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**Minutes of the Pharmaceutical Management Agency (Pharmac)  
Board Meeting held on 30 June 2023  
At Pharmac offices, Level 9, 40 Mercer Street, Wellington and via Teams**

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**Present:**

**Board members**

Steve Maharey ((MA (Hons), CNZM))	Chair
Anthony Jordan (BHB, MBChB, FRACP)	Board member
Talia Anderson-TOWN (BBS, PG Dip Professional Accounting, CA, CPP)	Board member
Diana Siew (PhD)	Board member

**Apologies**

Peter Bramley	Deputy Chair
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**Board Observers**

Lisa Lawrence	Board Observer, CAC Chair
Jane Thomas	Board Observer, PTAC Chair

**Pharmac staff in attendance**

Sarah Fitt	Chief Executive
Michael Johnson	Director of Strategic Initiatives
Geraldine MacGibbon (from 12.30pm)	Acting Director of Pharmaceuticals
Kathryn McInteer	Director of Finance and Corporate
Leanne Manson for Trevor Simpson	Māori Directorate
David Hughes	Chief Medical Officer
Danae Staples-Moon	Manager, Medical Devices, Strategy and Development
Jannel Fisher	Acting Director Equity and Engagement
Jacqui Webber	Board Secretary

Attendees joined the meeting to present relevant papers: *Jannel Fisher, Graham Durston, Ishani Noble, Yazmin Juned, Paul Cleary, Asher Goldman-Wilson, Alexa Masina, Caroline de Luca, Andrew Davies, Geraldine MacGibbon, Davina Carpenter, Jane Wright.*

**1. Director-only Discussion**

The meeting commenced at 9.30am with Board only time.

**1.1 External Speaker**

Deon York, Director for Partners in Care at Te Tāhū Hauora | Health Quality & Safety Commission, joined the meeting and presented to the Board. Deon was accompanied by Anne Buckley.

The purpose of the presentation was to understand Pharmac's obligations to meet the [code of expectations for health entities' engagement with consumers and whānau](#). This Code is required by the Pae Ora (Healthy Futures) Act 2022 and is underpinned by the Pae Ora health sector principles.

The presentation covered:

- Why the Code sits with HQSC;

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- What HQSC's responsibilities are;
- What health agencies responsibilities are; and
- Explained the consumer engagement quality safety marker and monitoring.

A short Q&A session followed the presentation.

#### 1.2 Board only update/actions

The Chair updated the meeting on outcomes from Board Only time, as follows:

1. New Board members were approved by Cabinet on Monday – Peter Bramley has been confirmed and the final new member was appointed as at 3 July 2023. They will be formally welcomed at the July Board meeting with a Mihi Whakatau.
2. Te Rōpū meeting – attempting to agree a date in August, where as many Board members as possible can attend.

#### 1.3 Glossary of Terms

The Board **noted** the Glossary of Terms.

#### 1.4 Board Actions

The Board **noted** the Board Actions.

**Action:** Add a date to equitable access paper status update.

#### 1.5 Board Annual Agenda 2023

The Board **noted** the Annual Agenda 2023.

The proposed 2024 Annual Agenda will be presented at the July meeting for discussion.

#### 1.6 Board and Committee Member Terms

The Board **noted** the Board and Committee Member terms.

#### 2. Apologies

Peter Bramley.

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

##### 3.1 Minutes of May Board Meeting held on 26 May 2023

The Board **resolved** to adopt the minutes of the 26 May 2023 meeting as being a true and correct record.

Talia Anderson-Town and Diana Siew

**(Carried)**

##### 3.2 Audit and Risk Committee Recommendations

Talia provided a verbal update to the Board and tabled the recommendations from the 30 June A&R Committee meeting. The Board **resolved** to **adopt** the recommendations of the June 2023 meeting.



Talia Anderson-Town and Lisa Lawrence

(Carried)

### 3.3 **Summary of CAC Meeting**

This paper informed the Board of advice received from the Consumer Advisory Committee at the meeting held on 17 May 2023.

The Chair noted that current CAC Chair's last meeting will be in July and acknowledged the good work she has done. The new CAC Chair will be attending the July Board meeting.

The Board:

**noted** the minutes from the May Consumer Advisory Committee meeting; and

**noted** the summary of key issues across the meeting.

### 3.4 **Summary of PTAC**

This paper informed the Board of advice received from PTAC at the February 2023 meeting.

It was acknowledged that we are striving to have papers and documentation in plain language so that any audience can better understand our communications.

The Board:

**noted** the summary of the record of the Pharmacology and Therapeutics Advisory Committee (PTAC) meeting held February 2023; and

**noted** the February 2023 PTAC record was signed off by the Chair on 3 June 2023 and is published on the Pharmac website.

**Action:** Management to advise on website traffic for PTAC minutes.

### 4. **Interests Register**

The Board **noted** the interests register. No updates were disclosed.

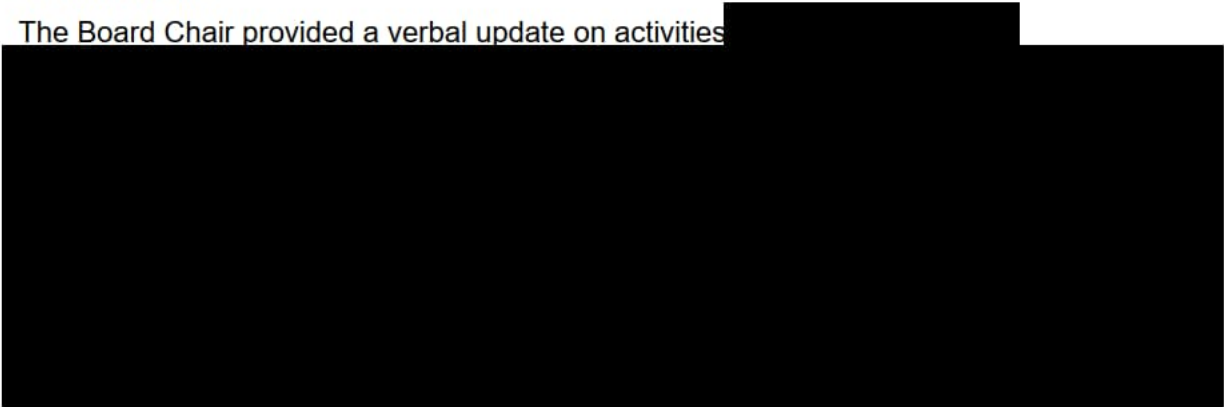
### 5. **Matters Arising**

The Board **noted** the matters arising and actions progressed.

**6. Chair's Report**

**6.1 Verbal Report**

The Board Chair provided a verbal update on activities



**6.2 Correspondence**

The Board **noted** the correspondence report.


