

# Minutes

## interRAI Governance Board

<b>Date</b>	<b>Thursday 9 February 2017</b>
<b>Location:</b>	<b>TAS Board Room 3A1, Level 3, 186 Willis Street, Te Aro, Wellington</b>
<b>Members Attending</b>	<p><b>Catherine Cooney</b> (Chair) Director of Kowhai Health Associates Limited  <b>Chris Fleming</b> (Deputy Chair) CEO Southern DHB – Funder Representative  <b>Dana Ralph-Smith</b> General Manager- Adult Rehabilitation and Health of Older People, Counties Manukau DHB – Funder Representative  <b>Dr Nigel Millar</b> – Chief Medical Officer &amp; Geriatrician Southern DHB – Clinician and interRAI Fellow Representative  <b>Judith Davey</b> – Senior Associate, Institute for Governance &amp; Policy Studies, Victoria University &amp; Voluntary Policy Advisor Age Concern – Consumer Representative  <b>Roy Reid</b> – Treasurer, Chair Age Care Committee, Grey Power – Consumer Representative  Health Professional Representative TBA  <b>Max Robins</b> – CEO CHT and Deputy Chair NZACA – ARC Provider Representative  <b>David Chrisp</b> – General Manager Access Home Health Ltd – Home Care Representative  <b>Matthew Parsons</b> – Professor Medical &amp; Health Sciences University of Auckland, Chair Gerontology Nursing, Waikato DHB – Research Representative  <b>Dr Chris Hendry</b> – Senior Lecturer, Centre for Postgraduate Nursing Studies, University of Otago – Health Informatics Representative</p>
<b>In Attendance:</b>	<p><b>Michele McCreddie</b> – General Manager interRAI Services, TAS  <b>Dr Brigitte Meehan</b> – Manager interRAI National Services, TAS  <b>Karina Kwai</b> – Manager, Health of Older People, National Services Purchasing, Ministry of Health  <b>Dr Phil Wood</b> – Chief Advisor, Health of Older People, Ministry of Health  <b>Sue Wood</b> – Director Safety and Quality, Canterbury DHB  <b>Vij Kooyela</b> – Manager interRAI Reporting and Analytics  <b>Jackie Treweek</b> – Secretariat, TAS</p>
<b>Apologies:</b>	<b>Judith Davey</b> – Board Member

<b>Item</b>	<b>Minute</b>
<b>1. Welcome – Agenda Overview</b>	<p><b>Item 1.1 Agenda Overview and Apologies</b>  The Chair opened the meeting at 9.59 am welcoming members and noting apologies had been received from Judith Davey.</p> <p>The Chair congratulated Chris Fleming on the announcement of his permanent appointment to the role of Chief Executive Southern DHB.</p> <p>The Chair asked members if there were any specific conflicts of interest in relation to the agenda that they wished to declare. The following conflicts were noted:</p>

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	<ul style="list-style-type: none"> <li>• Item 3.2 - Dr Chris Hendry noted she was working with Nelson Marlborough Institute of Technology (NMIT) on the nursing curriculum.</li> <li>• Item 3.2 – The Chair noted her involvement with Careerforce and her role as Chair of Toi Ohomai Institute of Technology.</li> <li>• Item 2.3 – Dr Nigel Millar advised his involvement with the CDHB proposal to test a new interRAI assessment tool in an acute care setting noting he had initiated the project.</li> </ul> <p><b>Item 1.2 Declaration of Interest Register</b> The Chair called for advice on any Conflicts of Interest.</p> <p>Chris Fleming requested that the register be updated to reflect his permanent appointment to the role of Chief Executive, Southern DHB.</p> <p><b>Item 1.3 Minutes from meeting held 2 December 2016</b> The minutes of the meeting held on 2 December 2016 were <b>confirmed</b> as a correct and accurate record.</p> <p><i>Moved: Dana Ralph-Smith      Seconded: Roy Reid</i></p> <p><b>Item 1.4 Action Register.</b></p> <p>02/16-06    Standard suite of interRAI Services national data analysis reports.  Explore what type of reports could be made available for Home Care providers. Work underway. <b>Ongoing.</b></p> <p>08/16-07    Long Term Plan for Renewal of the National interRAI Software Contract. Schedule discussions for August 2017 meeting.</p> <p>08/16-17    Memorandum of Understanding. interRAI NZ to work with MoH to develop a Memorandum of Understanding based on the interRAI NZ Future Direction 2016-19. Karina Kwai advised a draft MoU would be provided to the Secretariat on 17 February 2017 for circulation to Board members requesting feedback. <b>Ongoing.</b></p> <p>10/16-07    Operational Reports. Training trend data included in Quarter 2 report. <b>Closed.</b></p> <p>10/16-08    Suite of interRAI Data Reports. Presentation provided as agenda item 4.2. <b>Closed.</b></p> <p>10/16-09    Annual Data Analysis Report. On agenda at item 4.1. <b>Closed.</b></p> <p>12/16-01    Expressions of Interest. MoH to advertise expressions of interest for the Board vacancy in early 2017. [Released 15 February to MOH website, closing 3 March]</p>

