

<b>To:</b>	HealthShare staff
<b>From:</b>	Erica Holtsbaum, Midland Regional Cooperation Project
<b>Date:</b>	4 July, 2011
<b>Subject:</b>	Project update report

Firstly, a warm welcome to those of us who have just signed our IEAs and will be transferring into HealthShare on 1 August. This is the first regional cooperation project update on behalf of HealthShare. A number of key decisions have been made and deliverables achieved which should be of interest.

### **HealthShare CEO role**

As you know, Cathy Cooney had previously accepted the role of acting HealthShare CEO from July through September 2011. On Friday Cathy confirmed to the regional CEOs that she will remain in the position for the entire year from 1 July 2011 through to 30 June 2012. This will allow HealthShare to develop without the interruption of a change in leadership while it is building its shared service functions. I am sure you will join me in thanking Cathy for undertaking this significant extra workload.

### **HealthShare Board Chair**

HealthShare is equally owned by the Midland region DHBs. The board consists of 5 directors; current membership comprises the Midland CEs. Constitutionally the role of chair can rotate between directors every 6 months, however, Cathy Cooney has held this post for the last three years. Cathy is stepping down from the role of Chair during her time as acting CEO. Jim Green, Tairāwhiti DHB CEO, has agreed to become the Chair of the HealthShare Board. These changes will take place at the next HealthShare board meeting scheduled for early August.

### **HealthShare operations**

- The HealthShare board will in future meet bi-monthly rather than quarterly as has been the custom.
- A new meeting schedule, agenda format and reporting formats have been developed and will be used from the next HealthShare board meeting on 5 August (I will send these out next week – where possible we have continued with current formats and have just added a simple performance dashboard early in the agenda).
- HealthShare delegations are in the process of being developed for the CE role and the existing GM Provider Audit. Other delegations will be reviewed as part of the following point.
- As per the project plan a new piece of work will start in the next couple of weeks when the pressure comes off the early business case development. This workstream will review the corporate support mechanisms that HealthShare will need to develop to take over the existing lead DHB support roles. You may remember that there was a decision made back in May to continue to support those staff being transferred through the existing lead DHBs until HealthShare was in a position to formally take over this function.

- A decision to provide HealthShare payroll support via BOP DHB has been taken and for most of us this will occur in the first pay period after 1 August. The Midland Cancer Network will transfer over to the Bay of Plenty DHB payroll prior to the end of the year.
- Cathy Cooney will be scheduling a HealthShare planning day in mid-August, date to be confirmed, where we will be looking at how HealthShare should develop as a shared service agency for Midland. As a team we have a unique opportunity to get involved from the very inception in the development of the mission, values etc.

### **Staff transfers**

The new HealthShare functional structure is included at the end of this update.

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 Choudharey
  - Technical support coordinator - Belinda Walker
- Midland Cancer Network
  - Manager - Jan Smith
  - Service improvement manager - Loryn Scanlan
  - Service improvement facilitator patient management - 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 (0.2FTE), 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

## New staff roles

One of the new HealthShare functions is that of Workforce Development. This is a new role and the job description has been developed through the GM HR network. This position will be advertised externally in the next week or so, through the BOP DHB.

The information systems function will be led by Darrin Hackett the GM HIQ, a Taranaki DHB based IS shared service agency. A key focus for this role is the implementation of the Midland Region Information Systems Plan (MRISP). A business case will also be developed for a regional IS shared service.

## Regional cooperation current workstreams

- Business cases under development:

Back office activity business case	Developed by ..
HR – recruitment and selection	29 July
HR – learning and development	29 July
HR – IR - no longer a business case – national solution	29 July
Audit	29 July
Media & Communications – communications advice and planning	29 July
Media & Communications – media services	29 July
Media & Communications – publications, web and audio-visual Printing financial analysis (workstream for above project)	8 July – partial draft
Legal (to start this week)	26 August
Risk (to start this week)	26 August

- HealthShare governance framework – an initial draft went to 3 June Midland/Chair project meeting. It is to be redrafted for 5 August meeting
- Corporate and financial support function / systems / processes developed and transition arrangement to be defined by 30 September
- A regional/DHB impact analysis of Health Benefits Ltd (HBL's) early national business case implementation plans to be undertaken as soon as the plans are available.

## Team meeting briefings

I am happy to attend any team meetings if you would like a more detailed briefing, please just contact me.

**HealthShare functional model**

