

**Minutes of the 52nd Meeting of the Public Health Agency board
held on Thursday 21 March 2013 at 1:30pm,
in Public Health Agency, Conference Rooms,
12/22 Linenhall Street, Belfast, BT2 8BS**

PRESENT:

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| Ms Mary McMahon | - Chair |
| Dr Eddie Rooney | - Chief Executive |
| Dr Carolyn Harper | - Director of Public Health/Medical Director |
| Mr Edmond McClean | - Director of Operations |
| Mr Eddie Ritson | - Programme Director (<i>on behalf of Mrs Hinds</i>) |
| Mrs Julie Erskine | - Non-Executive Director |
| Dr Jeremy Harbison | - Non-Executive Director |
| Mrs Miriam Karp | - Non-Executive Director |
| Mr Thomas Mahaffy | - Non-Executive Director |
| Mr Ronnie Orr | - Non-Executive Director |
| Alderman Paul Porter | - Non-Executive Director |

IN ATTENDANCE:

- | | |
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| Mr Paul Cummings | - Director of Finance, HSCB |
| Mr Robert Graham | - Secretariat |

APOLOGIES:

- | | |
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| Mrs Mary Hinds | - Director of Nursing and Allied Health Professionals |
| Alderman William Ashe | - Non-Executive Director |
| Mrs Maeve Hully | - Chief Executive, Patient Client Council |
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB |

		Action
29/13	Item 1 – Apologies	
29/13.1	The Chair welcomed everyone to the meeting.	
30/13	Item 2 - Declaration of Interests	
30/13.1	The Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.	

31/13 Item 3 – Chair’s Business

- 31/13.1 The Chair advised that she had recently attended two events relating to alcohol. At both events, she said that she had been impressed with hearing the stories of individuals recovering from alcoholism.
- 31/13.2 The Chair said that she had attended the NICON conference in L’derry, and that the event had been a success.
- 31/13.3 The Chair said that she had been unable to attend a recent event organised by Age Friendly Belfast, but that she hoped to invited Age Friendly Belfast to a future board meeting/workshop.
- 31/13.4 Finally, the Chair advised that the NICON seminar on the Francis Report was still scheduled to take place on 24 April but that the venue was likely to be in the Antrim/Tempelpatrick area. Further details will be forwarded to members when available.

32/13 Item 4 – Chief Executive’s Business

- 32/13.1 The Chief Executive advised that he had attended a workshop relating to Telemonitoring, at which there was good representation from the Trusts. He hoped that the workshop would increase the momentum in this area.
- 32/13.2 The Chief Executive said that he had participated in a workshop with local councils and community groups. He said that there was a clearer understanding of PHA’s statutory responsibilities and obligations vis-à-vis working with local Councils in relation to health and wellbeing and he felt this event had proved useful.
- 32/13.3 The Chief Executive advised that, following an announcement by the First and Deputy First Ministers relating to organ donation, he had attended an all-party discussion on this subject. He told the board that earlier this week he had attended the funeral of one of Northern Ireland’s transplant athletes who had passed away.
- 32/13.4 Alderman Porter asked about the relationship between PHA and Councils and noted that there should be partnership working. The Chief Executive agreed and said that the workshop, which had been run by Belfast City Council, had proved useful in terms of discussing roles and responsibilities.

33/13 Item 5 - Minutes of the PHA board Meeting held on 21 February 2013

33/13.1 The minutes of the previous meeting, held on 21 February 2013, were approved.

34/13 Item 6 – Matters Arising

34/13.1 The Chair invited the Chief Executive to respond to correspondence received by non-executive Director, Thomas Mahaffy, seeking clarity on any PHA discussions with the Equality Commission regarding the Commissioning Plan and his concern that the board had been misinformed.

34/13.2 The Chief Executive reminded the board that, at the previous meeting, he had said that he did not recall any meetings with the Equality Commission questioning the Agency's subjection of the Commissioning Plan to proper processes.

34/13.3 The Chief Executive confirmed that the Equality Commission wrote to both John Compton and him seeking a meeting to discuss the roles and responsibilities of both the Public Health Agency and the Health and Social Care Board in the context of commissioning and equality. A meeting was held on 10 October 2011. He said that the focus of discussions was on issues which related to the policy role of DHSSPS. The Equality Commission subsequently wrote to the Permanent Secretary at DHSSPS to arrange a meeting to discuss these issues. Therefore, he had not misinformed the board in this regard.

34/13.4 Mr Mahaffy said that he was content that his query had been answered but that he still had concerns about the equality process.

34/13.5 Alderman Porter said that this issue could have been clarified with the Chief Executive rather than being discussed at the board but the Chair said that she was content that the board had not been misinformed, and that it was appropriate that the PHA was seen to conduct its business in public.

35/13 Item 7 – Finance

PHA Financial Performance Report (PHA/01/03/13)

- 35/13.1 Mr Cummings told the board that the end-of-year projected surplus had decreased from £6.3m to £5.9m, but this meant that a further £15.3m needed to be spent in February and March to achieve break-even. He added that the introduction of the new financial system and its implementation had not progressed well. Consequently, BSO were undertaking a full stock check and there is a risk that PHA will not receive its end of year accounts on time. He also said that, with regard to the payroll system, the latest month was not in balance and that this was currently being resolved.
- 35/13.2 Mrs Erskine expressed her concern and asked whether there was a possibility of PHA's accounts being qualified. Mr Cummings said, that as PHA does not order much stock, the risk was minimal in that regard, but if the issues relating to payroll were not resolved, there could be a possibility. He responded to a further concern by Mrs Erskine regarding payroll by saying that to date, he had only been advised by one member of staff that they had received an incorrect salary payment, but this related to travel expenses, rather than salary.
- 35/13.3 The Chair asked whether DHSSPS had been informed of the possibility of PHA's accounts being late. Mr Cummings said that DHSSPS were aware.
- 35/13.4 Members noted the Finance Report.

36/13 Item 8 – Programme Expenditure Monitoring System (PEMS) Report (PHA/02/03/13)

- 36/13.1 Mr McClean advised that the latest PEMS Report showed an improvement but that there were still some outstanding issues to be resolved in the areas of research and development, receipt of invoices from Councils, and campaign spend. He said that there was still a challenge to achieve break even.
- 36/13.2 The Chair said that, following a discussion she had had, she was confident the research and development monies will be spent, but that the other two issues were outwith the control of PHA. Mr McClean said that invoices were coming into PHA but he was

concerned that they may not be processed before the year end. Mr Cummings said that any invoice put onto the system should feature in the reports.

36/13.3 Alderman Porter queried whether PHA should impose deadlines on Councils to submit invoices but Mr Cummings said that this was not possible. He asked what the PHA's projected end of year surplus was. The Chief Executive stated this view that the year end position would show a zero balance. He noted that there were uncertainties, particularly in relation to spend on Lifeline and nicotine, and also on advertising but he assured the board that staff were working constantly to ensure that as much of the programme expenditure would be issued as possible.

36/13.4 Alderman Porter suggested that the PHA should review working arrangements with Councils that are creating difficulties with regard to submitting invoices. The Chair said that this would be discussed further at a workshop about working with local government.

36/13.5 Mr Cummings said that PHA has a good record of spending its resources. The Chief Executive added that in order to achieve break-even, he would not allow money to be spent in an unstructured way. He said that he did not wish to return funds but he would if this was required.

36/13.6 Mrs Erskine said that the board should acknowledge the workload on heads of department to resolve these issues before the year end.

36/13.7 Members noted the PEMS Report.

37/13 Item 9 – PHA Business Plan 2013/14 (PHA/03/03/13)

37/13.1 Mr McClean informed the board that following the recent workshop, the draft Business Plan had been amended to reflect the comments of members, but he noted that the structure and format was largely in line with DHSSPS guidance.

37/13.2 Mrs Karp said that she was very content with the Plan but asked if there could be further detail on the proposed Programme for Government (PfG) initiatives. Mr McClean agreed to look at this.

The Chief Executive added that PHA needed to agree these with DHSSPS and the Chief Medical Officer is the Senior Responsible Officer for PfG and that the PHA Chief Executive is the Accounting Officer.

- 37/13.3 Dr Harbison was pleased to note that the section on evidence had been strengthened but he flagged up a concern about the section on older people. He also noted that the list of metrics, which had previously appeared as Appendix 1, had been removed. In relation to that point, Mr McClean said that AMT had undertaken to develop a set of meaningful indicators during this year and these would be brought to the board.
- 37/13.4 Mr Orr suggested that the Plan could contain a list of the organisations that the PHA works with but the Chief Executive said that this is constantly evolving and that the list would be very extensive.
- 37/13.5 Mr Mahaffy asked about PHA's role in the Public Health Strategic Framework. The Chief Executive said that he had not received confirmation from DHSSPS as to PHA's official role, but he hoped that PHA would be actively involved in this.
- 37/13.6 Mrs Karp noted the breadth of work in the nursing directorate and asked how the board could be kept informed of progress. Mr McClean advised that the board Corporate Calendar was being revised and will be presented to the board in 2013/14.
- 37/13.7 Dr Harbison noted that the Plan outlined 80/90 key areas and queried the distribution of funding. The Chief Executive noted that it had been difficult to strike a balance between the detail outlined in emergent and specific developmental issues that PHA will spend time on compared to those areas where the role of the PHA is more clearly understood. Dr Harper noted that although some of the sections on public health have a reduced number of objectives, there was sufficient detail. Mr McClean added that in some parts, the wording requested from DHSSPS has been reflected in the Plan.
- 37/13.8 The Chair asked whether the targets on telemonitoring and telehealth were attainable. Mr Ritson said that he felt that they were attainable, but was not certain if they would be attained. However, he added that the targets featured in the Trusts' Delivery