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	<p>12/16-02 Governance Framework. interRAI NZ website has been refreshed to include key points on the access of data and frequently asked questions on data reporting. <b>Closed.</b></p> <p>12/16-03 Terms of Reference (ToR). Revised ToR circulated to Board members on 16 December 2016. On agenda as item 2.1. <b>Closed.</b></p> <p>12/16-04 Governance Framework. A3 overview has been updated to include commentary to reflect that a successful rollout does not need to be nationally. <b>Closed.</b></p> <p>12/16-05 Post Project Review of the Implementation of the Comprehensive Clinical Assessment (interRAI) in Aged Residential Care (2011-15). Draft report has been updated to incorporate feedback. <b>Closed.</b></p> <p>12/16-06 Post Project Review of the Implementation of the Comprehensive Clinical Assessment (interRAI) in Aged Residential Care (2011-15). Revised Executive Summary circulated to Board members and approved out of session. <b>Closed.</b></p> <p>12/16-07 Post Project Review of the Implementation of the Comprehensive Clinical Assessment (interRAI) in Aged Residential Care (2011-15). Information on the progress of the report was provided in the December issue of the <i>Informer</i> newsletter. <b>Closed.</b></p> <p>12/16-08 Proposal to test a new interRAI Assessment Tool in an Acute Care alongside other Assessment Date in an Acute Care Setting. Sue Wood to present proposal under agenda item 2.3. <b>Closed.</b></p> <p>12/16-09 Quality Indicators Workshop. Dr Brigette Meehan to consider facilitating a Quality Indicators Workshop in the first half of 2017. <b>Ongoing.</b></p>
	<p><b>Item 1.5 Matters Arising</b></p> <p><u>Letter to Canterbury DHB re proposal to test new interRAI Assessment Tool in Acute Care</u>  A copy of the letter written in response to the Canterbury DHB re proposal to test a new interRAI Assessment Tool in Acute Care was provided for information. It was noted Sue Wood, Director Safety and Quality was attending the meeting to present the proposal and respond to the Governance Board question raised in the letter.</p> <p><u>Evaluation Consult Report</u>  Michele McCreadie updated the Board on the status of the release of the <i>Lessons Learned from the Implementation of Comprehensive Clinical Assessment (interRAI) in Aged Residential Care (2011-2015)</i> report prepared by Evaluation Consult. The following was noted during discussion:</p>

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	<ul style="list-style-type: none"> <li>• The independent review was now complete and the review report finalised.</li> <li>• The report would be released in full and published on the interRAI NZ website following briefings being provided to key stakeholders including the new Associate Minister of Health.</li> <li>• Subsequent to the email from Peter Mathyssen interRAI Services had received 13 Official Information Act Requests (OIAs) and a written parliamentary question (PQ) from Hon Annette King. It was noted the OIAs had been acknowledged and interRAI Services were working with MoH to prepare a response to the PQ within the required timeframe.</li> <li>• Concerns regarding the Evaluation Consult report were raised by Care Association New Zealand (CANZ) at the Aged Residential Care (ARC) Steering Group meeting held on Wednesday 8 February 2017. It was noted that CANZ had also contacted Evaluation Consult directly.</li> <li>• CANZ represent 10% of aged residential care providers.</li> <li>• New Zealand Aged Care Association (NZACA) received a copy of the draft report in their capacity as co-sponsor of the original business case.</li> </ul> <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> a letter would be sent to the Chairs of the ARC Steering Group inviting them to formally submit concerns in regards to the Evaluation Consult Report to the interRAI New Zealand Governance Board.</li> <li>2. <b>Noted</b> Chris Fleming, in his role of Lead DHB CE for aged care would request a meeting with the Associate Minister of Health to provide a briefing on a number of aged care activities including interRAI.</li> <li>3. <b>Noted</b> Board Members would receive notification in advance of the publication of the report.</li> </ol> <p><b>Action:</b>  <i>Michele McCreadie to draft a letter to the Chairs of the ARC Steering Group inviting them to formally submit concerns in regards to the Evaluation Consult Report to the interRAI Governance Board.</i></p>
<p><b>2. Governance</b></p>	<p><b>2.1 Revised interRAI NZ Governance Board Terms of Reference</b></p> <p>Michele McCreadie introduced the paper attaching the revised interRAI NZ Governance Board Terms of Reference (ToR) which were reviewed at the 2 December 2016 meeting and circulated to members out of session for comment.</p> <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> <li>1. <b>Approved</b> the interRAI New Zealand Governance Board Terms of Reference.</li> </ol>

