

Health and Disability Sector NGO-Ministry of Health Forum

Annual Report from the NGO Working Group

1 July, 2008 to 30 June, 2009

1. Introduction

The Health and Disability Sector NGO-Ministry of Health (MoH) Forum process, aimed at promoting the relationship between the MoH and NGOs, has now been operating since March 2002. The Working Group, which has responsibility for the “executive” function, was first elected in September of that year.

1.1 Membership and Meeting attendance

During this reporting period, the election for Working Group membership occurred after the October 2008 Forum. Membership of the Working Group and meeting attendance is shown below:

Member	Sector Represented	Meetings eligible	Meeting record
Jo Fitzpatrick(Chair)	Public Health	4	4
Joanne Hayes (Vice Chair)	Maori Health	4	2 2 proxy
Carole Ingley-Maraku	Maori Health	4	3 1 apology
Rachael Le Mesurier(Part term)	Public Health	2	2
Kawshi De Silva(Part term)	Public Health	2	2
Sharlene Tapa- Mosen	Maori Health	4	3 1 apology
Tiva Toeono	Pacific Health	3	1 2 apologies
Vacancy	Pacific Health		
Barb Long	Personal Health	4	3 apologies
Jackie Edmond	Personal Health	4	4
Chris Inglis	Disability	2	1 1 apology
Chris Harris	Disability Support	2	1 1 apology
Lorraine Bailey	Disability Support	4	4
Karen Covell	Mental Health	4	4
Kath Fox	Mental Health	4	3 1 apology

Single Non-elected positions	
Muno Richards	WG Secretariat
Harvey Steffens	Ministry of Health- NGO Desk responsibility
Caroline Speight	Ministry of Health – NGO desk position

The Working Group held four meetings during the year and organised one Forum.

Prior to the October 2008 Forum, Kawshi De Silva represented public health on the Working Group; Chris Inglis represented the disability sector. They were replaced by Rachael Le Mesurier in public health and Chris Harris for disability. NGO Working Group membership has remained relatively stable and this continuity is useful.

The October Forum had only one Pasifica nomination and the second position has remained vacant this year. Tiva Toeono represented the Pacific sector on the Working Group until early 2009 and, following her resignation, nominations were called for and Jane Poa was elected unopposed to the Working Group in July this year. Lack of Pacific representation is an ongoing concern for the Working Group.

The appointment of Harvey Steffens to oversee the NGO desk early in 2008 and Caroline Speight to the desk position in October 2008 has also seen a period of stability and consistency from the Ministry during this period.

1.2 Summary of Activities

1.21 Relationships with Ministry of Health

Ministry staff delegated to work with the NGO Working Group have been characterised by their commitment and competence. This has been a difficult period for them as they have dealt with the significant restructure of the Ministry of Health, the change of Government, the H1N1 outbreak and the Ministerial Review Group.

These changes and uncertainties have also provided challenges for the Working Group in developing relevant streams of work. Given this, the Ministry and the Group negotiated a new 'Letter of Agreement' rather than a contract. The Letter of Agreement was signed on the 30 March 2009 and covers core Working Group functions (travel, administration and Forum organisation. It comes with 'Workstream funding' which can be accessed as workstreams develop.

We took the negotiation process opportunity to review our spending and have reduced the Forums from two to one per year. They are extremely expensive to run and we would like the option to consider other ways of more effectively communicating with the sector.

1.22 NGO desk

The NGO desk is responsible for the regular communications to the sector via the newsletter, ongoing maintenance of the website, liaison between the Working Group and the Minister, the Ministry and the sector. The desk also assists with Annual Forum organisation.

The appointment of Caroline Speight to the desk has brought a committed, enthusiastic and competent new member to our team. She wasted little time in getting to work and the fortnightly newsletters to the sector were quickly re-established and regular. She also works hard to ensure that content is interesting, accessible and relevant. Please join the mailing list if you have not done so already. Caroline also welcomes contributions and suggestions for content. (Caroline_Speight @moh.govt.nz)

The Ministry of Health NGO cross-directorate interest group folded when the Ministry was restructured. Caroline has overseen it's re-establishment as FOND (Friends of the NGO sector). This group meets monthly and provides a platform for interested Ministry staff to raise issues relevant to the NGO sector. Meeting times and dates are circulated to the Working Group – who are welcome to attend if they are in Wellington. Jo Fitzpatrick and Carole Maraku met with the group in May 2009.

1.23 NGO Website

The new website was launched in August 2008. This has simplified the website and made it more accessible. Our next project for the website is to add a Representations section to the current 'Workstreams' section. This will contain the Representations policy, and recent reports from groups where we currently have NGO Working Group endorsed representations. We also plan to add an NGO events calendar to the website which will also link with other relevant sites to ensure coverage and currency. The website is www.ngo.health.govt.nz

1.24 Scoping Study

The NGO Scoping study has been a long term project for the group. It has proved difficult as any scoping is necessarily a snapshot of a changing sector. We have substantially completed a paper which outlines and evaluates the current sources of relevant information. Going forward, we believe the Charities Commission database will substantially meet our needs in this regard and we have had preliminary discussions with them about this.

1.25 DHBNZ

The Working Group works with DHBNZ primarily on workforce matters. Kath Fox represents NGO's on the Future Workforce group and Marilyn Rimmer, Project Manager, of this group addressed the group on possibilities for appointments to other workforce strategy groups with high NGO involvement.

Marilyn Rimmer and Debbie Taylor from Future Workforce also presented to the group on the Future Workforce refresh and facilitated discussion on five and ten year planning and development of future NGO Workforce issues. Points raised included training, education, career and training pathways, pay equity, leadership, multidisciplinary teams, responsible policy and funding mechanisms and consumer driven models of service.

We have also had discussions with DHBNZ to discuss partnership possibilities and joint workplans based on their recently developed strategic plan. Julian Inch, DHBNZ CEO has attended NGO Working Group meetings as have key staff members – Amanda Newton and William Hamilton. We see opportunities in the following areas :Primary Care – Scoping and regional development; Creating network linkages with Funding and Planning managers and HR staff; addressing the lack of consistency and transparency across DHB's; addressing regional disparities in funding, performance, engagement in NGO relationships; Business support; Contracts and Audits.

We have had a productive and ongoing engagement with HWIP (Health Workforce Information Programme) which aims to bring NGO's under the health workforce information umbrella.

Work with DHBNZ was progressing well but was put on hold awaiting a Government response from the Ministerial Review Group. We look forward to progressing this again shortly. William has been seconded to attend all future meetings of our group to progress partnership opportunities.

1.26 Multiple Audits

Rhondda King, Quality Manager, Disability Services met with the NGO Working Group at our request at our May meeting this year. Rhondda provided an overview of the planning and commissioning of national audits and evaluations and the work her unit oversees in the Ministry of Health.

Discussion points raised by the Working group included:

- The value of a Standard Audit Tool
- Systematic schedule of audit activity required
- Need to review system issues and the impact on quality
- The relationship of and impact of audit compliance on quality
- Joint processes of audit rather than duplication of processes
- Auditing Process across providers and across the sector
- Clarification of number and timing of audits- what is a reasonable expectation
- Peer Review Process to support quality improvement
- Impact of DAA Involvement – Private vs Public audits
- Information on total spend on auditing by DHBNZ and the Ministry

Rhondda informed the group that her team are committed to reducing duplication of audit processes and encouraging the sharing of audit information and reports. Rhondda encouraged the group to communicate with her in terms of timing of audits and suitability of audit personnel for their organizational context. She was keen to continue the emphasis on developmental evaluations and keep ongoing dialogue with NGOs.

The Working Group recognises that audits originate from across a number of disparate Government sectors and real change will need a cross sectoral response. However, the opportunity to influence one area was welcomed.

1.27 Representations on behalf of the sector

Demands for representation are increasing. In response, the NGO Working Group has put together a Representations Policy. Where appropriate, representations requests will be met by the Working group or through Working group member networks. Where time and opportunity allow, they may also be advertised in the weekly newsletters. The website will also have a representations section with recent reports from groups where we have NGO Working group endorsed representations.

The following is the list of current representations:

- **DHBNZ Future Workforce Group**
Kath Fox
- **Primary Health Care Advisory Council**
- Jackie Edmond
- **Primary Care Information Management Reference Group**
Helen MacKenzie [helen.mackenzie@fpanz.org.nz]
- **H&D Safer Industry Forum**
Ros Murrell – PACT
Ros Murrell [ros.murrell@pactgroup.co.nz]
- **National Services framework – Mental Health and Addictions**
Carole Maraku
- **Ministry of Health emergency management related HR Toolkit**
Karen Covell

The following are recently completed representations

- **Health and Disability Standards**
Joanne Hayes (for Working group) and Carole Ingley-Maraku (on WG but not representing it in this Forum)
- **Primary Health Care workshop with David Colin-Thorne** (August 2008)
Kath Fox and Carole Ingley-Maraku
- **Committee on workforce to support Clinical Workforce**
Brenda Hynes

Other representations

The Long Term Strategic Framework working group is on hold pending the Ministerial Review Group report.

We also made submissions for NGO representation on **HISAC (Health Information Strategy Advisory Committee.)** Chair, Jo Fitzpatrick currently represents consumers on this Committee and the NGO sector is ably represented by Chris Hendry, Executive Director, Midwifery and Maternity Providers Organisation (MMPO).

1.28 Recruitment pamphlet

The NGO Working Group is producing a pamphlet on its work for distribution to the sector to raise awareness and encourage participation and enrolment.

