





| Project Highlight Report Midland Regional Co-operation Project Reporting Period: Progress to-date | | | |
|--|---|------------------|--|
| Date: | 12 July 2011 | Status: | Scope:  Schedule:  |
| Project Mgr: | Erica Holtsbaum | | Project risk:  Stakeholder comfort:  |
| Project Board: | Lead Chair: Graeme Milne Lead Executive: Cathy Cooney Steering Committed: Regional Chairs and Chief Executives | Stage: | End Phase 1, start Phase 2 |
| | | End date: | July, August – B/O business cases 1 August–staff transition to HealthShare |
| Summary: | <p>This report marks the end of Phase 1 as originally timetabled. As per the attached workstream updates, all deliverables are either underway or have been achieved. Those business cases that have not met the original schedule received approval for their deferral. The new deliverable dates are specified below.</p> <p>The key workstream over the last couple of months has been the development of the regional business cases. There has been a lot of work done by many across the region, particularly in the development of the new regional / DHB business models. Financial modelling has been supported by Waikato DHB.</p> | | |
| Deliverables: | <ul style="list-style-type: none"> • Letter from Graeme Milne to Minister, HBL etc. on progress to date sent prior to 30 June Ministerial deadline – awaiting feedback • HealthShare acting CE – Cathy Cooney to remain in role to 30 June 2012 • New HealthShare Board Chair – Jim Green (Tairāwhiti CEO) • HealthShare board new meeting schedule, agenda, reporting templates developed • Staff transferring into HealthShare on 1 August given offers of employment on 22 June. HealthShare will have 26 staff as of 1 August. • Arrangements confirmed for HealthShare payroll to be run out of BOP • HealthShare CE and GM Provider Audit delegations developed • Business model / business case work: <ul style="list-style-type: none"> ○ HR – Recruitment & Selection, Workforce/Learning & Development – final drafting ○ Media & Comms – Publications, Web, Shared Media & Audio Visual – currently being reviewed by CEs ○ Internal Audit – version two out for review ○ Risk management – underway with an early information gathering exercise on what risks are formally managed by DHBs and how • Business case financials gathered/analysed across the DHBs, excluding risk management at this stage | | |
| Issues: | <ul style="list-style-type: none"> • For some business cases the financial analysis is proving difficult as each DHB codes expenditure in a different manner and to a different level of detail. This is making an 'apples with apples' comparison difficult. Regional benefit conversations have been difficult for some. | | |
| Risks: | <ul style="list-style-type: none"> • HBL impact on regional timeframes. Flexibility in timeframes will continue to be important as HBL workstreams are rolled out. | | |

Project Highlight Report

Midland Regional Co-operation Project

Reporting Period: Progress to-date

| | Item Description | Date |
|-------------------------------------|--|------------------------|
| Milestones planned for next period: | Business case development: | |
| | • Media & Communications, HR, Audit | 29/07/11 |
| | • Risk, Legal | 27/08/11 |
| | Governance framework - redraft | 29/07/11 |
| | 1 st Healthshare board meeting with new functions | 05/08/11 |
| | HBL impact analysis | When plans made public |
| | Corporate/financial support processes developed | 30/09/11 |

End Phase 1 deliverables update

| HealthShare | | |
|--|----------------------------------|--|
| Deliverable | Status | Comment |
| Constitution / shareholding arrangements review | Completed | Constitution and shareholding arrangement to remain as is in the short term. |
| Formal consultation process for existing GM | Final stages | IEA - 22 June. |
| Start-up structure | Approved 6 May | New Workforce Development Manager role developed, to be advertised externally. |
| Corporate support | Approved 6 May From 1 August | <ul style="list-style-type: none"> Corporate support (eg. travel bookings, website hosting) provided by Waikato DHB to continue in the interim HealthShare payroll function to be provided by BOP DHB Workstream to determine future support requirements to begin shortly – end September deliverable. |
| Framework for Healthshare operations | To revise | Draft Governance framework back to Chairs/CEs, 5 August. |
| Strategic frameworks for HealthShare service areas | Coming through in business cases | <ul style="list-style-type: none"> Decision to use best practice business model frameworks for defining the regional shared service, rather than working from various DHB models. The drafts will be progressed during business case development. |
| HealthShare branding | Decision 6 May | The name HealthShare to remain. |
| Current building lease | Completed | Renewed for 1 year. |

| Clinical Service Networks | | |
|--|----------------|---|
| Deliverable | Status | Comment |
| Staff transfers: • Formal staff consultation • Final move to HealthShare | Final stage | [11 staff] IEAs - 22 June. All staff signed. 1 August, 2011. |
| Corporate support | Approved 6 May | <ul style="list-style-type: none"> Corporate support (eg. travel bookings, website hosting) to be provided by Waikato DHB to the Cancer Network and Lakes DHB to the Mental Health and Addictions Network, in the interim. Midland Cancer network to transfer to BOP payroll by end 2011 Workstream to determine future support requirements to begin shortly – end September deliverable. |
| Future clinical service network governance | Underway | The work on the clinical service networks governance framework is being progressed through the implementation of the 2011/12 MRCSP. |

Staff transfers

The new HealthShare functional structure is included below.

On August 1 the following staff/teams will transfer into HealthShare:

- Regional cooperation project manager and back office oversight
 - Erica Holtsbaum
- Regional planning team:
 - Programme manager - Ian Goulton
 - Project manager - Cathy Taylor (Cathy has just joined the team on 1 July)
- Midland Mental Health and Addictions team:
 - Midland regional director – Eseta Nonu-Reid
 - Senior administrator - Akatu Marsters
 - Regional workforce development coordinator - Ruth Choudhary
 - Technical support coordinator - Belinda Walker
- Midland Cancer Network
 - Manager - Jan Smith
 - Service improvement manager - Loryn Scanlan
 - Service improvement facilitator - Margie Hamilton
 - Administrator/PA - Jenna Arnel
 - Service improvement facilitator - Sharon Hardaker
 - Service improvement manager inequalities - Rawiri Blundell
 - Project manager - Mo Neville
 - Charles De Groot, clinical director (0.4FTE), is not transferring to HealthShare
- Midland Smokefree Director – Michelle Nathan.

The above 15 transferring staff will be joining the existing HealthShare Provider Audit staff:

- General Manager - Helen Wood-Rowe
- Programme manager - Catherine Faville
- Programme manager - Sarah McLeay
- Audit co-ordinator - Jackie Clayton
- Audit co-ordinator - Faye Bond
- Auditor - Claire Cherrill
- Auditor - Bryan Laycock
- Auditor - Tracey Barber
- Auditor - Mario Garcia
- Auditor - Les Wills
- Office administrator/manager - Shamima Mohammed

