

Title of Meeting	Special Meeting of the Public Health Agency Board
Date	11 June 2019 at 2.15pm
Venue	Conference Rooms 3+4, 12/22 Linenhall Street, Belfast

Present

Mr Andrew Dougal	- Chair
Mrs Valerie Watts	- Interim Chief Executive
Mr Edmond McClean	- Interim Deputy Chief Executive / Director of Operations
Dr Adrian Mairs	- Acting Director of Public Health
Mrs Briega Quinn	- Assistant Director (<i>on behalf of Mrs Hinds</i>)
Alderman William Ashe	- Non-Executive Director
Mr John-Patrick Clayton	- Non-Executive Director
Mr Leslie Drew	- Non-Executive Director
Ms Deepa Mann-Kler	- Non-Executive Director
Alderman Paul Porter	- Non-Executive Director
Mr Joseph Stewart	- Non-Executive Director

In Attendance

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

Apologies

Mrs Mary Hinds	- Director of Nursing and Allied Health Professionals
Professor Nichola Rooney	- Non-Executive Director
Ms Marie Roulston	- Director of Social Care and Children, HSCB
Mrs Joanne McKissick	- External Relations Manager, PCC
Ms Nicola Woods	- Boardroom Apprentice

1 | Item 1 – Welcome and Apologies

- 1.1 The Chair welcomed everyone to the meeting. Apologies were noted from Mrs Mary Hinds, Professor Nichola Rooney, Ms Marie Roulston, Mrs Joanne McKissick and Ms Nicola Woods.

2 | Item 2 – Declaration of Interests

- 2.1 The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.

3 Item 3 – PHA Annual Report and Accounts 2018/19

- 3.1 Mr Cummings advised that the Governance and Audit Committee had met on 5 June to consider the Annual Report and Accounts. He said that in order to comply with statutory requirements, the Chair and Chief Executive will today sign the letter of representation together with the Annual Report and Accounts once approved by the Board.
- 3.2 Mr Cummings said that the format of the Annual Report is largely dictated by the Department of Health. He said that PHA will seek to reduce the narrative in the Report next year, but he commended the addition of the section, “A Year in the Life Of”.
- 3.3 Mr Cummings advised that the performance report and governance statement form the first half of the document and that the wording in these has been commented on by the Department of Health. He said that the accounts commence on page 82 and that the year-end position showed a surplus of £181k. He drew members’ attention to PHA’s prompt payment performance and advised that this was the first time an organisation had achieved the target of paying 95% of its invoices within 30 days. He also noted that PHA’s capital expenditure for the year fell within the required limits.
- 3.4 Mr Drew said that Annual Report and Accounts had been presented to the Governance and Audit Committee. He noted that there had been work done to reduce duplication in the Report, but there remained further work to be done. He advised that the external auditors had commended the Report and that Internal Audit had also given the Committee the necessary assurances.
- 3.5 Mr Cummings advised that there were no Priority 1, 2 or 3 recommendations in the external audit. Mr Stewart commended this outcome. Mr Drew thanked Mr Cummings and his team for their work in producing the accounts, and this was endorsed by the Chair.
- 3.6 The Interim Chief Executive paid tribute to Mr Cummings and his team, and said she was pleased that this was a clean set of accounts.
- 3.7 The Board **APPROVED** the PHA Annual Report and Accounts.

4 Item 4 – Any Other Business

- 4.1 There was no other business.

5 Item 5 – Details of Next Meeting

Thursday 20 June 2019 at 1:30pm

Board Room, County Hall, 182 Galgorm Road, Ballymena

Signed by Chair:

A handwritten signature in cursive script that reads "Andrew Douglas".

Date: 15 August 2019