

**Minutes of the 44<sup>th</sup> Meeting of the Public Health Agency board  
held on Wednesday 13 June 2012, at 1:30pm,  
in Public Health Agency, Conference Rooms,  
2<sup>nd</sup> Floor, 12-22 Linenhall Street, Belfast, BT2 8BS**

**PRESENT:**

Ms Mary McMahon	- Chair
Dr Eddie Rooney	- Chief Executive
Mr Edmond McClean	- Director of Operations
Dr Carolyn Harper	- Director of Public Health/Medical Director
Mrs Miriam Karp	- Non-Executive Director
Mr Ronnie Orr	- Non-Executive Director
Mrs Julie Erskine	- Non-Executive Director
Alderman Paul Porter	- Non-Executive Director
Councillor William Ashe	- Non-Executive Director
Mr Thomas Mahaffy	- Non-Executive Director

**IN ATTENDANCE:**

Mr Paul Cummings	- Director of Finance, HSCB (left at 3:30pm)
Mrs Pat Cullen	- Acting Director of Nursing and Allied Health Professionals Assistant Director, Safety, Quality and Patient/Client Experience (on behalf of Mrs Mary Hinds)
Dr Janet Little	- Assistant Director Service Development & Screening
Mr Stephen Murray	- Senior Operations Manager, Planning & Corporate Services
Mr Dean Sullivan	- Director of Commissioning, HSCB
Miss Jill Jackson	- Chief Executive's Office/Committee Manager
Mrs Ruth Parks	- Secretariat

**APOLOGIES:**

Mrs Mary Hinds	- Director of Nursing and Allied Health Professionals
Mrs Fionnuala McAndrew	- Director of Social Care and Children, HSCB
Dr Jeremy Harbison	- Non-Executive Director
Mrs Maeve Hully	- Chief Executive, Patient Client Council

**52/12 | Declaration of Interest**

The Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.

**Action**

**53/12 Chair's Business**

The Chair reminded members that this meeting has been brought forward from the PHA's usual schedule to facilitate decisions on a number of important items. Chair thanked those responsible for their efforts in ensuring that papers were received, collated and disseminated in good time.

**54/12 Chief Executive's Business**

The Chief Executive briefed members on various events which he had attended since the last PHA board meeting. A number of those which he reported on were as follows:

25.06.12 - Coleraine Future Search

26.06.12 - Ebrington - One-Day City-Wide Health Improvement Event

30.05.12 - Health Committee Evidence Session on Suicide Prevention

01.03.12 - Foyle Search & Rescue

01.06.12 - City Initiatives Awards

06.06.12 - Lisburn Hillsborough, Old Road Olympic Torch

07.06.12 - Meeting - Minister Organ Donation

08.06.12 - Meeting with Community Groups and Lifeline.

**55/12 Minutes of the PHA board Meeting held on 17 May 2012**

Members agreed the minutes of the PHA board Meeting held on 17 May 2012 as an accurate record of the meeting, subject to:

- Mrs Maeve Hully apologies recorded.
- Mr Martin O'Neill's attendance recorded.
- Reference to Alderman Paul Porter and Councillor William Ashe's attendance at Mandatory Non-Executive Director Induction Training.

The minutes were duly signed by the Chair.

**56/12 Matters Arising**

Chair advised Members that there were no Actions Arising from last Meeting.

**57/12 Financial Performance Update**

Mr Cummings informed PHA board Members that no financial information was available for this meeting due to the change of date.

**58/12 Programme Expenditure Monitoring System (PEMS) End of Year Report (PHA/01/06/12)**

Mr McClean tabled paper entitled “End of Year Programme Expenditure Monitoring Report 2011/12” to members for information.

Mr McClean reminded Members of the background to the Programme Expenditure Monitoring System, which was developed to supplement the formal financial reporting systems for the PHA.

Mr McClean informed members programme funds of £63.1m were distributed as follows:

- £28.9m (46%) was invested in health improvement activities.
- £26.4m (44%) was allocated to Trusts.
- £15.5m (26%) to the community and voluntary sector.
- £5.2m of in-year funding savings was generated across individual budget areas such as Bowel Screening, AAA screening and ECCH.
- £2.58m of this funding was required to meet the savings target for 2011/12.
- An additional £1.24m was required to meet increased demand for smoking cessation services.
- 974 initiatives were funded under health improvement.
- 664 (68%) of these were initiatives costing under £20k.

