

**Minutes of the 28<sup>th</sup> Meeting of the Public Health Agency board held at 1.30pm, Thursday 21<sup>st</sup> April 2011, in the Board Room, Tower Hill, Armagh, BT61 9DR**

**PRESENT:**

- Ms M McMahon - Chair
- Dr E Rooney - Chief Executive
- Mr E McClean - Director of Operations
- Dr C Harper - Director of Public Health/Medical Director
- Mrs M Hinds - Director of Nursing & Allied Health Professionals
- Mrs J Erskine - Non-Executive Director
- Mrs M Karp - Non-Executive Director
- Cllr C Mullaghan - Non-Executive Director
- Cllr S Nicholl - Non-Executive Director
- Mr T Mahaffy - Non-Executive Director
- Mr R Orr - Non-Executive Director
- Dr J Harbison - Non-Executive Director

**IN ATTENDANCE:**

- Mr P Cummings - Director of Finance, HSCB
- Mrs F McAndrew - Director of Social Care & Children, HSCB
- Dr B Farrell -
- Sixth Sense -
- Mrs M Black - Assistant Director Health and Social Well Being Improvement
- Ms J Jackson - Chief Executive's Office/Committee Manager

**APOLOGIES:**

- Mrs M Hully - Chief Executive, Patient & Client Council
- Mrs M Karp - Non-Executive Director

**37/11**

**Chair's Business**

The Chair welcomed everyone to the meeting and asked if anyone had interests to declare before the meeting commenced. None were declared.

With the Local Elections approaching, the Chair took the opportunity to thank Cllr Nicholl and Cllr Mullaghan for their contribution to the PHA and wished them well for the future.

**Action**

The Chair also advised non-executives that she would be arranging to meet with each to complete their annual appraisal.

Chair to organise Annual appraisals for non-executives.

**Chair**

### Sixth Sense/Wraparound

Ms McMahon welcomed Dr Brid Farrell and the children and parents from Sixth Sense to the PHA board meeting. Dr Brid Farrell introduced the children and representatives from the Parent Carers' Council on Disability. She proceeded to detail research evidence on Childhood Disability; this included recommendations that services should be holistic when assessing family needs and from the beginning should involve multi-disciplinary teams.

She explained that Wraparound was established in the Southern area to develop new ways of working which would make a difference to the lives of children with disabilities and their families; the project is about partnership:

- Between parents and professionals
- Between agencies
- Between agencies and professionals
- With young people

Following Dr Farrell, a presentation was given by two of the children from Wraparound, Laura Fagan and Sam Gibson. They told members about some of their work in influencing policy, which included attending a UNCRC Day of General Discussion, Westminster and the NI Assembly. Laura and Sam also spoke about issues that affect disabled children and how they have devised way to address these.

Finally Mary Duffin, N. Ireland Parent and Carer Council on Disability, spoke to the board on the work of the Council, who they are and what services they provide for disabled children, young people and their families. Ms Duffin outlined the group achievements to date and the lessons they hope to take forward in the future.

Both the Chair and the Chief Executive thanked the children and parents for their presentation; they also congratulated Dr Farrell and all PHA staff for the work they have carried out with the children and their parents.

Cllr Nicholl asked if this type of project is replicated across N. Ireland; Dr Rooney responded that there are still gaps in provision however the roll-out of PPI should address this and facilitate a move from a more formal model of consultation to more public involvement.

## **38/11 Chief Executive's Business**

Dr Rooney referred to the last board meeting held 24<sup>th</sup> March 2011, when the PHA board had approved the purchase of an additional 40,000 influenza vaccines for the 2011-2012 season. He advised members that the purchase of the vaccines had since taken place, with the purchase of 50,000 additional vaccines for £30,000.

The Chief Executive then updated members on a number of appointments and visits he had undertaken since the previous board meeting. Of particular note were the following:

### **25.03.11 Visit to FUEL, Enniskillen**

This is a one-stop shop used for health promotion and counselling and Dr Rooney noted the excellent venue in Enniskillen. The visit had been hosted by some of the young people who use the facility and Dr Rooney welcomed the opportunity to meet some of the participants and see the facility at work.

### **Partnership Meetings - March/April 2011**

Dr Rooney informed that he had attended meetings with the West Belfast Partnership board, an East Belfast health workshop and the Belfast Strategy Unit. The visit had demonstrated the important collaborative work being undertaken at local level to improve health and well being in these areas.

### **11.04.11 UNISON Photo opportunity**

Dr Rooney thanked UNISON for inviting him to meet officers and participate in a photo opportunity in a bid to raise awareness and increase subscribers to organ donation. The visit had been very successful, with many UNISON workers signing the register on the day.

**39/11 Minutes of the PHA board Meeting held on 24<sup>th</sup> March 2011**

Members agreed the minutes of the meeting of 24<sup>th</sup> March 2011 as an accurate record of the meeting. The minutes were duly signed by the Chair.

**40/11 Minutes of the Governance and Audit meeting held on 10<sup>th</sup> January 2011**

The minutes were noted by members.

**41/11 Matters Arising**

Finance Report (PHA 01/03/11)

At the March board meeting, Dr Harper had advised that the Public Health team are working with HSCB to improve financial reporting systems in order to prevent future underspends in allocated funds.

Dr Harper reported that work is ongoing and agreed to update members on progress on a regular basis.

Dr Harper to provide regular progress updates to the board.

Appleby Report

Following Mr Cumming's announcement of the publication of this report at the March meeting, it was agreed that the link to the report should be circulated to members.

Ms Jackson emailed the link following the meeting.

**42/11 Finance Report (PHA 01/03/11)**

Mr Cummings advised members that PHA are on course to meeting their statutory requirements in submission of their year-end accounts, with a small underspend likely by 31<sup>st</sup> March 2011. Mr Cummings informed those present that in addition to £1.5m of programme efficiency savings in 2010-2011, PHA must secure a further £2.5m to cover a range of other issues. He directed members to 2 tables in section 5 of the Finance report to show where the £4m funding requirement has been sourced.

Dr Rooney welcomed this report and thanked Mr Cummings and his team for their hard work. He referred to the ongoing joint effort between HSCB finance and PHA Director of Public Health and Director of Operations to ensure that sound financial

**C Harper**

monitoring arrangements are being put in place.

Members noted the contents of the Finance report.

**43/11 Standing Financial Instructions (PHA 02/04/11)**

Mr McClean detailed the work that has been carried out to prepare this first set of PHA Standing Financial Instructions (SFIs). He informed members that they have been issued in accordance with the Financial Directions issued by DHSSPS and shall take effect as is incorporated in the Standing Orders of the PHA. The SFIs were approved by the Governance & Audit Committee held on 13 April 2011.

The Standing Financial Instructions were approved by the board and members acknowledged the work by HSCB finance and PHA Operations staff in preparing this document.

**44/11 PHA Management Statement and Financial Memorandum**

Mr McClean informed members that it is a standard requirement for a Department to agree a DFP approved Management Statement/Financial Memorandum with each of its arm's length bodies. These documents should be signed by the Chief Executive once approved by the PHA board and will then be forwarded to the Department for signature by the Accounting Officer there.

The Management Statement and Financial memorandum were approved by board members.

**45/11 Performance Monitoring – MIPB Benefits Realisation Plan**

Mr McClean informed members that this is the last time that this report will be presented to the board – it is due to be replaced by the 'Post Project Evaluation.' This project will examine the PHA, HSCB and BSO and decide whether they are meeting the expectations set down at their establishment. Following discussion it was agreed that Mr McClean would present papers on PPE to the June board meeting.

Mr McClean to present PPE papers to the June board meeting.

Members discussed the report and in particular the reduction of

**E McClean**

HCAIs; the overall MRSA reduction for 2010-2011 is unlikely to be achieved and queries were raised as to why this was coded Amber rather than Red.

Dr Harper explained as the Clostridium Difficile reduction is likely to be met, the two targets have been combined and coded Amber. This action was taken on the advice of the Department.

The paper was approved by the board.

#### **46/11 PHA Equality Scheme**

Mr McClean updated members on progress of the draft Equality scheme which had been brought to the PHA December 2010 board meeting. Consultation on the Scheme and Action Plan took place from December to March and 5 written responses were received; in addition comments were provided in the face-to-face engagements.

Mr McClean advised that all comments were considered and the document has been amended to reflect these suggestions. He assured board members that in accordance with the document, screening and equality assessments would be carried out on all papers being brought to the board and asked members to approve the PHA Equality Scheme.

The PHA Equality Scheme was approved by members.

#### **47/11 HCAI Monthly Report**

Dr Harper introduced the HCAI report - March 2011. She advised members that the Northern Trust continues to distort regional performance. Dr Harper outlined a number of actions that are being taken to address this issue and referred members to a letter and summary of actions that she has suggested to the Chief Executive of the NHSCT to improve his Trust's performance.

Cllr Nicholl expressed disappointment that the Northern Trusts are still out of step in terms of compliance; Dr Harper advised that there has been some improvement however works remains to be done to meet targets.

Members noted the information and thanked Dr Harper for presenting the data.

**48/11 Health & Social Wellbeing Update**

The Chair welcomed Mrs Mary Black, Assistant Director of Health & Social Wellbeing Improvement, to the meeting.

Mrs Black provided a brief progress report on achievement of corporate objectives by her division. This included delivery of programmes, business processes and public awareness on some of the following: the Roots of Empathy programme, community development programmes, joint working with Local Government, reducing health inequalities, smoking cessation and reduction of suicide and self-harm, amongst others.

Members congratulated Mrs Black on the division's achievements and enquired if Mrs Black thought the ambitious workload is achievable. Mrs Black acknowledged the wide remit and assured members that provided the team continue to work in partnership with others, the goals are achievable.

Members noted the progress report and thanked Mrs Black for presenting the paper.

**48/11 Date, Time and Venue of next meeting**

**Date:** 19 May 2011  
**Time:** 1:30pm  
**Venue:** The Bann Room  
Farset International  
466 Springfield Road  
Belfast  
BT12 7DW

Signed by Chair:



Date: 21 April 2011