

**Minutes of the 45th Meeting of the Public Health Agency board
held on Thursday 16th August 2012, at 1:30pm,
in Public Health Agency, Conference Rooms,
2nd Floor, 12-22 Linenhall Street, Belfast, BT2 8BS**

PRESENT:

- Ms Mary McMahon - Chair
- Dr Eddie Rooney - Chief Executive
- Mr Edmond McClean - Director of Operations
- Dr Carolyn Harper - Director of Public Health/Medical Director
- Mrs Miriam Karp - Non-Executive Director
- Mr Ronnie Orr - Non-Executive Director
- Mrs Julie Erskine - Non-Executive Director
- Alderman Paul Porter - Non-Executive Director
- Councillor William Ashe - Non-Executive Director
- Dr Jeremy Harbison - Non-Executive Director

IN ATTENDANCE:

- Mr Paul Cummings - Director of Finance, HSCB (left at 3:30pm)
- Mrs Fionnuala McAndrew - Director of Social Care and Children, HSCB
- Mr Eddie Ritson - ECCH Programme Director
- Mr Martin Quinn - Regional PPI Lead
- Dr Adrian Mairs -
- Mrs Helen Quigley - Secretariat

APOLOGIES:

- Mrs Mary Hinds - Director of Nursing and Allied Health Professionals
- Mrs Maeve Hully - Chief Executive, Patient Client Council
- Mr Thomas Mahaffy - Non-Executive Director

70/12	Declaration of Interest	Action
	The Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.	
71/12	Chair's Business The Chair welcomed Mr Robert Graham to the meeting. Robert will take up his role as the Chief Executive's Office/Committee Manager on 3 September 2012.	

The Chair drew attention to a letter from the Permanent Secretary dated 18 July 2012 with regards Code of Conduct and Code of Accountability for Board Members of Health and Social Care Bodies which had been circulated to all members.

Dual Membership of Committees – The Chair informed members that Mrs Miriam Karp would be standing down from the Governance and Audit Committee with immediate effect.

There were discussions around the frequency of Assistant Directors (ADs) Updates/Reports being brought to PHA board meetings.

It was agreed that a schedule should be drawn up so that topics can be brought to either a workshop or the PHA board twice a year and that relevant papers should be forwarded routinely.

PHA board Away Day - The Chair advised members that it was proving very difficult to secure dates for the PHA board Away Day in September. She asked for their availability on the afternoons of 12th and 16th October 2012. The Chair confirmed the agreed dates would be circulated early next week to members.

Mr Porter asked that a schedule of all meeting/workshops etc for the remainder of 2012 be forwarded to all members for their information.

PHA Research Committee - The Chair had previously circulated the Structures Paper to PHA board members for information. She invited Dr Harbison to update members on the Research Committee. Dr Harbison advised that PHA Research Committee will look at the R&D Strategy Draft Plan in advance of the next R&D Committee meeting scheduled for 31 October 2012.

Dr Harbison had requested new members for the R&D Committee and Mr Billy Ashe has agreed to sit on the Group along with existing member Mr Thomas Mahaffy.

The Chair also informed members of various meetings/seminars she had attended since the last PHA board meeting. Some of those she highlighted were as below:

14.06.12 - PH Annual Scientific Conference – Children & Young People

22.06.12 - Launch of the Mid Ulster Cluster Joint Working

Arrangements Action Plan 12/13 & Supporting Project
26.06.12 - IPH Seminar on Coronary Heart Disease
06.07.12 - Developing New Models of Social Care; meeting the
challenge of TYC implementation (NICON).

The Chair reminded members of the Draft Public Health Strategy “Fit and Well” Consultation and asked if time is sufficient to read and comment on the strategy. The Chief Executive said it would be useful to have input from Board members. It was therefore agreed that the Draft PH Strategy would be the topic for the September workshop to allow for members views to be put forward for the joint response.

