



PDRP Operational Group Meeting Minutes

Meeting Date: Tuesday, 8 October 2019
Meeting Location: Room 301, Manawa, Level 3, 276 Antigua Street, Christchurch

Present: Jacinda King, Julie Hedley, Jess Wolfenden, Anna Wright, Natasha Fanene, Caroline van Tulder, Elly Grant, Cass Gray, Helen Garrick, Sarah Tan, Wendy Davie, Di Bos, Kas Beaufill, Richelle Fogarty, Jeannie Randles, Fiona Long, Yvonne Thorpe, Jackie Nepia (minutes)

Apologies: Becky Hickmott, Sharon Pryor, Kelly Robertson, Sandra McLean-Cooper, Val Stanton, Fiona Holmes, Sharon Hann, Charmaine Diver, Fiona Irving, Avi Nair, Gene Ruiz, Jo McKenzie, Kathryn Jones, Heather Somers, Sue Lownes, Brenda Bruning, Janetta Skiba, Sarah Barham

Absent: Caroe Kaffes, Gwendolynn Johnson, Julie Symons, Karen Webb, Nicola Dowling, Rosin McGarr,

Item #	Progress to Date
Last Minutes	Kas Beaufill (KB) chaired the meeting on behalf of Sharon Pryor (SP). Apologies were accepted. Minutes of the previous meeting were confirmed by Jeannie and Di. Jacinda King attending on behalf of Becky Hickmott and SP. The meeting commenced with a Karakia by Kas.
Partners Updates	Please see Attached Partners Updates Oct 19.docx
External Moderation	The external moderation was completed and discussions had on findings. No issues reported, all findings were consistent.



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Item #	Progress to Date
NEW BUSINESS	
PDRP Numbers Report	Elly Grant (EG) requested a report to see how many successful submissions currently on the PDRP programme including CDHB and Partners. JN processed a report with total numbers on the PDRP Programme currently sitting at 3133.
Performance Appraisal	A discussion was held regarding the need for both a Performance Appraisal and a Peer/Self review. Some areas do not include a Performance Appraisal in the portfolio, instead a Peer review is used with the Line manager acknowledging that this has been completed. Nationally both documents are to be a component of PDRP.
National PDRP Committee	<p>Di Bos (DB) gave an update on the National PDRP Meetings.</p> <ul style="list-style-type: none"> • The Aotearoa Collective documents have gone to NENZ. • PDRP/NetP National conference to be held first week in May 2020. Venue will be in Auckland. Day 1 will be for PDRP and following 2 days will be for NetP. • The National consistency survey and data questions are now captured in one survey mid November. The survey will come out in December and needs to be completed January 2020. • Discussions are being held to simplify the process for PDRP.
PDRP Operational Meeting Dates for 2020	Calendar requests will be emailed out with the dates for 2020.
PDRP Assessors Reports for Partners	EG requested a report to be completed on how many portfolios each assessor has completed within the last year. JN to process these and send through on email. Nurse Maude and St George's also requested the same reports.
PDRP e-Portfolios	<p>An update on the e-portfolio was given by Neil Hellewell (NH) to the group. NH demonstrated the current templates which need to be agreed upon and signed off. All areas to think about how they want the group structure to look. PDRP templates are currently being developed. Governance group in progress.</p> <p>Meeting closed at 1210hrs</p>



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Future Meetings

Date	Venue	Time
17 March 2020	Room No: HP303, Manawa 3rd Floor, 276 Antigua Street, Christchurch	1000-1230hrs
9 June 2020	Room No: HP303 Manawa 3 rd Floor, 276 Antigua Street, Christchurch	1000-1230hrs
20 October 2020	Room No: HP303 Manawa 3 rd Floor, 276 Antigua Street, Christchurch	1000-1230hrs