed as a true and accurate record

.....Chair

.....Date