**7. CE Report**

**7.1 Chief Executive's Report**

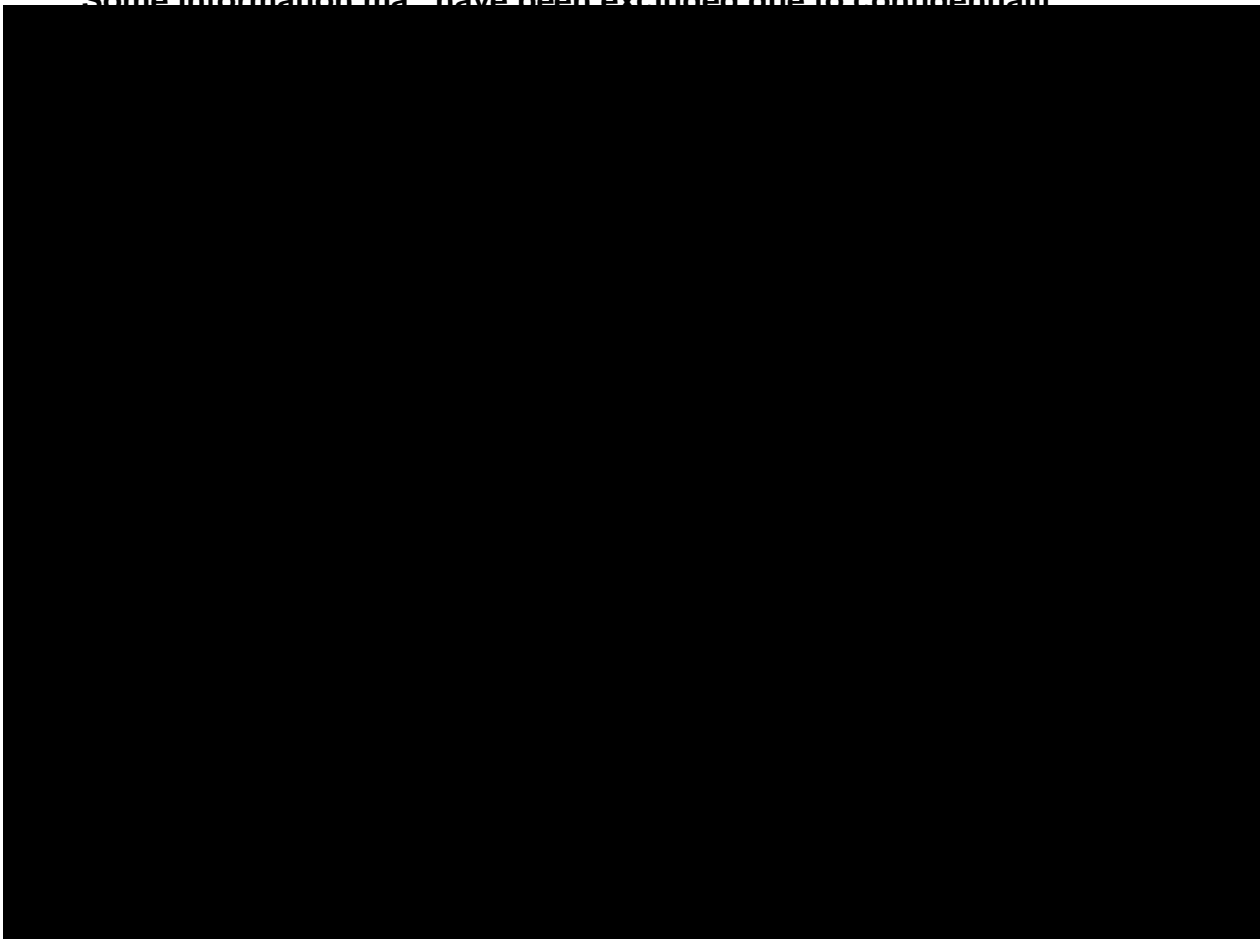
The Board **noted** the Chief Executive's Report.

**7.2 Financial Report**

This paper sought to update the Board on the pharmaceutical budget expenditure, associated risks, and our approach to managing the CPB, on COVID-19 expenditure and forecasting, and to provide the Board with an overview of financials for May 2023.

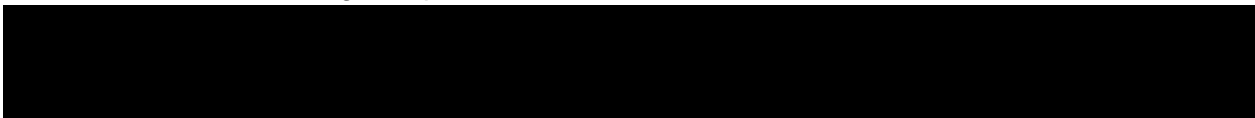


**noted** that the 2023/24 CPB Forecast will be presented at the July 2023 Board meeting.



### 7.3 Legal Report

The Board **noted** the Legal Report.



## 8. Key Items

### 8.1 Engagement Strategy

The paper sought to inform the Board of the initial elements of the draft engagement strategy and sought feedback from Board members to inform future development.

It is important to be mindful of having a clear definition of who we engage with and ensure we don't leave anyone out and include all groups. We need to make sure we engage beyond stakeholder groups and consider our consumers.

The Board:

**noted** the creation of an engagement strategy for Pharmac, which will enable strengthened relationships for improved outcomes, while meeting requirements under the *Pae Ora (Healthy Futures) Act 2022* including those for consumer engagement;

**noted** the proposed scope for the engagement strategy;

**noted** the proposed definitions to be used in the engagement strategy;

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**noted** that engagement on the draft strategy will take place with the Consumer Advisory Committee, Te Tāhū Hauora Health Quality and Safety Commission, Te Arawhiti and others as appropriate; and

**noted** that a final strategy will be provided to the Board later in 2023 prior to implementation.

A more comprehensive paper is to come on what we will work on and how we resource it.

**Action:** Chair and CE to meet with other agencies.

## 8.2 HQSC Consumer Code

This paper informed the Board of the draft details of the CQSM (Consumer Quality Safety Marker) that Pharmac will be assessed against and details the proposed approach to developing the required baseline self-assessment against the CQSM by 30 September 2023.

The Board:

**noted** that as a result of the Pae Ora (Healthy Futures) Act, the Code of Expectations for Health Entities' Engagement with Consumers and Whānau (the Code) has been developed by Te Tāhū Hauora Health Quality and Safety Commission (HQSC), which Pharmac is required to meet;

**noted** the draft Consumer Quality Safety Marker (CQSM) framework through which Pharmac's performance against the Code will be assessed;

**noted** that Pharmac is required to submit a self-assessment on the CQSM to HQSC by 30 September 2023;

**noted** that from 2023/24, Pharmac will be required to report on the CQSM twice a year, as well as publishing a statement in each annual report about consumer input and progress in meeting the Code;

**noted** the proposed approach for developing the self-assessment against the CQSM, including the role of the Consumer Advisory Committee (CAC); and

**noted** the final draft of the CQSM self-assessment will be sent to the Board prior to submission.

**Action:** Add table from the end of the external presentation from HQSC to Diligent Resources.

## 8.3 International Travel request

This paper presented a proposal for the Chief Executive to attend the Vancouver Group Annual international forum in person [REDACTED]

The Board:

**resolved** to approve international travel for the Chief Executive to attend and present at the 2023 Vancouver Group meeting in Ottawa, Canada [REDACTED]

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**noted** that this travel was included in the 2023/24 International Travel Plan which was noted by the Board in March 2023;

**noted** the Vancouver Group receives no funding from commercial interests, and the cost of travel and accommodation would be covered by Pharmac; and

**noted** that the Chief Executive will provide a report back to the Board and Health Leadership Forum following the meeting.

Diana Siew and Anthony Jordan

**(Carried)**

#### 8.4 Re-appointment of CAC Members

This paper sought Board agreement on the reappointment of three members of the Consumer Advisory Committee.

The Board **resolved** to reappoint:

- Hazel Heal for a further three-year period ending 31 July 2026;
- Tui Taurua for a further three-year period ending 31 July 2026; and
- Vivien Verheijen for a further three-year period ending 31 July 2026.

Diana Siew and Talia Anderson-Town

**(Carried)**

#### 9. Strategic Planning and Policy

##### 9.1 Pacific Responsiveness Strategy Update

This paper provided an update on the Pacific Responsiveness Strategy Stage Two Action Plan, the lessons learned and the future approach.

The Board:

**noted** the Pacific Responsiveness Strategy Stage Two Action Plan status update including lessons learned and opportunities; and

**noted** that future Pacific responsiveness activities will support the wider sector strategies and work programmes including Manatū Hauora's Pacific Health Strategy and the All-Of-Government Pacific Wellbeing Strategy.

**Action:** The Chair requested that a short progress report be provided to the Board mid-year.

The Board thanked staff for the work underway and acknowledged that they fully support this strategy.

