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

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**Minutes of the 172nd meeting  
held on Tuesday, 19 February 2007  
at Turnbull House, Wellington**

**Present:** Linda Holloway (Chair)  
Karleen Edwards  
Geoff Fougere  
Neil Pearce  
Lynette Stewart  
Phil Shoemack  
Api Talemaitoga  
Will Taylor  
Gwen Tepania-Palmer  
Maaka Tibble.

**In attendance (for all or part of meeting):**  
Margaret Earle, Manager  
Diana Cookson, Analyst  
Liz Hirst, Senior Analyst (Māori Health)  
Victoria Jackson, Analyst  
Charmaine Ross, Senior Analyst (Māori Health)  
Liza Wilcox, Senior Analyst.

The Chair advised that Robin Kearns had been appointed to the National Health Committee. He attended the PHAC meeting the previous day, but due to prior commitments was unable to attend this NHC meeting.

**Agenda Item 1: Identify conflicts of interest**

None identified.

**Agenda Item 2: Apologies**

Riripeti Haretuku, Robin Kearns.

**Agenda Item 3: Table all papers**

- Project profile for Rural Communities and Health project (see item 6.1)
- Literature review from Health Services Research Centre (see item 6.3)
- Financial update to 31 January 2007 (see item 8)
- Terms of reference for the Public Health Advisory Committee (see item 10)

#### **Agenda Item 4: Minutes of December NHC meeting**

The minutes of the NHC meeting held on 5 December 2006 were accepted as a true and accurate record. The listed actions were reviewed. There were no matters arising that were not already covered by the agenda.

#### **Agenda Item 5: Report from February PHAC meeting**

The Chair of the PHAC reported on the items discussed at the meeting held the previous day:

- *Health Impact Assessment (HIA)* – launch of PHAC's final document in Wellington on Friday 2 March. Two positions in the Ministry of Health's new HIA team have been advertised.
- *Child Health and Wellbeing* – PHAC discussed the paper being developed on monitoring frameworks, reviewed how work done so far fits together and identified further work to be done.
- *Urban environment and health* – project sponsors identified and project profile discussed.
- a discussion was held on the paper sent out in November 2006 on role and functioning of the NHC and PHAC.

#### **Agenda Item 6: Work programme**

##### **Agenda Item 6.1: Rural communities and health**

The lead sponsor provided a summary of progress to date with the project. Since the last NHC meeting:

- contact people have been located in each of the four identified DHBs. However, due to large workload in DHBs at present the consultation programme will not begin immediately
- scoping begun on the possibility of contracting for GIS maps of remoteness

##### **Agreed:**

- approval in principle that work to obtain GIS maps of remoteness and demographic and health-related factors be contracted out
- sponsors to be consulted on quotes received.

##### **Agenda Item 6.2: Hui with Māori health leaders**

The committee discussed the arrangements for the hui and members agreed that they would all attend, if available.

##### **Agreed**

- sponsors are Gwen Tepania-Palmer (lead), Lynette Stewart, Neil Pearce, Will Taylor, Maaka Tibble, Riripeti Haretuku, Api Talemaitoga
- hui to be held in early May (if convenient date can be found)
- it will have a facilitated programme; focus on the NHC and PHAC work programme; and include opportunities for input from Māori leaders
- possible locations – Wellington, Auckland or Rotorua - on a marae
- a report of the proceedings will be prepared for the Minister.

**Actions:**

- secretariat to prepare a paper for the next NHC meeting outlining rationale and arrangements to date. List of invitees to be attached as an appendix.

**Agenda Item 6.3: Caregivers**

The lead sponsor and secretariat provided an update on the project progress:

- completion of literature review undertaken by the Health Services Research Centre
- progress with review and analysis being undertaken by the Maori Development Research Centre.
- project scope as outlined in the project profile.

**Agreed**

- whether to publish contracted pieces of work on the NHC website prior to completion of a project will be decided on a case by case basis
- consideration to be given to undertaking case studies to assist with in-depth analysis of specific caring situations (such as young carers, caring for an adult with complex mental health needs), giving attention to differences between sub-populations of caregivers.

