

Meeting Minutes

Contracting and Funding Working Group

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| Location: | Microsoft TEAMS | | |
| Date: | 30 April 2025 | Time: | 11am – 12.30pm |
| Chairperson: | Tim Wood (interim Chair) | Minutes by: | Caitlin Leslie |
| Tuakana: | Emma Hedgecock, Georgina Johnson, Mike Loten | Ex-Officio: | Jo Hathaway, Stephanie Read, Tim Wood |
| Attendees: | Audrey Williams, Bryce Sheedy, Christina Ross, Devon Diggle, Emma Maddren, Francie Dibley-Mason, Iain Diamond, Jane Wilson, Miriam Lindsay, Tony Paine, Wendy Rowe, Jo Hathaway, Stephanie Read, Tim Wood, Caitlin Leslie, Emma Hedgecock, Georgina Johnson, Mike Loten | | |
| Apologies: | Emma Hedgecock, Richard Lowe, Tony Gray | | |

| Item no: | Details | Attachments |
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| 1. Karakia & Welcome | <p>Jo opened the meeting with a karakia.</p> <p>The members introduced themselves.</p> | |
| 2. Administration | <p>Apologies were noted and accepted as above.</p> <p>Conflict of Interest (COI) Management was discussed, noting it is important to recognise any conflict. Can all members complete the COI form (in appendix of Terms of Reference (TOR)) and return to stephanie.read@tewhatuora.govt.nz.</p> <p>If any new conflicts arise, please let Stephanie or Caitlin know.</p> <p>The Charter includes expectations of all Working Groups (WG) and the Steering Group (SG).</p> <p>The meeting structure and expectations were discussed, noting meeting agendas will be distributed the week prior to each meeting.</p> <p>The first portion of time will be spent doing guided brainstorming on key questions to ensure everyone is on the same page. Co-chairs of other key working groups will be invited to discuss their pieces of work and answer questions.</p> <p>The second portion will be spent agreeing priorities and the final product. These pieces of work are time consuming, so much of the time in meetings will be given to working on finalising the final product.</p> <p>It is expected that members will read information and work on actions between meetings which will be held once a month.</p> | |

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| | <p>As set out in Terms of Reference (TOR), the SG will appoint Co-chairs of the WG. If anyone is interested in a co-chair role, please email Stephanie stephanie.read@tewhatuora.govt.nz</p> <p>Actions:</p> <ul style="list-style-type: none"> • Complete COI form (located in appendix of TOR) and return to stephanie.read@tewhatuora.govt.nz • Email Stephanie stephanie.read@tewhatuora.govt.nz if you are interested in a co-chair role on the WG by 7th May 2025. | |
| <p>3. National Work Programme Overview</p> | <p>An overview of the National Palliative Care Work Programme was given, noting key points (presentation attached):</p> <ul style="list-style-type: none"> • The Work Programme aims to address the current challenges in palliative care. • Palliative care is provided by hospitals, district nurses, Kaupapa Māori services, Hospices, Whānau, General Practice, Aged Residential Care, Ambulance services, Pharmacy services, and home and community support services. • Access inequities make it more challenging for some groups to access the services they require. • NZ has an ageing population, which will put further pressure on palliative care services. • This working group is part of a larger piece of work, sitting alongside the other working groups and overseen by the National SG and supported by the Equity WG. <p>Stephanie recommended the WG complete the readings (shared 24.04.25) and explore the website for the 'completed work' listed in the attached presentation.</p> <p>Action: Complete readings and webinar sent by Stephanie via email on 24.04.25 by the next meeting on 28.05.2025.</p> <p>The next steps of the Work Programme were explained:</p> <ul style="list-style-type: none"> • Completing the current state analysis, finalise the paediatric work, and seek feedback on the adult work. The paediatric work is available through the following link (insert link). • Completing the Contracting and Funding Working Group key deliverables. • Establishing the remaining Working Groups. <p>The Sustainable Funding for Hospice Services and There is a Better Way ESP Funding Model documents were discussed, noting:</p> <ul style="list-style-type: none"> • A sustainable funding model and efficient investment is needed for the sector. • There is variation in number of services, funding, and efficiency across Hospices. • We need to understand where need and variation is greatest to address inequities. | <div style="text-align: center;">  <p>Presentation for Contracting and Funding</p> </div> |
| <p>4. Working Group Purpose</p> | <p>The purpose of the Contracting and Funding WG is to propose the foundations of a contracting and funding framework for adult community specialist palliative care that ensures all New</p> | |

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| | <p>Zealanders have access to appropriate community specialist palliative care services.</p> <p>The key deliverables of the WG are to:</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 SG detailing the proposed contracting and funding recommendations. <p>It was noted that this group is building on the work that has been completed by the other WGs and the SG.</p> <p>It was noted that negotiating dollars and cents for contracts and writing service specifications / contracts are not part of the groups scope.</p> <p>It is important to consider the whole system and agree nationally consistent high-level foundations and principles that improve equitable outcomes for people and their whānau.</p> <p>The group discussed the focus of the WG, noting.</p> <ul style="list-style-type: none"> Relationships that specialist palliative care providers have with other parts of the system need to be considered. There is variation across the country in how the system works and interacts, therefore an adaptable and dynamic approach that is consistent in outcomes is required. The WG need to describe a set of outcomes, how we might get there, and allow providers in different regions to respond appropriately without dictating a single solution or break what is working already. A focus on patients, whānau and communities helps to neutralise provider focus – what is the best outcome for the people we serve? The Adult Models of Care work is hoped to be released for public consultation by the end of May. Stephanie will ensure the group is kept up to date. Some consultation has already taken place via a webinar and members sense checking with their organisations as the document was written. <p>Key questions to consider for a funding framework could include:</p> <ul style="list-style-type: none"> What are we trying to promote? What are our agreed values and principles? Should funding be weighted? | |
| <p>5. Questions</p> | <p>The group had a discussion, noting.</p> <ul style="list-style-type: none"> It is difficult to identify the current funding amounts sitting in the community and in Hospital and Specialist Services (H&SS). The need for a public health approach is in scope, as identified by the Adult Models of Care work. Hospices are contracted differently across the motu. Having flexibility in the model will enable regions to get appropriate services in their community for those in need of palliative care. | |

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| | <ul style="list-style-type: none"> This work is an opportunity to articulate a clear picture of what palliative care can contribute, how it can contribute, and what is needed going forward. Some variation has been identified in the current funding model. <p>It was noted that the Expressions of Interest (EOI) for the Outcomes and Measures WG will commence by the end of May.</p> | |
| 6. Meeting Close | <p>The group was reminded to ensure they have read the documents sent by Stephanie on 24.04.25 and to listen to the webinar on the website.</p> <p>It was noted that the Palliative Care webpage is kept up to date and contains useful information, resources and tools. National Palliative Care Work Programme – Health New Zealand Te Whatu Ora</p> <p>Jo closed the meeting with a karakia.</p> | |

Actions

| Details | Who |
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| Complete COI form (located in appendix of TOR) and return to stephanie.read@tewhatuora.govt.nz by 23 rd May 2025. | All |
| Email Stephanie stephanie.read@tewhatuora.govt.nz if you are interested in a co-chair role on the WG by 7 th May 2025. | All |
| Complete readings and webinar sent by Stephanie via email on 24.04.25 by the next meeting on 28.05.2025 | All |