

## MINUTES OF THE PHARMACEUTICAL MANAGEMENT AGENCY (PHARMAC)

### BOARD MEETING 31 JANUARY 2020

The meeting was held at Level 9, 40 Mercer Street, Wellington, starting at 9:03am with the following attendees:

#### Board members

Steve Maharey	Chair
Jan White	Deputy Chair
Ross Lawrenson	Board Member
Nicole Anderson	Board Member
Claudia Wyss	Board Member
David Lui	Observer, CAC Chair
Mark Weatherall	Observer, PTAC Chair
Peter Bramley	Observer, DHB Representative

#### PHARMAC staff in attendance

Sarah Fitt	Chief Executive
Lisa Williams	Director of Operations
Alison Hill	Director of Engagement & Implementation
Michael Johnson	Director of Strategic Initiatives
Mark Woodard	Director of Corporate Services/CFO
Ken Clark	Acting Medical Director
Lizzy Cohen	Board Secretary

Andrew Davies, Adrienne Martin, Sarah Beri, Hayden Spencer, Kathryn McInteer, Graham Beever, Jannel Fisher (PHARMAC staff) attended for relevant items.

*9.03am Guest speaker - Shayne Hunter, Deputy Director General of Data & Digital, Ministry of Health spoke to the Board about the Ministry of Health's work with data collections and digital technology and how the use of data could better health outcomes.*

#### 1. Directors' Only Discussion

*9.53am Claudia Wyss, Board member joined by phone.*

##### 1.1 Glossary of Terms

##### 1.2 Board Actions

##### 1.3 Board Annual Agenda

##### 1.4 Employee Turnover Analysis

**noted** the identified causes and activity underway to respond to PHARMAC's current employee turnover.

#### 2. Apologies

**3. Record of Previous Board and Committee Meetings**

**3.1 Minutes of November 2019 Board Meeting**

**resolved** to adopt the minutes of the November 2019 meeting as being a true and correct record.

Jan White and Ross Lawrenson (carried)

**3.2 Board Health and Safety Committee recommendations**

**noted** the verbal update from the Committee Chair; and

**noted** that the Committee intends to circulate the Health and Safety Committee Annual Report 2018/19 to the Board.

**4. Interests Register**

**noted** the interests register; and

**noted** any decisions by the Chair to manage actual or potential conflicts of interest, as follows:

[None required]

**5. Matters Arising**

**noted** the matter's arising.

**6. Chair's Report**

**6.1 Verbal Report**

**noted** the Chair's verbal report.

**noted** that the Board Chair and Deputy Chair met with the Chief Executive for their Interim Performance Review in December 2019.

**6.2 Correspondence**

**noted** the correspondence report.

**7. Chief Executive's Report and Confidential and Legally Privileged Legal Report**

**noted** the Chief Executive's Report.

**noted** the legal report.

## **8. Key Items**

### **8.1 2020 – The Year Ahead**

**noted** the Senior Leadership Team have undertaken a high-level analysis of known and likely external factors that may impact during 2020;

**noted** that there is extensive activity, programmes and projects underway or planned to respond to the range of external factors;

**noted** that the PHARMAC Board receives regular updates on a range of external factors through various reports provided at each Board meeting; and

**noted** that the draft Statement of Intent and Statement of Performance Expectations will be presented to the March 2020 Board meeting.

*11.41am – Claudia Wyss, Board member left the meeting.*

### **8.2 Risk Report and Register**

**noted** the updated risk register.

### **8.3 International Travel Report - 14th Edition World Executive Forum - Healthcare Systems**

**noted** the international travel report on the 14th Edition World Executive Forum - Healthcare Systems, Montreal, 11 -13 November 2019.

## **9. Schedule and Funding**

### **9.1 Medical Devices Transaction and Investment Report**

**noted** the contents of this paper.

### **9.2 Pharmaceutical Expenditure and Transaction Report**

**resolved** to delegate decision-making for the proposal to fund ivacaftor for patients with cystic fibrosis with specific mutations to the Chief Executive; and

**noted** the contents of this paper.

Nicole Anderson and Ross Lawrenson **(carried)**

### **9.3 Prioritisation Report**

**noted** the prioritisation report.

## **10. Strategic Planning and Policy**

### **10.1 Data and Information Strategy Implementation Update**

**noted** the contents of this paper.

**11. Regular Reports and Noting Papers**

**11.2 Communications Report**

**noted** the content of the Communications Report covering December 2019.

**11.3 Summary of Decisions Made Under Delegated Authority – November and December 2019**

**noted** the monthly summary of decisions made under Delegated Authority by the Chief Executive, Director of Operations, Manager Pharmaceutical Funding, Senior Advisor/Team Leader and Senior Therapeutic Group Managers/Team Leaders.

**12. Interest Articles**

**13. General Business**

**Date of Next Meeting**

The date for the next Board meeting is set for Friday 28 February 2020 in Wellington, commencing with the Directors Only from 9.00am, and attendees and relevant staff from 9.30am.

The meeting closed at 1.20pm.

Chair:

Date: