

MINUTES

**Minutes of the 73rd Meeting of the Public Health Agency board
held on Thursday 19 February at 1:30pm,
in Fifth Floor Meeting Room, 12/22 Linenhall Street,
Belfast, BT2 8BS**

PRESENT:

Mrs Julie Erskine	- Acting Chair
Dr Eddie Rooney	- Chief Executive
Mrs Pat Cullen	- Director of Nursing and Allied Health Professionals
Dr Carolyn Harper	- Director of Public Health/Medical Director
Mr Edmond McClean	- Director of Operations
Councillor William Ashe	- Non-Executive Director
Mr Brian Coulter	- Non-Executive Director
Dr Jeremy Harbison	- Non-Executive Director
Mrs Miriam Karp	- Non-Executive Director
Mr Thomas Mahaffy	- Non-Executive Director
Alderman Paul Porter	- Non-Executive Director

IN ATTENDANCE:

Mr Robert Graham	- Secretariat
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APOLOGIES:

Mr Paul Cummings	- Director of Finance, HSCB
Mrs Fionnuala McAndrew	- Director of Social Services, HSCB
Mrs Joanne McKissick	- External Relations Manager, Patient Client Council

		Action
12/15	Item 1 – Welcome and Apologies	
12/15.1	The Chair welcomed everyone to the meeting and noted apologies from Mr Paul Cummings, Mrs Fionnuala McAndrew and Mrs Joanne McKissick.	
13/15	Item 2 - Declaration of Interests	
13/15.1	The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.	

14/15 Item 3 – Minutes of the PHA Board Meeting held on 22 January 2015

14/15.1 The minutes of the previous meeting, held on 22 January 2015, were approved as an accurate record of the meeting.

15/15 Item 4 – Matters Arising

7/15.6 Finance Report

15/15.1 The Chief Executive said that he had had an initial discussion with Mr McClean in regard to the inclusion of information from PEMS and the extent to which this might provide further insight to that already found in the Finance Report. Members expressed a view that there was merit in having this type of report, and regretted that it was not currently available.

15/15.2 *8/15.9 Commissioning Plan 2015/16*

The Chair circulated to members copies of correspondence that she had sent to, and the reply received from, Dr Ian Clements, Chairman of HSCB regarding the Commissioning Plan process for 2015/16.

16/15 Item 5 – Chair's Business

16/15.1 The Chair circulated to members a report of the meetings she had attended since the last meeting.

16/15.2 The Chair asked the Chief Executive to give an update to members following receipt of a query regarding the Donaldson Report.

16/15.3 The Chief Executive advised that, with regard to the Donaldson Report, DHSSPS had written to HSC Trusts seeking their response to the recommendations, but in his view, many of the recommendations had an effect on the core business of the PHA, therefore PHA would also be submitting a response.

16/15.4 Dr Harbison agreed that PHA should make a formal response as many of the recommendations relate to the core business of PHA. He added that there were comments made in the report relating to the interface between PHA and HSCB which, in terms

of staffing, are left unresolved. Dr Rooney agreed that there were elements of the report which aren't helpful. Mr Mahaffy added that the PHA response should point out issues that were not picked up in the original report.

16/15.5 The Chair advised that she had received a query from Mr Mahaffy regarding a statement from the HSCB Chief Executive at their previous Board meeting that, in his view, seemed to suggest the possibility of a separate HSCB review on strengthening the commissioning process - in addition to the current Departmental commissioning review and the Departmental review of administrative structures. The Chief Executive said that as part of the DHSSPS review PHA would take the opportunity to provide its views. He also agreed to write to HSCB to get clarity on whether a separate HSCB review was being undertaken.

16/15.6 Mr Coulter asked about the proposed duty of candour. Dr Harbison advised that the Minister has asked Departmental officials to draft primary legislation in this regard.

17/15 Item 6 – Chief Executive's Business

17/15.1 The Chief Executive advised members that he had attended the first meeting of the British Isles Healthcare Collaboration which was chaired by Sir Michael Marmot. He said that four areas had been identified for closer collaboration – early years and early intervention; social protection; workplace health and ageing.

17/15.2 The Chief Executive said that he had also met with Stephanie O'Keefe, the Regional Public Health Director of HSE.

18/15 Item 7 – Finance Update PHA Financial Performance Report (PHA/01/02/15)

18/15.1 In the absence of Mr Cummings, the Chair invited the Chief Executive to present the finance update. She assured members that she had met with Mr Simon Christie from HSCB to go through the report and had been satisfied that any of her queries had been satisfactorily resolved.

18/15.2 The Chief Executive highlighted two issues which related to demand-led services. He said that the expenditure regarding Lifeline was broadly within budget, but there remained an

underspend in smoking cessation, which was likely due to the absence of a current advertising campaign, or an increase in the popularity of e-cigarettes.

