

Meeting Minutes

Contracting and Funding Working Group

Location:	Microsoft TEAMS		
Date:	25 September 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:	Angie Holmes, Audrey Williams, Bryce Sheedy, Christina Ross, Devon Diggle, Emma Maddren, Francie Dibley-Mason, Iain Diamond, Miriam Lindsay, Richard Lowe, Tony Paine, Wendy Rowe, Georgina Johnson		
Apologies:	Tony Gray, Jane Wilson, Jo Hathaway, Tom Love, Tim Wood, Emma Hedgecock		

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 27/08/2025 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> <p>The Adult Model of Care is currently out for formal feedback via ThoughtExchange until 10th October. It is being promoted through HNZ platforms and shared with stakeholders via email. There has been good engagement so far.</p> <p>The Expressions of Interest for the Workforce Working Group will be released in September. This is the final working group in first phase of work programme. The first meeting is planned to take place in November 2025.</p> <p>Hospices Services Funding Review</p> <p>Significant work is underway to address funding awareness and data gaps in Hospice services.</p> <p>HNZ is preparing details communications and a Terms of Reference, with details to be released shortly.</p>	

<p>4. Small Group Feedback</p>	<p>The small groups presented on primary and specialist palliative lens discussions, noting.</p> <p>Primary Palliative Care lens</p> <ul style="list-style-type: none"> • Emphasis on collaboration over competition in funding by connecting all parts of the system (Hospice, ARC, General Practice) to achieve better outcomes for communities. • Need for clear transitions of care and well-defined roles between primary and specialist services. • Recognition that roles often overlap, and clarity is needed to avoid duplication or service gaps. • Importance of local leadership and alliances for effective service integration. • Discussion around balancing regional flexibility with national consistency in contracts, to preserve what currently makes a big difference to the people we serve. • Highlighted challenges in ARC and after-hours support with complex patients and unclear or inconsistent responsibilities. • Education was identified as a key component of collaboration, especially in rural areas where primary care providers may rely heavily on Hospice expertise. • Suggested prioritising underserved communities in future funding models. • Noted that primary care funding is inconsistent across regions, and the appropriate future model may vary. <p>Specialist Palliative Care lens</p> <ul style="list-style-type: none"> • Outlined the seven key funding principles: <ul style="list-style-type: none"> ○ Te Tiriti o Waitangi obligations ○ Equitable access and responsiveness ○ National consistency with room for local flexibility ○ Clear linkage between model of care and service delivery ○ Sustainable and predictable funding ○ Workforce development and support ○ Data-driven decision-making • Highlighted importance of contracting models that enable innovation, rather than the continuation of existing services. • Emphasis on moving beyond traditional funding mechanisms to support new ways of working. • Discussion on the need for local flexibility, integration and collaborative service networks across providers, which can be built into the service specifications. • Need to define core Hospice services to guide national service specifications. • Importance of community-driven innovation that needs to be supported in the contracts. • Possibility for a dual-layered funding approach, including core capacity funding, and an overlay of volume-based, equity-focused funding that reflects service demand, population needs and flexibility for patient choice. 	 Specialist PC Small Group Notes.docx  Primary PC Small Group_Collated No
<p>5. Funding and Contracting Framework</p>	<p>The Funding and Contracting framework was discussed, noting.</p> <ul style="list-style-type: none"> • The framework needs to align with the Model of Care and support equitable access in primary care contracts. 	 Funding model principles_framework

	<ul style="list-style-type: none"> • Referral criteria should clearly define the roles and responsibilities between primary and specialist care. • Support for community-driven solutions and flexibility in contracting to enable innovation and strengthen local networks. • Emphasis on ensuring that patients and whānau have their needs met to achieve the best outcomes. • Nurse prescribing was discussed as a potential solution to alleviate GP workload. <p>Feedback on suggested changes</p> <p>It was agreed that the following sections will be added to the framework:</p> <ul style="list-style-type: none"> • Next steps • Considerations for primary palliative care (General Practice and ARC funding) • Risk management principles <p>Next steps for framework</p> <ul style="list-style-type: none"> • The Contracting and Funding framework will come together with the other pieces of work, from the wider work programme, to form revised service specifications. • Iain, Miriam, Devon, Emma and Francie volunteered to finalise the document. Stephanie will send out a meeting invite to this group. Anyone else who would like to be involved to let Stephanie know. • WG were encouraged to thoroughly read the revised, clean draft and send through any tracked changes to Stephanie. <p>Actions:</p> <ul style="list-style-type: none"> • Stephanie to set up meeting with volunteers to discuss writing up the final document. Let Stephanie know if you would also like to be involved in the final write-up of framework. • WG to thoroughly read the revised, clean draft and send through any tracked changes. <p>Next steps for this piece of work</p> <ul style="list-style-type: none"> • The final meeting is scheduled for November 2025 to sign off the document before submission to the Steering Group. • The framework document will be tabled at Steering Group meeting for consideration before the paper is passed onto HNZ. 	
<p>6. AOB and meeting close</p>	<p>Audrey closed the meeting with a karakia.</p>	

Actions

Details	Who
Stephanie to set up meeting with volunteers to discuss writing up the final document. Let Stephanie know if you would also like to be involved in the final write-up of framework.	Stephanie / All
WG to thoroughly read the revised, clean draft and send through any tracked changes to Stephanie.	All