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	<p data-bbox="507 253 1444 315">2. <b>Noted</b> the revised Terms of Reference would be published on the interRAI New Zealand website.</p> <p data-bbox="507 394 1444 423">3. <b>Noted</b> the Terms of Reference were next due for review in February 2018.</p> <p data-bbox="603 465 1332 495"><i>Moved: Chair Seconded: David Chrisp</i></p> <p data-bbox="507 562 1428 591"><b>2.3 Proposal to test a new interRAI assessment tool in an acute care setting</b></p> <p data-bbox="507 598 1484 660">Dr Nigel Millar provided background on the initiation of the project at Canterbury DHB in collaboration with the University of Queensland.</p> <p data-bbox="507 705 1029 734"><b>At 10.30 am Sue Wood joined the meeting.</b></p> <p data-bbox="507 779 1468 842">Sue Wood, Director Safety and Quality, Canterbury DHB spoke to a presentation seeking agreement to test a new interRAI assessment tool in acute care.</p> <p data-bbox="507 887 1018 916">The following was noted during discussion:</p> <ul data-bbox="555 958 1484 1960" style="list-style-type: none"> <li data-bbox="555 958 1484 1059">• The Ward Admission Assessment (Purple Box) was created as a screening tool for the general acute service and elective service population aged 18 years upwards excluding maternity services.</li> <li data-bbox="555 1104 1484 1167">• A new suite of interRAI acute tools would be launched at the Acute Care Excellence (ACE) Conference in Brisbane 20-21 February 2017.</li> <li data-bbox="555 1211 1372 1274">• Field testing of the tool had been undertaken in four hospitals in Australia.</li> <li data-bbox="555 1319 1428 1348">• The tool was compatible with the acuity tool currently used by DHBs.</li> <li data-bbox="555 1393 1468 1494">• To ensure continuity of care it was important that information obtained during home care assessments would be available when a person is admitted to hospital.</li> <li data-bbox="555 1538 1468 1742">• A working group would be established to review the proposal and make recommendations to the Governance Board. Review to include: <ul style="list-style-type: none"> <li data-bbox="651 1608 813 1637">○ Principles</li> <li data-bbox="651 1644 805 1673">○ Licensing</li> <li data-bbox="651 1680 885 1709">○ National rollout</li> <li data-bbox="651 1715 1053 1744">○ What decisions were required</li> </ul> </li> <li data-bbox="555 1787 1260 1960">• The working group would include representation from: <ul style="list-style-type: none"> <li data-bbox="651 1821 893 1850">○ interRAI Fellows</li> <li data-bbox="651 1856 758 1886">○ MoH</li> <li data-bbox="651 1892 901 1921">○ Aged Care Sector</li> <li data-bbox="651 1928 750 1957">○ ACC</li> </ul> </li> </ul> <p data-bbox="507 2004 1053 2033">The interRAI New Zealand Governance Board:</p>