1.29 Meeting with Minister of Health and Director General

We have not formally met with the Director General or the new Minister of Health during this reporting year. Our submission to the Ministerial Review Group covered relevant issues. Once we have a more clearly defined outcome from the Ministerial Review process, we will pursue meetings with both the Director General and the Minister to progress issues relevant to the sector.

2.0 Financial Report

Attached as Appendix

3.0 Conclusion

The current reporting year has been one of challenge and change which has made determining and progressing Working Group workstreams difficult. Despite this we have made some progress in important areas – relaunching the website, re-establishing regular newsletters, re-establishing an NGO interest group within the Ministry of Health. Thanks are due to our friends in the Ministry – particularly Caroline Speight for her insight and industry and Harvey Steffens for his advocacy and strategic advice.

We have also made significant progress on important workstreams – the Scoping Study and the Ministerial Review Group papers and submissions. We are grateful to have Kirsty Peel as our researcher to progress these. She is all we could ever want in a researcher with a good knowledge of the sector and a passion for working with us to bring quality work in on deadline.

Thanks also to Working Group members who do this as an adjunct to their 'proper' jobs. They are dedicated and smart and their representation in areas where NGOs ride the margins is invaluable. As too, is the work of Muno Richards who provides us with support and secretariat services.

We look forward to 2009/2010 and the chance to pursue opportunities on behalf of the sector. We have no doubt they will also challenge us.

Appendix : Financial reports

NGO Working Group March 2008 - July 2009

Statement of Financial Performance

Income		
MOH Contract	0.00	
Other Contract (PHC Advisory Council)	3,600.00	
Funds brought forward	853.63	
Total Income		4,453.63
 Less Expenses		
Administration (WHA) Oct 08 - Jul 09	3,500.00	
Stationery & Postage	0.00	
Bank Fees	0.00	
Forum	0.00	
Research Project (K Peel)	2,050.00	
Secretariat (M Richards)	7,333.32	
Travel & Accomodation	4,243.35	
Website (paid to MOH)	0.00	
Other Expenses J Edmonds(FPA)	3,600.00	
Total Expenses		20,726.67
 Operating Surplus/(Deficit)		 <u>-16,273.04</u>

NGO Working Group July 2009

Statement of Financial Position

Assets		
Current Account	4,988.60	
GST	1,384.44	
Total Assets		6,373.04
 Less Liabilities		
WHA Short Term Loan	10,000.00	10,000.00
Net Assets		<u>-3,626.96</u>
 Made Up Of:		
Working Funds - T/F from Platform	12,646.08	
Current Year Operating Surplus/(Deficit)	-16,273.04	<u>-3,626.96</u>

**NGO Working Group July 2007 - March 2009
Statement of Financial
Performance**

Income		
MOH Contract	135,000.00	
Total Income		135,000.00
 Less Expenses		
Administration (WHA)	5,290.92	
Stationery & Postage	65.74	
Bank Fees	3.00	
Forum x 2	16,977.83	
Research Project	12,445.12	
Secretariat	52,444.36	
Travel & Accomodation	42,049.27	
Website (paid to MOH)	1,187.50	
Other Expenses ANGOA	88.88	
Total Expenses		130,552.62
 Operating Surplus/(Deficit)		 <u>4,447.38</u>

**NGO Working Group March 2009
Statement of Financial Position**

Assets		
Current Account	14,671.76	
GST	-1,172.05	
Total Assets		13,499.71
 Made Up Of:		
Working Funds - T/F from Platform	12,646.08	<hr/>
Current Year Operating Surplus/(Deficit)	4,447.38	<u>17,093.46</u>

**NGO Working Group April 2009 - October 14th 2009
Statement of Financial
Performance**

Income		
MOH Contract	20,000.00	
Other Contract (PHC Advisory Council)	3,600.00	
Funds brought forward	853.63	
Total Income		24,453.63
Less Expenses		
Administration (WHA) Oct 08 - Jul 09	4,044.44	
Stationery & Postage	0.00	
Bank Fees	0.00	
Forum	0.00	
Research Projects (K Peel)		
Scoping	2,050.00	
Horn Report	2,100.00	
Pamphlet	200.00	
Secretariat (M Richards)	14,666.64	
Travel & Accomodation	8,038.90	
Working Group Expenses (meals)	682.43	
Other Expenses - J Edmonds(FPA);Angoa sub	3,644.44	
Total Expenses		35,426.85
 Operating Surplus/(Deficit)		 <u>-10,973.22</u>

**NGO Working Group October 14th 2009
Statement of Financial Position**

Assets		
Current Account	2,359.93	
GST	-687.07	
Total Assets		1,672.86
Less Liabilities		
WHA Short Term Loan	0.00	0.00
Net Assets		<u>1,672.86</u>
Made Up Of:		
Working Funds - T/F from Platform	12,646.08	
Current Year Operating Surplus/(Deficit)	-10,973.22	<u>1,672.86</u>