

MINUTES

**Minutes of the 74th Meeting of the Public Health Agency board
held on Thursday 19 March at 1:30pm,
in Conference Rooms, 12/22 Linenhall Street,
Belfast, BT2 8BS**

PRESENT:

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| 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:

- | | |
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| Mr Robert Graham | - Secretariat |
| Mr Paul Cummings | - Director of Finance, HSCB |
| Mrs Joanne McKissick | - External Relations Manager, Patient Client Council |

APOLOGIES:

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| Mrs Fionnuala McAndrew | - Director of Social Services, HSCB |
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		Action
24/15	Item 1 – Welcome and Apologies	
24/15.1	The Chair welcomed everyone to the meeting and noted apologies from Mrs Fionnuala McAndrew.	
25/15	Item 2 - Declaration of Interests	
25/15.1	The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.	

26/15 Item 3 – Minutes of the PHA Board Meeting held on 19 February 2015

- 26/15.1 The minutes of the previous meeting, held on 19 February 2015, were approved as an accurate record of the meeting, subject to some amendments.
- 26/15.2 Mrs Karp requested that paragraph 15/15.1 be strengthened to show that the Board would wish to maintain its challenge function with regard to the PEMS Report.
- 26/15.3 The Chair advised that Mr Mahaffy had submitted a proposed amendment to paragraph 16/15.5 to clarify that he wished the Chief Executive to contact the HSCB Chief Executive regarding a proposed HSCB Review of Commissioning.

27/15 Item 4 – Matters Arising

16/15.5 Review of Commissioning

- 27/15.1 The Chief Executive advised that with regard to the query raised by Mr Mahaffy, he had contacted the HSCB Chief Executive to seek clarity on whether a separate HSCB review of commissioning would be taking place.

16/15.3 Donaldson Report

- 27/15.2 Mr Coulter asked whether PHA was submitting a response to the Donaldson Report, and if so, would this be brought to the PHA Board. Dr Harper said that the response would be shared with the Board.

28/15 Item 5 – Chair's Business

- 28/15.1 The Chair advised members that she had circulated to members an outline of the Chair's Business since the last meeting.
- 28/15.2 The Chair noted that this was the last Board meeting for Miriam Karp and Jeremy Harbison as Board members and for Pat Cullen as Acting Director of Nursing. She thanked the three of them for their hard work and dedication to the Board and to the work of PHA.

28/15.3 The Chief Executive expressed his own thanks to Mrs Cullen and added that he had received praise from other Chief Executives and members of staff of other HSC organisations who had paid tribute to her work over the last period.

28/15.4 The Chair informed members that the new Chair and two new non-executive Board members had been appointed and were currently undergoing AccessNI checks.

29/15 Item 6 – Chief Executive’s Business

29/15.1 The Chief Executive said that he had attended the launch of the Flesh and Blood campaign with the Church of Ireland and Catholic Archbishops in in Armagh.

29/15.2 The Chief Executive advised that he had attended the Social Work Awards at Belfast City Hall.

30/15 Item 7 – Finance Update PHA Financial Performance Report (PHA/01/03/15)

30/15.1 Mr Cummings advised that the Finance Report up until the end of January 2015 showed a small surplus, with a projected year end surplus of £278k. He said that he did not anticipate any issues before the end of the financial year and was confident that PHA would achieve a break-even position.

30/15.2 Members noted the finance update.

31/15 Item 8 – Research and Health Intelligence sub-committee update

31/15.1 Dr Harbison informed members that a meeting of the sub-committee had taken place on 2 March where the PHA response to the social work research strategy was signed off. He said that there had been update from health intelligence on the campaigns they are providing input to.

31/15.2 Dr Harbison said that the sub-committee had been given an update from R&D on the impact of being able to draw down additional funding from DHSSPS. He added that £4m had been drawn down in the last financial year, and £3.5m so far this year.

31/15.3 Dr Harbison advised that the sub-committee had taken time to consider its membership and terms of reference as he would no longer be chairing the sub-committee. He proposed that the sub-committee be temporarily stood down. Members agreed with this proposal.

31/15.4 Members noted the update from the Committee Chair.

32/15 Item 9 – Governance and Audit Committee Update (PHA/02/03/15)

32/15.1 Mr Coulter said that the approved minutes of the meeting of 10 December 2014 were available for members. He gave an overview of some of the key issues arising, which included a proposed audit of complaints handling, the update to the Corporate Risk Register and an update on the Lifeline contract.

32/15.2 Mr Coulter advised that at the meeting of 19 February, the Committee considered some of the papers which are brought to the Board for formal approval today, namely the review of Standing Orders and Standing Financial Instructions and the Information Governance Strategy and Framework.

32/15.3 Mr Coulter said that the Committee had considered the latest Internal Audit progress report for 2014/15, and highlighted the issues raised as part of the audit of health and social wellbeing contracts. He also updated members on the implementation of recommendations emanating from the Report to those Charged with Governance. Finally, he said that the Committee had considered the draft timetable for the preparation of the Annual Report and Accounts as well as the updated Emergency Response Preparedness Plan.

32/15.4 Members noted the update from the Committee Chair.

33/15 Item 10 – Review of Standing Orders and Standing Financial Instructions (PHA/03/03/15)

33/15.1 The Chair noted that the annual review of Standing Orders and Standing Financial Instructions had been undertaken.

33/15.2 Members approved the review of Standing Orders and Standing Financial Instructions.

34/15 Item 11 – Information Governance Strategy and Framework (PHA/04/03/15)

34/15.1 Mr McClean said that he updated Strategy and Framework had taken account of new guidance. He agreed to follow up on the issue raised by Mr Coulter at the Governance and Audit Committee regarding reporting of breaches.

34/15.2 Members noted the Information Governance Strategy and Framework.

35/15 Item 12 – Policy on Appraisal for Medical Practitioners (PHA/05/03/15)

35/15.1 Dr Harper advised that the policy on appraisal for medical practitioners set out the arrangements for appraisal and had been noted by the Governance and Audit Committee.

35/15.2 Members noted the Policy on Appraisal for Medical Practitioners.

36/15 Item 13 – Board Governance Self-Assessment Tool (PHA/06/03/15)

36/15.1 The Chair presented the Board Governance Self-Assessment tool and thanked members Miriam Karp and Brian Coulter for taking time to consider the draft response and submit suggestions.

36/15.2 Members approved the Governance Self-Assessment tool for submission to DHSSPS.

37/15 Item 14 – PHA Annual Business Plan 2015/16 (PHA/07/03/15)

37/15.1 Mr McClean advised that the PHA Business Plan had been prepared against DHSSPS requirements and that it had been shared with PHA's sponsor branch. However, he said that given the recent correspondence regarding savings, he had concerns regarding the achievability of the Plan. Dr Harper suggested that in light of this correspondence the Plan should be further reviewed.

37/15.2 Mr Coulter said that he did recognise the Business Plan as a formal business plan as it did not contain a finance section or any

performance indicators. Mr Cummings said that this type of information would be found in the Commissioning Plan, whereas this Business Plan was an internal facing document. Mr McClean agreed and said that the Business Plan was prepared in a format laid down by DHSSPS.

- 37/15.3 The Chief Executive agreed with the points raised and acknowledged that these elements were missing from PHA's planning process, but that PHA would ensure that they form part of the new Corporate Plan. He added that there were difficulties in terms of the late receipt of DHSSPS requirements to be included in the Plan and he acknowledged the need for the Plan to reflect the difficulties of the proposed 15% savings.
- 37/15.4 Dr Harper proposed that PHA ask for an extension in terms of the submission of the Plan. Mr Coulter agreed and said that sections of the narrative would require to be updated. Dr Harper said that it was likely that some of the actions in the Plan may not now be able to be delivered.
- 37/15.5 Members agreed that the Plan could not be approved and should be brought back to a future Board meeting.

38/15 Item 15 – eHealth and Care Strategy for Northern Ireland (PHA/08/03/15)

- 38/15.1 The Chair welcomed Sean Donaghy and Jeremy Clement from HSCB to the meeting. Mr Donaghy thanked Chair for the opportunity to present the final eHealth and Care Strategy. He explained that this had been approved by the HSCB at its Board meeting last week and was being brought to the PHA Board for noting before being sent to DHSSPS for formal approval and launch.
- 38/15.2 Mr Clement delivered a presentation giving members an overview of the development of the Strategy, and in particular the outcome of the consultation exercise and how the Strategy has been amended following the various engagement events that have taken place.
- 38/15.3 Mrs McKissick said that she was interested in the interface between NI and the rest of the UK, and Europe in terms of being able to share patient records.

38/15.4 Mr Coulter said that the Strategy was very exciting and he asked about how primary care has been brought on board. Mr Donaghy said that GPs were enthusiastic about the implementation and being able to share various types of information. He said that pharmacists were also keen to become involved and that he would wish to cover both the community and voluntary sector, and the private sector.

38/15.5 Mr Coulter asked how close developments are in terms of achieving the position set out in relation to patients being able to access their own records. Mr Donaghy anticipated that significant progress would be made on this over the next 12 months.

38/15.6 Mrs Karp said that she had attended one of the engagement events and she asked about the implications for those with learning disabilities and the independent living sector. Mr Clement said that there was a willingness from those with learning disabilities to become more involved in developing new technologies, but this group also cautioned about the need to ensure that the technology can be maintained as they would be heavily reliant on it.

38/15.7 The Chief Executive expressed his thanks for the presentation. He said that this Strategy sets the broader context for telemonitoring and allowing technology to be an enabler, the challenge is to get the public on board.

38/15.8 Dr Harbison said that he was very supportive of the Strategy, but asked about the funding underpinning it. Mr Donaghy explained that DHSSPS have provided funding to date and he anticipated that this continue as it is important that all HSC staff have, at the very least, the equipment to be able to undertake their role.

38/15.9 Members noted the eHealth and Care Strategy.

39/15 Item 16 – Quality Improvement Biannual Report (PHA/09/03/15)

39/15.1 Mrs Cullen presented the latest Quality Improvement Biannual Report for the period up to 31 October 2014. She explained that the compilation of this report is a requirement as part of the Commissioning Plan and outlined the four key areas covered in the report. She invited questions from members regarding the

report.

39/15.2 Mr Coulter asked whether the increase in the number of falls reported was due to increased reporting or awareness. Mrs Karp asked how the targets were set, and if there were targets for residential homes. Mrs Cullen said that the targets are set by DHSSPS, and that PHA works with the Trusts and RQIA to ensure that the care bundles have been implemented and to make them aware of the need to report. She also said that the Safety Forum are involved this work.

39/15.3 Mr Mahaffy expressed concern about the monitoring of incidents in domiciliary care settings and what RQIA would monitor as part of its inspection programme.


39/15.4 Members noted the Biannual Quality Report.

40/15 Item 17 – Any Other Business

40/15.1 There was no other business.

41/15 Item 18 – Date and Time of Next Meeting

Date: Thursday 21 May 2015
Time: 1:30pm
Venue: Fifth Floor Meeting Room
12/22 Linenhall Street
Belfast
BT2 8BS

Signed by Chair: 

Date: 21-05-15