Item	Minute
	<ol style="list-style-type: none"> <li>1. <b>Noted</b> that a working group would be established to review the proposal and make recommendations to the interRAI New Zealand Governance Board.</li> <li>2. <b>Noted</b> the decision to licence a new software vendor in New Zealand sits with the interRAI New Zealand Governance Board and to date the Board had not received a request to introduce a new software provider.</li> <li>3. <b>Noted</b> the presentation would be circulated to Board members for information.</li> </ol> <p><b>Action:</b> <i>Michele McCreadie to establish a working group to review the proposal and make recommendations to the interRAI New Zealand Governance Board.</i></p> <p><b>Action:</b> <i>Secretariat to circulate presentation to Board members for information.</i></p> <p><b>At 11.28 am Sue Wood departed the meeting.</b></p> <p><b>2.2 interRAI Palliative Care Assessment Tool – Business Case and Roll Out Plan</b> Michele McCreadie presented the business case seeking approval to proceed with the national rollout of the interRAI Palliative Care Assessment Tool.</p> <p>Chris Fleming advised a question was raised at the ARC Steering Group meeting regarding the resourcing of the training. Michele McCreadie noted it was intended that the training would be provided via webinar, read only training would be provided and the training for current Home Care assessors would be developed within current resources. It was noted that if further training was required additional resources would be required.</p> <p>Michele McCreadie advised that over time the home care assessment training would be modified to include the palliative care assessment.</p> <p>The interRAI New Zealand Governance Board <b>approved</b> interRAI Services to commence the programme of work to implement the national rollout of the interRAI Palliative Care Assessment Tool.</p> <p><i>Moved: Chris Fleming                      Seconded: Matthew Parsons</i></p> <p><b>Action:</b> <i>Michele McCreadie to draft a letter on behalf of the Board for the Chair’s signature to Karyn Foley thanking her for her hard work and effort as the Project Manager for the pilot of the interRAI Palliative Care Assessment Tool.</i></p> <p><b>2.4 Draft Memorandum of Understanding (MoU)</b> Karina Kwai provided a verbal update on progress on the development of a MoU between the MoH and interRAI Governance Board based on the interRAI NZ</p>

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	<p>Future Direction 2016-19 noting that the MoH and Chair had agreed an initial draft.</p> <p>Karina Kwai advised she would provide the Secretariat with the draft MoU on Friday 17 February for circulation to Board members out of session requesting comment by Friday 24 February.</p> <p>The Chair asked that subject to minor amendments being required following circulation that the MoU be forwarded for approval out of session via email prior to the next meeting scheduled for 4 April 2017.</p> <p><b>Action:</b> <i>Karina Kwai to provide the draft MoU to the Secretariat for circulation to Board members.</i></p>
<p><b>3. Education and Support</b></p>	<p><b>3.1 Update on introducing interRAI Quality Indicators in New Zealand</b></p> <p>Dr Brigette Meehan spoke to the paper providing progress on planned activities within the implementation plan.</p> <p>The Board requested that the project advisory group be expanded to include representation from palliative care and the nursing sector, noting that the membership of this group would change dependent on the data set being reviewed.</p> <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the project advisory group would be expanded to include representation from palliative care and the nursing sector.</li> <li>2. <b>Noted</b> interRAI Services would liaise with Health Quality and Safety Commission (HQSC) regarding project advisory group representation.</li> </ol> <p><b>Action:</b> <i>Dr Brigette Meehan to expand the project advisory group to include representation from palliative care and the nursing sector.</i></p> <p><b>Action:</b> <i>Michele McCreddie to liaise with Health Quality and Safety Commission (HQSC) regarding project advisory group representation.</i></p> <p><b>3.2 Registration of interRAI Education and Support Services with the New Zealand Qualifications Authority (NZQA)</b></p> <p>Dr Brigette Meehan introduced the paper to inform the Board on work to enable TAS to become registered as a Private Training Establishment (PTE) with NZQA, and to seek support from the Board for the use of the interRAI Education and Support training programmes as a demonstration case for the application.</p>

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	<p>Dr Chris Hendry queried whether TAS had considered the concept of TAS partnering with approved providers noting the significant amount of work required to become registered as a PTE.</p> <p>Dr Brigitte Meehan advised she was confident that interRAI Education and Support training services had the necessary evidence of moderation components and processes required for the registration process.</p> <p>Matthew Parsons noted the complexities involved in the requirement for training to be in line NZQA framework once registered as a PTE.</p> <p>Chris Fleming indicated there had been no reference to the initiative being a priority for TAS to the DHB Executive, and queried that although the proposal indicated no additional funding was required, what would suffer as a consequence for the effort required to be placed into the NZQA reporting requirements.</p> <p>Dr Brigitte Meehan noted the benefits of a third party undertaking a quality review to confirm interRAI Education and Support Services processes were robust and met the required quality standards.</p> <p>Max Robins advised that if TAS were to become a PTE those accredited by TAS would also have to be that status.</p> <p><b>At 12.10 pm the meeting adjourned.</b></p> <p><b>At 12.40 pm the meeting reconvened.</b></p> <p>The Chair requested that further work be undertaken to reflect the discussion noting the primary intent of building a quality system and bringing confidence and assurance to the sector and staff.</p> <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> that further information to support the proposal would be provided to the 7 June 2017 meeting to include: <ol style="list-style-type: none"> <li>a. Quantification of additional work required to obtain registration.</li> <li>b. Consideration on the possibility of having a partner/s entity.</li> <li>c. Internal TAS work to align with DHB Executive.</li> <li>d. Timing.</li> <li>e. Conflict of Interest.</li> </ol> </li> </ol> <p style="text-align: right;"><i>Moved: Chris Fleming                      Seconded: David Chrisp</i></p> <p><b>Action:</b>  <i>Dr Brigitte Meehan to present further information to support the proposal to the meeting scheduled for 7 June 2017.</i></p>



