

MEMO

To: Board Members
From: Cathy O'Malley, GM Strategy Primary & Community
Date: 22 May 2019
Subject: **DECISION: Annual Plan Sign Off**

<i>Status</i>
This report contains:
<input checked="" type="checkbox"/> For decision
<input type="checkbox"/> Update
<input type="checkbox"/> Regular report
<input type="checkbox"/> For information

The draft Annual Plan 2019/20 and Statement of Intent (SOI) was submitted to the Ministry of Health on 5 April. The final Plan and SOI are due for submission to MOH on 21 June.

Informal feedback from the Ministry of Health to planners on the draft plans will be provided from 10 May, followed by formal feedback to the DHB on 17 May. The timing of NMH's May Board meeting does not allow time for responding to the Ministry's feedback and review. Furthermore, NMH's June Board meeting is after the submission deadline of 21 June, for the final documents to the Ministry of Health.

The Planning & Projects Manager proposes ELT sign-off the final Plan on 6 June after receiving formal feedback from the Ministry of Health on 17 May. It will be circulated on/around 7 June for sign-off by 12 June by Iwi Health Board, ToSHA, Nelson Bays Primary Health, Marlborough Primary Health, and Te Piki Oranga. Any feedback to be provided via Chairs by 10 June.

The NMH Board would then receive the documents by 14 June for delegated sign-off by the Chair and Deputy Chair by 18 June (any feedback from Board due to Projects & Planning Manager by 17 June, cc Chair and Deputy Chair). The final plan would then be submitted to the Ministry of Health by 21 June.

Who	What	When
SPC	Submit draft Annual Plan & SOI 2019/20 to Ministry of Health	Friday 5 April
CEO/CFO	Baseline budget bid review	Friday 12 April
GMs	Additional savings & new investment opportunities identified and bids completed	Friday 3 May
SPC	Address outstanding feedback from IHB	Thursday 9 May
MoH	Informal feedback received on draft from MoH	Friday 10 May
MoH	Formal feedback sent to DHB from MoH	Friday 17 May
SPC	Meetings with content providers to refine and strengthen activities, milestones and measures and address feedback from MoH	Friday 10 May – Friday 24 May
CEO/CFO	Final budget review of GM budgets	June
SPC	Presentation to NMH Consumer Council: General overview	Monday 20 May

ELT	Final plan signed off by ELT	6 June (final circulated for review on 31 May)
ToSHA, PHOs, TPO & IHB	Final plan signed off by Top of the South Health Alliance, Nelson Bays Primary Health, Marlborough Primary Health, Te Piki Oranga and Iwi Health Board.	12 June (final circulated for review on 7 June)
Comms	Communications team proof, edit & format	Monday 17 June or earlier
NMDHB	Final plan signed off by Nelson-Marlborough Health Board (delegated to Chair and Deputy Chair)	Tuesday 18 June (circulated to whole Board on 14 June)
SPC	Submit Annual Plan, SOI and Public Health Plan to the Ministry of Health	Friday 21 June

RECOMMENDATION:

THAT THE BOARD APPROVES DELEGATION FOR SIGN-OFF OF THE FINAL NELSON MARLBOROUGH HEALTH ANNUAL PLAN AND STATEMENT OF INTENT 2019/20 BY TUESDAY 18 JUNE 2019 TO THE CHAIR AND DEPUTY CHAIR