

POLICY	PUBLIC ACCESS TO AGENDAS AND MINUTES FROM BOARD AND ADVISORY COMMITTEE MEETINGS
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Purpose	<p>This policy makes clear the procedures regarding the availability of agendas and minutes.</p>
Background	<p>The New Zealand Public Health and Disability Act 2000 sets out the requirements of DHBs in providing information relating to meetings. Two significant points are:</p> <ul style="list-style-type: none"> • Every meeting must be publicly notified and be open to the public except where a resolution is made by the Board to exclude the public on specific grounds as allowed for in the Act. • Agendas and reports must be made available to members of the public for inspection, at least two working days before every meeting. A copy of all or part of an agenda or report must be given to a member of the public if they request it and tender a reasonable fee. Minutes of meetings must be made available on the same basis. <p>Growing public interest in Board and Advisory Committee meetings and a consequent increase in requests for copies of agendas necessitates clarification about the availability of meeting agendas and minutes to members of the public and organisations.</p>
Scope	<p>This policy relates to all <u>open</u> meetings of the Nelson Marlborough District Health Board and its statutory Advisory Committees, established under the New Zealand Health and Disability Act 2000. The policy does not cover closed sections of meetings or any advisory or action groups established by the Board.</p>
Policy	<p>The Board and Committee agendas will be available to the public in a way that at least meets the legislative requirements, is reasonable in terms of public expectations and manageable for the Board staff.</p>
Procedure	<ol style="list-style-type: none"> 1. A summary agenda for all public meetings of Board and committees will be available, free of charge, at least two working days before every meeting through: <ul style="list-style-type: none"> • The NMDHB website • The Corporate Office, Nelson • The management office, Wairau. • Public libraries throughout Nelson Marlborough. 2. Board papers and reports for all Board and Advisory Committee meetings will be made available to the public for inspection at the Corporate Office, Nelson and at the management office at Wairau Hospital from two working days before the meeting. 3. Members of the public may take notes from the agendas, reports and minutes.

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4. A small number of agendas with Board papers will be made available at each meeting for members of the public attending the meeting to use. The public may be requested to return these at the conclusion of the meeting.
5. If a member of the public or any organisation wishes to obtain a personal copy of the Board papers, report and/or minutes, then a charge of 10 cents per page plus any actual costs (e.g. postage, binding) incurred in providing this may be made. (It is estimated that the charge is likely to be in the vicinity of \$6-12 per agenda.).
6. Meetings details will be publicly advertised in the Nelson Mail and Marlborough Express on the 20th of each month or the next following date on which the paper is published. Individuals or groups may request to be personally notified of meeting details (dates, times, venues) if they provide an email address to which this information can be sent.

References

New Zealand Public Health and Disability Act 2000.

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