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<p><b>2. Update from interRAI International</b></p>	<p>Dr Nigel Millar provided an overview of work being undertaken by interRAI International highlighting the work being carried out in South Africa on general practice assessment and community based assessment, and child based programmes for assessing children with disabilities (Texas) and psychological assessment of children with intellectual or mental health conditions (Canada).</p> <p>Dr Nigel Millar noted the work being undertaken on the development of comprehensive mental health processes to include people with complex forensic problems as being a huge development opportunity for New Zealand.</p> <p><b>At 12.45 pm Vij Kooyela joined the meeting.</b></p> <p>The Chair inquired whether there was a mechanism to ensure relevant bodies, for example College of GPs were aware of the work being undertaken internationally relating to interRAI tools. Dr Nigel Millar advised he would engage with the College of GPs noting the importance of clear guidance in the MoU regarding engagement.</p> <p>Dr Nigel Millar advised a Carer assessment system had been launched successfully in Ireland and would be available for use in New Zealand if required.</p>
<p><b>4. Data Analysis and Reporting</b></p>	<p><b>4.1 interRAI Data Analysis Annual Report 2015-16</b></p> <p>Vij Kooyela presented the report which was taken as read.</p> <p>The following feedback was provided by Board members:</p> <ul style="list-style-type: none"> <li>• Suggestion that the glossary be placed at the front of the document.</li> <li>• Debate regarding the usefulness of comparing residential care and home care data, and consideration of separating the reporting.</li> <li>• Commissioning an external review for the next report.</li> </ul> <p><b>At 1.00 pm Matthew Parsons departed the meeting.</b></p> <ul style="list-style-type: none"> <li>• interRAI New Zealand Governance Board to monitor progress on improvements to key findings provided in report.</li> <li>• Socialise the report with Regional Clinical Networks to obtain direct feedback from the different sectors.</li> <li>• Commentary be added on future focus of interRAI.</li> <li>• Look at care levels in residential care.</li> </ul> <p>Michele McCreddie advised the report would be visually enhanced and copies of the final version distributed to Board members. Nigel Millar requested that copies of the report be provided to interRAI Fellows for information.</p> <p>The interRAI New Zealand Governance Board <b>noted</b> the final report would be published on the interRAI website in March 2017.</p>

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	<p><b>4.2 Introducing a suite of interRAI reports for ARC Facilities</b></p> <p>Vij Kooyela provided a presentation introducing a national standard suite of interRAI Reports for ARC Facilities.</p> <p>The following was noted during discussion:</p> <ul style="list-style-type: none"> <li>• The suite of reports would be launched at the end of February 2017.</li> <li>• The design of the suite of reports had been developed in liaison with an ARC engagement group.</li> <li>• The suite of reports had been developed to: <ul style="list-style-type: none"> <li>○ Respond to one of the recommendations from the Evaluation Consult Report on Lessons Learned from the Introduction of the Comprehensive Clinical Assessment (interRAI) in Aged Residential Care (2011-2015).</li> <li>○ Add value to the sector by assisting ARC facilities in capacity planning, quality improvement and service delivery.</li> <li>○ Assist ARC facilities in meeting their contractual obligation to DHBs as stated in the Aged Related Residential Care (ARRC) Services Agreement 2016.</li> </ul> </li> <li>• The objective and scope of the project was identified as: <ul style="list-style-type: none"> <li>○ Complimenting current access to interRAI data via Momentum.</li> <li>○ Engaging with the sector including ARC facilities, provider groups and DHBs to provide them with a national set of standard/ automated reports.</li> <li>○ Enabling benchmarking for ARC facilities.</li> <li>○ Maintaining security and privacy.</li> </ul> </li> <li>• An example of a standard suite of interRAI reports for an ARC facility was tabled for information.</li> </ul> <p>The interRAI New Zealand Governance Board <b>noted</b> the presentation would be circulated to Board members for information.</p> <p><b>Action:</b>  <i>Secretariat to circulate presentation to Board members for information.</i></p>
<p><b>7. Update from Ministry of Health</b></p>	<p>Phil Wood provided an update on the implementation of the Healthy Ageing Strategy noting the MoH and closely aligned groups were working on the various components of the action plan built into the strategy with a view to completing the prioritisation process by the end of April 2017.</p>