18/15.3 The Chief Executive advised members that PHA had made provision for the non-receipt of £200k of funding from OFMDFM for Delivering Social Change initiatives, however, PHA had now been advised that this funding will be provided. The Chief Executive indicated that he, with finance colleagues, would view whether it was necessary to declare any of these funds to DHSSPS in order that the PHA meets its financial thresholds at the end of the financial year.

18/15.4 Members noted the Finance Report.

19/15 Item 8 – Performance Management Report – Corporate Business Plan and Commissioning Plan Directions Targets for Period Ending 31 December 2014 (PHA/02/02/15)

19/15.1 Mr McClean presented the performance management report for the period up to 31 December 2014. He advised that two of the targets no longer had a rating as one related to a report that had not yet been published, and the other was the responsibility of HSCB. He added that the rating for the implementation of the seasonal flu vaccination programme had moved to “amber”, but he said that Northern Ireland still had the highest uptake in the UK.

19/15.2 Councillor Ashe noted that of the six pilot sites for the Building Shared Communities programme, five are in Belfast, and that in the future more of these should be moved out of Belfast.

19/15.3 Mrs Karp asked about health visiting services and noted that there will be a high dependency on all of the new graduate health visitors to take up posts. Mrs Cullen acknowledged that this would be the case over the next two years.

19/15.4 Mrs Cullen went on to say that there is an exercise being undertaken with regard to normative staffing levels and a report is due to be finalised by March 2015. She agreed to bring an update on this work to a future PHA Board meeting.

19/15.5 Members noted the Performance Management Report.

20/15 Item 9 – Six Monthly Overview Report on Progress on the Implementation of RQIA Report Recommendations for the period ending 30 September 2014 (PHA/03/02/15)

- 20/15.1 Dr Harper explained to members that there is a process in place whereby each RQIA review report is logged and a lead officer or group assigned to take forward any recommendations that are the responsibility of HSCB and/or PHA. She said that each report may contain up to 40 recommendations, therefore this report is designed to give an overview and to highlight any particular issues.
- 20/15.2 Dr Harper said that many of the updates are rated “amber”. She advised that the implementation of recommendations relating to the Respiratory Framework was rated “red” as dedicated commissioning and administration support had not been identified, however this has now been arranged. With regard to the recommendations emanating from the unscheduled care reviews, Dr Harper said that this work is being led by DHSSPS.
- 20/15.3 Mr Coulter queried the reasons for bringing this report to the PHA Board. Dr Harper that due to PHA’s role as a joint commissioner and making decisions regarding where investments are made, these recommendations show where there are currently gaps and challenges. The Chief Executive noted that many of the progress updates which are rated “green” are those which are PHA-led.
- 20/15.4 Members noted the update on the implementation of recommendations from RQIA reports.

21/15 Item 10 – Update on Community Planning

- 21/15.1 Mr McClean began his update on community planning by advising that a series of meetings with the new Council Chief Executives had been completed. He explained that the new Councils are operating in “shadow form” for their first 12 months and during that period, one of their main objectives is to develop their community plans. He added that PHA has been named as a statutory partner to support the community planning process.
- 21/15.2 Mr McClean said that he had envisaged that there would be a commonality of approach in the development of community plans

but he outlined three different approaches which are taking place in three of the new Councils.

21/15.3 Mr McClean explained that there are some HR issues with Councils which require to be resolved. This relates to where PHA funding has been allocated to specific initiatives which has involved recruitment of staff by Councils and where Councils are seeking to relocate staff bases. He also explained that PHA cannot guarantee the funding over the longer term at this point, and that PHA will try to offer stability in 2015/16 with a more structured review in 2016/17 and beyond.

21/15.4 Councillor Ashe agreed that the money provided by PHA to Councils for projects should be utilised for projects. Mr Mahaffy asked if PHA could tell how much money is being spent in each of the Council areas. Mr McClean said that an exercise looking at this is being undertaken at the moment.

21/15.5 Members noted the update on Community Planning.

22/15 Item 11 – Any Other Business

22/15.1 Dr Harbison asked when PHA had been informed of the mismatch between the strains of flu being utilised in the flu vaccine and the flu strain that has been prevalent this year. Dr Harper said that PHA was only informed on the same day as the press release was issued. She noted that the strains used in the flu vaccine are determined eight months before the flu season, and that in this instance the virus had mutated.

22/15.2 The Chair advised members that if there were any updates on the financial situation for 2015/16, she would let members know immediately.

23/15 Item 12 – Date and Time of Next Meeting

Date: Thursday 19 March 2015
Time: 1:30pm
Venue: Conference Rooms 3+4
12/22 Linenhall Street
Belfast
BT2 8BS

Signed by Chair:

A handwritten signature in black ink, appearing to be 'J. E. L.', written over a horizontal line.

Date: 19.03.15