**Action:**

- committee members to read the literature review prepared by the Health Services Research Centre with a view to deciding when it is published on the NHC's website.

**Agenda Item 6.4: Chronic conditions**

Arrangements for the launch in the evening were confirmed and forthcoming conferences at which to present the report's findings were discussed.

**Agreed:**

- Api Talemaitoga to present at the Royal New Zealand College of General Practitioners conference in July.

**Agenda Item 6.5: Prisoner health**

A paper providing contextual information on health of prisoners and options for possible project scopes was discussed.

**Agreed:**

- to proceed with a high-level project on prisoner health
- to develop the committee paper further to form the basis of a report to the Minister providing an overview of prisoner health. Also include a section on principles.

**Action:**

- secretariat to develop the paper in preparation for further discussion at the April NHC meeting.

**Agenda Item 6: Correspondence**

The NHC received the following inwards correspondence:

- copy of the Minister's letter of expectation to the health sector for 2007
- letter from the Ministries of Health and Education seeking submissions on a draft evidence-based guideline for Autism Spectrum Disorder
- letter from the NZ Guidelines Group about its responsiveness to the needs of Māori and the Treaty
- letter from Health Life Centres regarding their recent submission to the Health Select Committee
- correspondence between the National Screening Advisory Committee and the Antenatal Down Syndrome Screening Advisory Committee regarding screening criteria.

**Agenda Item 7: Financial update**

The Manager spoke to the financial summary for the period ended 31 January 2007.

**Agenda Item 8: Conferences**

Will Taylor reported on highlights from New Zealand Rehabilitation Association Conference.

**Noted:**

- PHAC's abstract on Health Impact Assessment has been accepted for the Social Policy and Research conference in early April. Geoff Fougere will present the paper
- PHAC's abstract on urban environment and health has been accepted for the Public Health Association of New Zealand conference in early July.
- Api Talemaitoga and Victoria Jackson to present on care coordination for people with chronic conditions at the Taranaki 'Spanning the Boundaries' conference in March.

**Agreed:**

- Lynette Stewart (if available) to attend Carers New Zealand summit in April.

**Action:**

- Secretariat to e-mail details about Social Policy Research and Evaluation Conference and Carers New Zealand summit to committee members.

## **General business**

### **a) Out of Wellington meeting**

#### **Agreed:**

- This year's away meeting to be held in Canterbury – possibly in September or October.

#### **Actions:**

- Christchurch-based members to provide suggestions of what could be included in the programme for the visit to Canterbury
- Manager to prepare briefing paper on proposals for the Canterbury visit for consideration at March NHC meeting.

### **b) Committee processes**

#### **Agreed:**

- To make greater use of sponsors meetings (both teleconference and face-to-face) between committee meetings (rather than just communicating by e-mail)
- Sponsors to review, and provide comment on, committee meeting reports before they are included in meeting papers.

#### **Actions:**

- Manager to prepare table summarizing project status, sponsors and secretariat project teams to include in each month's meeting papers.

### **c) PHAC's terms of reference**

The Chair of PHAC noted that the subcommittee had for some time consisted of seven NHC members and that recent appointments had maintained this situation. PHAC had discussed this matter at its meeting the previous day and would like at this time to retain maintain the membership at seven particularly as three long-standing committee members (including the Chair) finish their terms at the end of this year. It was suggested that there be more flexibility in the membership of the PHAC.

#### **Agreed:**

- To amend the terms of reference of the membership section of the terms of reference of the Public Health Advisory Committee to read: "The PHAC membership will consist of up to 6 members plus the Chair of the National Health Committee".

### **d) Meeting with Director-General of Health**

The committee identified topics for discussion with the Director-General of Health when he attends the March NHC meeting.

**Action:**

- Manager to e-mail the Director-General the list of topics the NHC wishes to discuss with him at the March NHC meeting.

**Next meetings**

The next NHC meeting will be held on Tuesday 20 March.

**No face to face NHC meeting will be held in May** (but members to keep Tuesday 15 May free for sponsors meetings or teleconferences)

The meeting closed at 3.40pm

**Confirmed as a true and accurate record**

.....Chair

.....Date