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	<p>Karina Kwai advised the MoH were drafting the process for advertising of expressions of interest for the Board vacancy and asked that Board members consider relevant networks for distribution. It was intended to post the role on the MoH website for a period of three weeks.</p> <p><b>Action:</b>  <i>MoH to email the expression of interest to Board members for information.</i></p>
<p><b>6. Operational Reports</b></p>	<p><b>6.1 Quarter 2 2016-17 interRAI Services Operational Report</b>  Michele McCreadie spoke to the interRAI Services Operational Report for Quarter 2 covering the period 1 July 2016 to 31 December 2016.</p> <p>The following key points were noted during discussion:</p> <ul style="list-style-type: none"> <li>• interRAI NZ Governance Framework for the introduction of new interRAI assessment tools had been published on the interRAI NZ website.</li> <li>• Development of interRAI data visualisation was on hold awaiting outcome of process to determine the most appropriate software tool.</li> <li>• 38 interRAI data requests received, 26 were responded to successfully, trend data provided.</li> <li>• An external security penetration test of interRAI host services showed no major risks to data security.</li> <li>• Quarter 1 and Quarter 2 trend data had been provided for education and support noting there was no comparable data from the previous year due to information being collected differently.</li> <li>• There had been a significant increase in the completion of LTCF quality reviews.</li> </ul> <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the interRAI Services Operational Report for Quarter 2 2016-17.</li> <li>2. <b>Noted</b> the trend information provided as requested.</li> </ol> <p style="text-align: center;"><i>Moved: Chair                      Seconded: Chris Hendry</i></p> <p><b>6.2 Overview of interRAI Services Financial Situation</b>  Michele McCreadie provided an overview of the interRAI Services financial situation at the end of Quarter 2 2016/17.</p> <p>The Board requested the following additions to the financial report:</p> <ul style="list-style-type: none"> <li>• Column advising forecast to year end</li> </ul>

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	<ul style="list-style-type: none"> <li>• Balance of revenue in advance</li> </ul> <p>The interRAI New Zealand Governance Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the overview of the interRAI Services financial situation at the end of Quarter 2 2016/17.</li> <li>2. <b>Noted</b> that the MoU and Outcome Agreement for 2016/17 had not yet been signed.</li> </ol> <p style="text-align: center;"><i>Moved: Chair                      Seconded: Chris Hendry</i></p> <p><b>Action:</b>  <i>Michele McCreadie to update financial reports to include a column advising forecast to year end and balance of revenue in advance.</i></p>
<p><b>8. General Business</b></p>	<p><b>8.1 TAS New Premises</b>  Michele McCreadie advised that TAS would be relocating to new premises at 69 Tory Street, Wellington on 3 April 2017 with conference facilities being available from 18 April 2017. The venue for meetings from June 2017 would be in the new premises.</p> <p><b>8.2 Achievements over the Quarter</b>  Dr Nigel Millar congratulated interRAI Services on the achievements over the quarter.</p> <p><b>8.3 Cross Agency Outcome Framework</b>  Phil Wood advised that ACC were taking the lead in developing appropriate data sets to assess cross agency outcome framework goals involving ACC/MoH/Health Quality &amp; Safety Commission (HQSC).</p> <p>Phil Wood questioned whether this work was part of the routine sharing of information across the health sector under the existing memorandums or whether it should be treated separately with TAS as a separate memorandum.</p> <p>Michele McCreadie advised that interRAI had held discussions with ACC and HQSC noting requests for data would be through normal protocol via the interRAI NZ website.</p>
	<p><b>The meeting closed at 2.00 pm</b></p>
<p><b>Next Meeting</b></p>	<p><b>Tuesday 4 April 2017 9.30 am to 3.00 pm</b>  Viscount Room, Wellington Airport Conference Centre, Wellington</p>