

Meeting Minutes

Contracting and Funding Working Group

Location:	Microsoft TEAMS		
Date:	27 August 2025	Time:	2pm – 3.10pm
Co-Chairs:	Audrey Williams, Tony Gray	Minutes by:	Stephanie Read
Tuakana:	Emma Hedgecock, Georgina Johnson, Mike Loten	Ex-Officio:	Jo Hathaway, Stephanie Read, Tim Wood
Attendees:	Audrey Williams, Angie Holmes, Bryce Sheedy, Christina Ross, Devon Diggle, Emma Maddren, Francie Dibley-Mason, Iain Diamond, Jane Wilson, Miriam Lindsay, Richard Lowe, Tony Gray, Stephanie Read, Tim Wood, Mike Loten, Jo Hathaway, Tom Love, Wendy Rowe, Tony Paine, Emma Hedgecock,		
Apologies:	Georgina Johnson, Tim Wood, Jason Power		

Item no:	Details	Attachments
1. Karakia & Welcome	Audrey opened the meeting with a karakia .	
2. Administration	<p>Apologies were noted and accepted as above.</p> <p>Minutes from the last meeting 21/07/2025 were accepted as a true and accurate record.</p> <p>Actions from the previous meeting were noted as on the agenda or completed.</p>	
3. Health New Zealand Update	<p>Hospices Services Funding Review.</p> <ul style="list-style-type: none"> • Tom Love presented an overview of a recently initiated focused review of Hospice services and funding, led by Health NZ's National Planning Funding Outcomes Team. • The review aims to improve consistency in government-funded care and will run in parallel with the National Palliative Care Work Programme. • Terms of Reference for this review are under development; the expected timeframe is 3-4 months. • Discussion included: <ul style="list-style-type: none"> ○ Avoiding duplication with existing programmes. 	

	<ul style="list-style-type: none"> ○ Ensuring the review complements broader palliative care work. ○ Concerns raised about data comparability and context. ○ Some hospices not part of the Data Commons expressed interest in contributing data independently. 	
<p>4. TOR review</p>	<p>Jo shared the Terms of Reference with the group and emphasized the purpose and key deliverables including;</p> <p>Goal: - To ensure all New Zealanders can have access to appropriate community specialist palliative care services.</p> <p>The key deliverables of the group being;</p> <ul style="list-style-type: none"> ● propose foundations, principles and high-level outcomes of a nationally consistent adult community specialist palliative care service specification ● agree core funding values and priorities for adult community specialist palliative care services that improve equity in patient outcomes ● submit a written document to the Steering Group detailing the proposed contracting and funding recommendations. <p>The following discussion noted:</p> <ul style="list-style-type: none"> ● The focus of the group is about people not providers. ● Members need to think broadly and nationally. ● We need to develop a transparent story about why and how we fund palliative care services to meet all New Zealanders Palliative Care needs. ● A strong interest in developing nationally consistent prioritisation criteria. ● Suggestions to include equity-based prioritisation (e.g., rurality, ethnicity, social disadvantage). ● That specialist services should not absorb gaps in primary care. ● The need to balance aspirational goals with pragmatic funding realities. <p>Everyone agreed with the purpose of the group and understood the deliverables.</p>	
<p>5. Funding Principles and Guidelines</p>	<p>Stephanie presented a draft document consolidating feedback and previous work.</p> <p>Following feedback on the last draft the refreshed document was split into two main sections – Funding Principles and Contracting Mechanisms. The document now has three main headings.</p> <ul style="list-style-type: none"> ● High Level Funding Principles ● How/Why fund Palliative Care? ● How/Why contract Specialist Palliative Care Services 	

	<p>Previous work completed by the Hospice sector has been clearly incorporated as has some background context and information about government funding approaches. The following have been incorporated into the document.</p> <ul style="list-style-type: none"> ○ Previous work by the Working Group (including small group work) ○ Government funding principles ○ Contracting mechanisms ○ Funding priorities ○ Relational contracting ○ Appendices with references and definitions <p>Feedback from the Working Group included:</p> <ul style="list-style-type: none"> ● Appreciation for the comprehensive draft a great starting point for synthesis and refinement. ● Importance of maintaining visibility of sector contributions. ● The need to have the prioritisation discussion and develop a nationally consistent approach. 	
<p>6. Next Steps</p>	<ul style="list-style-type: none"> ● It was agreed to tackle the refinement of the document through the formation of two small working groups: <ul style="list-style-type: none"> ○ Primary Palliative Care Lens: Miriam Lindsay, Richard Lowe, Bryce Sheedy, Francie Dibley-Mason, Angie Holmes, Jane Wilson, Wendy Rowe (Chaired by Audrey) ○ Specialist Palliative Care Lens: Devon Diggle, Tony Paine, Cristina Ross, Iain Diamond, Emma Maddren (Chaired by Tony Gray). ● Groups to review the draft document and provide lens-specific feedback. ● Focus on prioritisation from both patient and service perspectives. ● Aim to finalise recommendations over the next two meetings. <p>Actions:</p> <p>Form two small groups to review the document from a primary and specialist palliative care perspective. Feedback at the next meeting.</p>	

7. AOB and meeting close	Audrey closed the meeting with a karakia .	
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Actions

Details	Who
Form two small groups to review the document from a primary and specialist palliative care perspective. Feedback at the next meeting.	Stephanie / Co-chairs /