Plans, based on the Commissioning Plan. He said that as well as PHA, the Trusts, Local Commissioning Groups and Integrated Care Partnerships had to achieve their objectives in this area.

37/13.9 Mrs Erskine thanked the AMT for the work that has been put into developing the Business Plan.

37/13.10 Members approved the Business Plan for submission to DHSSPS.

**38/13 Item 10 – Final Draft Commissioning Plan 2013/14
(PHA/04/02/13)**

38/13.1 The HSC Board Director of Commissioning, Dean Sullivan and Assistant Director Cara Anderson joined the meeting at this point.

38/13.2 Mr Sullivan outlined the process for the development of the Commissioning Plan. He said that the final Commissioning Direction from DHSSPS had been received by HSC Board on 28 January and that PHA and HSC Board had held a joint workshop on 6 February to consider the draft Plan. The draft Plan was finalised and approved by the board of the HSC Board on 14 February and the PHA board on 21 February, but with caveats. Mr Sullivan went on to say that it was hoped that the Plan would be completed by 31 March and that it had been approved as a final draft by the board of the HSC Board. He said that the cover paper outlined the key changes since the previous meeting.

38/13.3 Mr Sullivan said that he, along with John Compton, had attended a meeting of the Northern Ireland Assembly Health Committee to discuss the draft Plan and that no major issues had been flagged up by the Committee, therefore the final Plan was being brought today for approval by PHA board. Following today, the Plan would be submitted to the Minister and the Trust Delivery Plans would be completed.

38/13.4 The Chief Executive confirmed that he was content that the revised Plan had taken account of the issues raised by PHA and he recommended the Plan for approval by the board.

38/13.5 Dr Harbison sought clarification that the plan did not contradict the Minister's recent statement on the implementation of Transforming Your Care. Mr Sullivan said that the reverse was true, as the Plan sought to capture how the HSC Board would implement the

recommendations it was responsible for.

38/13.6 Mr Mahaffy said that the revised Plan did not change his views, and that although an equality screening document had now been produced, he still had the same issues regarding the Plan as he had outlined in writing to the Board at both the joint workshop and the previous Board meeting of the PHA.

38/13.7 Mr Orr asked whether it was possible to submit further comments, particularly regarding mental health and prisons. Mr Sullivan invited Mr Orr to forward these to him and they would be considered.

38/13.8 The Chair said that the EQIA was very helpful, but felt there was still a gap between the EQIA process and what PHA does. Mr Sullivan said that it was an evolving process and Ms Anderson said that an Equality Action Plan was being developed.

38/13.9 Members approved the Plan, with the exception of Thomas Mahaffy who was not content to approve it at this stage.

38/13.10 Mr Mahaffy believed that there had been a failure of the HSCB and PHA to meet their equality obligations under Section 75 of the Northern Ireland Act 1998 and to generally assess and mitigate the potential impact of the proposals within it. He felt that the Plan is fundamentally flawed in that it implements Transforming Your Care which, in his opinion, promotes the privatisation of public services and creates unaccountable decision making structures

39/13 Item 11 – Any Other Business

39/13.1 The Chair advised members that appraisals would be arranged after Easter.

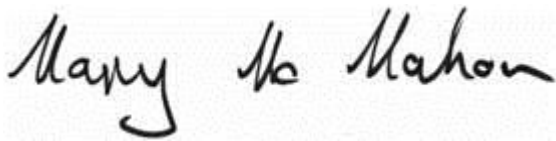
39/13.2 The Chair thanked Ronnie Orr for his contribution to the work of PHA. Mr Orr thanked the board for their support and wished everyone well in the continuing work of PHA.

39/13.3 Alderman Porter raised a concern about a shortage of bus drivers for vulnerable children. Dr Harper said that this should be picked up with the Director of Social Services.

40/13 Item 12 - Date, Time and Venue of Next Meeting

Date: Thursday 18 April 2013
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 Mc Mahon". The signature is written in a cursive style with a large initial 'M'.

Date: 18 April 2013