After discussion the Workshop topics were confirmed for remainder of 2012 as follows:

- September - Public Health Strategy
- October - Safety and Quality
- November - Public Health Research
- December - Older People

72/12 Chief Executive’s Business

The Chief Executive briefed members on various events which he had attended since the last PHA board meeting. A number of those which he reported on were as follows:

19/07/12 Big Bus – ‘Fit and Well’ Launch
20/07/12 Visit to South Tyrone Empowerment Programme,
Dungannon and Coalisland
Willowbank Community Resource Centre, and Belong
10/08/12 Meetings with:
Libraries NI;
Derrytresk Community and Lord Morrow; and
SOLACE, ARC Healthy Living Centre, Irvinestown

73/12 Minutes of the PHA board Meeting held on 13 June 2012

Members agreed the minutes of the PHA board meeting held on 13 June 2012 as an accurate record of the meeting. The minutes were duly signed by the Chair.

74/12 Matters Arising

HCAI Quarterly Report (PHA/07/06/12) - PHA board Members received up-to-date mortality data by email 26th June 2012.

75/12 Financial Performance Update (PHA/01/08/12)

Mr Cummings presented the regular financial update report to members. He drew their attention to the Appendices provided, which gave details of the allocation of spend for 2012/13.

Mr Cummings advised members that the DHSSPS allocation letter had been received and identifies additional income for 2012/13.

Budget Paper (PHA/02/08/12)

Member's sought clarification on a range of issues contained in the Budget Paper and supporting documentation, and welcomed the detail provided.

Mrs Julie Erskine raised concerns about the terminology used in Section 5 of the report and the implications for management of the goods and services budget.

Mr Cummings confirmed that the language reflected the usual conventions for reporting such issues.

Members noted the Budget Paper.

76/12 Programme Expenditure Monitoring System (PEMS) End of Year Report (PHA/03/08/12)

Mr McClean introduced paper entitled PHA Programme Expenditure Monitoring Report 2011/12.

Mr McClean drew members attention to two graphs providing details as follows:

- (a) *projected spend of programme funds for 2012/13 financial year; and*
- (b) *comparison of projected and actual spend of all programme funds up to July 2012*

The Chair noted that the report was very clearly presented and very informative.

77/12 Performance Report: (PHA/04/08/12)

Mr McClean provided an update on the Performance Report. He informed members that this was the first PHA update for DHSSPS on progress in regard to achievement of the 7 targets allocated to the PHA in the Commissioning Plan Directions for 2012/13. At the end of the first quarter, PHA is reporting 5 targets as achievable (Green)

with the other 2 targets being recorded as Amber. The seven targets are outlined below:

- *Bowel Cancer Screening - Green*
- *AAA Screening - Green*
- *Health Promoting Pharmacies - Green*
- *Implementation Plan for PH Strategic Framework - Green*
- *MRSA & Clostridium Difficile - Amber*
- *AHP Waiting Times - Green*
- *Tele-monitoring Services - Amber*

PHA board Members were asked to review the template prior to submission to DHSSPS. Members noted the report.

79/12 PHA Corporate Governance Framework (PHA/05/08/12)

Mr McClean also summarised the document "PHA Corporate Governance Framework". He advised that it has been developed to provide an overview of governance responsibilities and systems within the PHA. It provides a comprehensive overview of core governance related documents and processes (with links to where to find them on 'Connect') for staff.

Mrs Julie Erskine thought it was useful to bring the report to the PHA board for information. She advised members that the Framework was approved by the Governance and Audit Committee on 7 June 2012.

Members noted the report.

80/12 Programme Report: Health Protection (PHA/06/08/12)

Dr Harper introduced Dr Gerry Waldron to provide the Health Protection presentation.

Dr Waldron talked members through the presentation outlining key issues (*as below*) and actions taken by PHA to address these.

- *Pseudomonas*
- *Pertussis*
- *TB*
- *Meningococcal Disease in a Primary School*
- *Olympics*
- *Listeria*
- *Asbestos*
- *Flu Vaccination*

He reminded members that large numbers of people had been together in Northern Ireland before the recent Olympics and that there were no major outbreaks reported. Similar monitoring arrangements would be in place for the Paralympics.

The Chair thanked Dr Waldron for the informative presentation.

81/12 PHA Pseudomonas Incident Report (PHA/07/08/12)

Dr Waldron talked members through to the PHA Pseudomonas Incident Report.

He highlighted Number 10, Annex A which states “that surveillance arrangements should be established for Pseudomonas aeruginosa for augmented care settings including neonatal care”. He confirmed that PHA are in discussions with the Department and Trusts to address this issue.