#### 10. Schedule and Funding

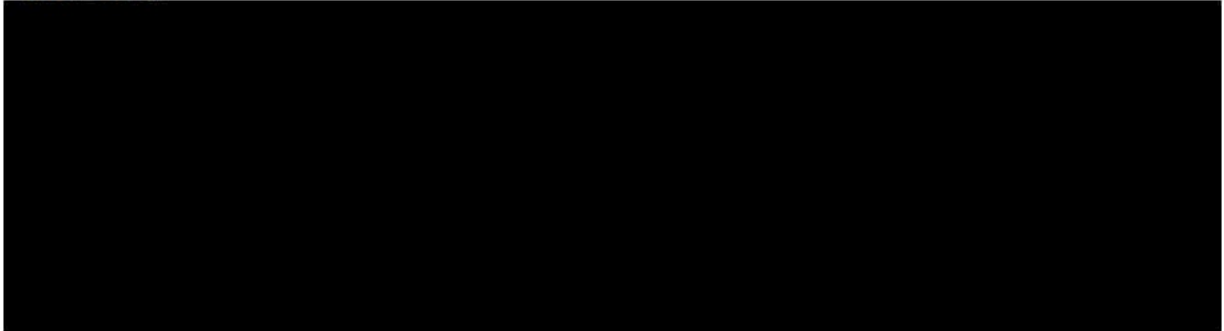
##### 10.1 Pharmaceutical Transactions Report

The Board **noted** the update from Pharmac staff on current issues and the large and/or significant medicines transactions that are currently planned or in progress.

**10.2 COVID-19 Vaccines and Treatments Update**

The paper provided the Board with an overview of Pharmac's work to secure COVID-19 treatments and vaccines.

The Board:

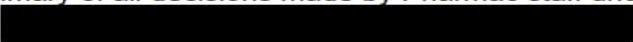


**noted** the update on Pharmac's COVID-19 treatments and vaccines work.

**10.3 Medical Devices Transactions Report**

The Board **noted** the monthly update on progress with medical devices national contracting activity.

**10.4 Summary of Decisions made under Delegated Authority – May 2023**

The report contained a summary of all decisions made by Pharmac staff under delegated authority during May 2023. 



The Board **noted** the summary of decisions made under Delegated Authority during May 2023 by the Chief Executive, Director of Operations, Acting Director, Pharmaceuticals, Acting Manager, Pharmaceutical Funding, Senior Exceptions Advisor/Team Leader and Senior Therapeutic Group Manager/Team Leaders.

**11.0 Regular Reporting**

**11.1 Risk Report**

The full risk register is considered by the Audit and Risk Committee and provided to the Board as an information item. The purpose of the risk management programme and the paper summarising its status is to identify potential problems before they occur, or in the case of mitigation or improvement opportunities, to ensure that positive action steps are taken.

For Board meetings in the intervening months, an exceptions report updates the Board on the items on the risk register that have materially changed.



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The Board:

**noted** the exception risk report provides a summary of current and ongoing risks of relevance to the Board that have occurred in June 2023;

**noted** the exception risk report overlaps with the 2022/23 quarter four risk register which was reviewed by the Audit and Risk Committee on 30 June 2023; and

**noted** that the quarter four risk register will be included in the quarterly report to the Minister of Health following the June Board meeting.

### 11.2 Communications and Engagement Report

The Board:

**noted** that Pharmac is planning a new proactive media approach with new ways of telling the Pharmac story, sharing the positive impact of our work;

**noted** that media queries in May largely focused on supply issues and funding applications, with significant interest in the Estradot supply issue; and

**noted** that second Kauneke Update received high engagement statistics.

**Action:** Further updates will be provided to the Board.

### 11.3 Implementation Update

This paper provided an update on key engagement and implementation work that has occurred over the last six months within the Equity and Engagement Directorate.

The Board:

**noted** the collaborative implementation approach taken to support a brand change for a category 1 anti-epilepsy medicine, phenobarbitone;

**noted** the new proactive approach to utilising two of our advisory groups, the Responsible Use Advisory Group (RUAG) and Consumer Advisory Group (CAC), to seek early advice on the potential impacts of transactional decisions on consumers and the primary care sector and how to best mitigate these; and

**noted** the utilisation of existing partnerships with Healthify He Puna Waiora (previously Health Navigator) and Matui to create educational resources to support our medicines access equity work and transactional decisions.

### 12. Interest Articles

The Board **noted** the interest articles.

### 13. General Business

There was no general business raised.

The meeting closed at 1.45pm with a karakia.

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**Date of Next Meeting**

The date for the next Board meeting is set for 28 July 2023.

Approved and Signed

28 July 2023

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**Steve Maharey, Chair**

**Date**