

Meeting Minutes

Contracting and Funding Working Group

Location:	Microsoft TEAMS		
Date:	29 October 2025	Time:	2pm – 3.30pm
Co-Chairs:	Audrey Williams, Tony Gray	Minutes by:	Caitlin Leslie
Tuakana:	Emma Hedgecock, Georgina Johnson, Mike Loten	Ex-Officio:	Jo Hathaway, Stephanie Read, Tim Wood, Tom Love
Attendees:	Audrey Williams, Bryce Sheedy, Christina Ross, Devon Diggle, Emma Maddren, Francie Dibley-Mason, Iain Diamond, Richard Lowe, Wendy Rowe		
Apologies:	Tim Wood, Tony Paine, Miriam Lindsay, Georgina Johnson, Jo Hathaway, Angie Holmes		

Item no:	Details	Attachments
1. Welcome	Tony opened the meeting.	
2. Administration	<p>Apologies were noted and accepted as above.</p> <p>Minutes from the last meeting 25/09/2025 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>Work Programme</p> <ul style="list-style-type: none"> The Workforce Working Group is on track to be established in November/early December. The Equity in Palliative Care Framework has been submitted to the Equity Outcomes Group at Health NZ. The Equity Working Group will determine next steps based on feedback. The Paediatric Palliative Care report is scheduled for board sign-off in week of 03/11/25. The Adult Model of Care survey has now closed, and feedback is currently being analysed. Collaboration is ongoing with hospital palliative care teams to extract insights from collected data. <p>Hospices Services Funding Review</p> <ul style="list-style-type: none"> This is a Hospice centric piece of work, and the results will feed into the National Palliative Care Work programme. A project plan is due out to Hospices shortly. Data is expected over the coming weeks, after which the team will begin addressing questions outlined in the review plan. There will be an opportunity for Hospices to provide feedback. 	

<p>4. Funding and Contracting Framework</p>	<p>The Contracting and Funding Framework document was reviewed by the group.</p> <p>Stephanie highlighted the changes made to date and points that required final discussion. It was noted that the document has been updated taking into consideration feedback from the equity working group, small group and individual members.</p> <p>The following changes were discussed.</p> <ul style="list-style-type: none"> • A more comprehensive introduction and background section have been included. • Feedback from the Equity Working Group has been included, including a section on service access disparities and reference to the Waitangi Tribunal inquiry (WAI2575). • The primary care insights section has been added to the appendix. • A next steps and summary have been added to the end. • Terminology refinements were made, including definitions and improved clarity on transparency, cost-effectiveness and service responsibilities. • A risks and mitigations table has been included. • It was noted that the document needed further referencing. • The review cycle was proposed as every three years or at agreed intervals. Māori and iwi providers will be included in service tables. <p>Stephanie, Tony and Audrey will review feedback to develop a final version of the document to be circulated to the group via email for final approval.</p> <p>The next steps are to sign off the final version of the document with the agreed changes.</p> <p>It was noted that the next SG meeting is 11th December. This document will be tabled at this meeting.</p> <p>The group agreed to sign off the document via email.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Iain to send Stephanie definitions on transparent methodologies and service alliance. • Stephanie/Tony/Audrey to collate comments and incorporate changes into main document. • WG to sign off the Contracting and Funding Framework document via email once finalised. 	
<p>5. Thank you, farewell & reflections</p>	<p>Tony thanked the Contracting and Funding Working Group for their contributions, with special thanks to Stephanie, Jo, and co-chair Audrey.</p> <p>The group acknowledged the successful outcome of the document and expressed appreciation to Tony and Audrey for their leadership.</p>	
<p>6. AOB and meeting close</p>	<p>Tony closed the meeting with a karakia.</p>	

Actions

Details	Who
Iain to send Stephanie definitions on transparent methodologies and service alliance.	Iain
Stephanie/Tony/Audrey to collate comments and incorporate changes into main document.	Stephanie / Tony / Audrey
WG to sign off the Contracting and Funding Framework document via email once finalised.	All