He also brought members attention to Number 16, Annex B which states “all organisations should review their arrangements for supporting staff during incidents including outbreaks and ensure that incident plans include provision for support for staff both during and after incident”.

The Chief Executive said it is important to note and act on this, as staff are often dealing with very sensitive and emotional issues such as Pseudomonas, infant deaths, suicide etc.

Members noted the report.

82/12 Regional Capital Business Case for the Purchase of Digital Mammography Equipment (PHA/08/08/12)

Dr Harper introduced Dr Adrian Mairs to provide members on the Regional Capital Business Case for the Purchase of Digital Mammography Equipment.

Dr Mairs explained that the proposal was to replace all current outdated analogue mammography equipment with digital equipment. He explained this will address a significant risk of equipment failure which could disrupt the breast screening programme and the symptomatic breast service.

Dr Mairs described a number of advantages for the digital

mammography and a number of problems with the current analogue machines.

Members approved the Business Case.

83/12 PHA Equality:

Annual Progress Report 2011-12 to the Equality Commission (PHA/09/08/12)

Mr McClean introduced the above paper. He explained to members that the PHA is required to submit an Equality Annual Progress Report on implementation of Section 75 and the duties under the Disability Discrimination Order.

The PHA board is asked to approve the Equality Annual Progress Report (2011/12) for submission to the Equality Commission by 31 August 2012.

Members approved the Annual Progress Report.

Equality Scheme Briefing (PHA/10/08/12)

Mr McClean explained the Equality Scheme Briefing sets out key commitments, roles, responsibilities and duties arising from the PHA Equality Scheme along with some examples of work and processes that impact positively on Equality and Human Rights.

Members noted the Equality Scheme Briefing.

84/12 Personal and Public Involvement (PPI) - Bi-Annual Update Report (PHA/11/08/12)

Mr Martin Quinn briefed member on the PPI report. The report outlined the progress made by PHA in relation to PPI since presented at the February PHA board meeting.

He talked members through the highlights of the regional and strategic leadership role played by PHA as well as the progress made to meet statutory obligations under the 2009 Reform Act.

Dr Harbison asked Mr Quinn for clarification on the evidence of benefits on PPI.

Members noted the PPI Update Report

85/12 Centre for Connected Health and Social Care (PHA/12/08/12)

Mr Ritson provided a presentation to PHA board members. The presentation provided information on developments within the connected health and social care environment. It also outlined opportunities, challenges and information on where we are now.

Members viewed a DVD of a patient being interviewed by Mr Ritson on the use of tele-monitoring. The patient was very positive about tele-monitoring system and reported the advantages to him, such as:

- *fewer hospital admissions;*
- *doesn't require medical appointments;*
- *saves time travelling to and from appointments; and*
- *savings in travel costs.*

86/12 Internal Audit (PHA/13/08/12)

Dr Rooney provided a brief update with regards to the Internal Audit as requested by Mrs Erskine. He confirmed the following has been implemented :

- *internal processes of monitoring the filing of posts has been tightened;*
- *initial training has been extended to all staff;*
- *discussions are underway with the Leadership Centre on accountability training; and*
- *business case assurance has been agreed.*

Dr Rooney reported he is content that formal reporting is applied across the organisation.

87/12 Complaints Management

This item was deferred to next month due to Mrs Hinds being unable to attend.

88/12 Any Other Business

Mr Cummings advised that all PHA board members have received a copy of the final Public Accounts.

89/12 Date, Time and Venue of Next Meeting

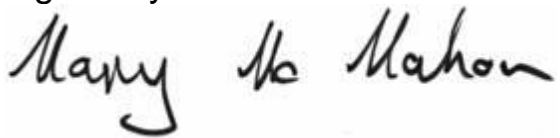
Date: **Thursday 20 September 2012**

Time: 1:30pm

Venue: Public Health Agency
Conference Rooms
2nd Floor
12-22 Linenhall Street

Belfast
BT2 8BS

Signed by Chair:

A handwritten signature in black ink that reads "Mary Ho Mahon". The signature is written in a cursive style with a large initial 'M' and a distinct 'Ho'.

Date: 20th September 2012