Chair expressed her thanks to Mr Murray for the PEMS Reports.

Members together with Chair noted that the End of Year PEMS Report was very clearly presented and very informative.

**59/12 PHA Final Accounts including Statement on Internal Control (PHA/02/06/12)**

Mr Cummings informed Members that the PHA is required to produce a set of final accounts including a Statement on Internal Control. Mr Cummings noted the levels of compliance achieved by the PHA and commended Officers for this.

Mr Cummings confirmed that PHA has achieved Break Even Status.

Mrs Erskine as Chair of the Governance and Audit Committee noted that the auditors were happy with the PHA Final Accounts, and requested approval from the PHA board.

PHA board Members approved the PHA Final Accounts including Statement on Internal Control.

**60/12 PHA Annual Report (PHA/03/06/12)**

Mr McClean presented the PHA Annual Report for Approval by Members.

Mr Mahaffy noted the corporate sickness absence level for the PHA for the period from 1 April 2011 – 31 March 2012 is 1.80%; Members concurred that this was a credit to the organisation.

PHA board Members approved the PHA Annual Report.

**61/12 Corporate Business Plan 2012-13 (PHA/04/06/12)**

Mr McClean presented the PHA Corporate Business Plan 2012-13.

Members commented favourably on the content and presentation of the Corporate Plan.

Members discussed PHA engagement processes with Stakeholders as part of our equality duties. It was noted that much of PHA staff work involved engagement of individuals and communities and the approach to engagement should be kept under review.

PHA board Members approved the PHA Corporate Business Plan 2012-13.

**62/12 HSCB/PHA Commissioning Plan 2012/13 (PHA/05/06/12)**

Mr Dean Sullivan informed PHA board Members draft Commissioning Plan was approved by HSCB on 26 April 2012 and the PHA on 30 April 2012 and was submitted to DHSSPS for consideration on the same day.

Board members were asked to note that the draft Plan was discussed by the Health Committee on 6 June 2012 and no particular issues or concerns were raised.

Following correspondence from DHSSPS setting out comments on the draft Commissioning Plan, a number of relatively minor changes had been made. None of these were assessed by HSCB as material in the context of the overall Plan.

Mr Sullivan requested PHA board members approve the revised

Commissioning Plan for onward transmission to the Department for Ministerial sign off.

All PHA board Members approved the revised plan, with the exception of Mr Mahaffy who restated his dissent.

**63/12 Programme Report: Service Development & Screening (PHA/06/06/12)**

Dr Harper introduced Dr Janet Little to present the Service Development and Screening Programme Report.

Dr Little summarised Screening Achievements/Progress, Performance, Challenges, and Quality/Current Issues for PHA board Members on service development and screening.

Dr Little highlighted issues in relation to the following screening programmes:

- *Antenatal;*
- *Abdominal Aortic Aneurysm (AAA);*
- *Bowel;*
- *Breast;*
- *Cervical;*
- *Diabetic Retinopathy; and*
- *Newborn.*

Dr Little reminded members that the 4 Country Review on Breast Screening has yet to report.

The Chair thanked Dr Little for updating members on service development and screening issues.

**64/12 HCAI Quarterly Report (PHA/07/06/12)**

Dr Harper reported the Monthly Target Monitoring Report to end of March 2012 to members for noting. Members requested that up-to-date mortality data be forwarded.

Members noted the report.

**65/12 DPH Annual Report 2011 (PHA/08/06/12)**

Dr Harper presented the 3<sup>rd</sup> Annual Director of Public Health Report,

Dr Harper confirmed that the report will be launched at the PHA

Dr Harper

Scientific Conference on 14 June 2012 and will be distributed by mail to key stakeholders before the end of June.

Dr Harper noted that the Theme of this report is 'Children & Young People' reflecting the Public Health Agency's priority in Early Intervention.

Dr Harper expressed her thanks to Dr Tracey Owen and Dr Philip Veal, Ms Linda Giles and the Operations Staff for their contribution to the Report.

#### **66/12 Remuneration Committee Meeting**

##### Verbal briefing from Chair

Ms McMahon noted that the Remuneration Committee had met at the end of May for the Annual Performance Review. Mr Mc Poland was in attendance. Ms McMahon recorded that this was a positive meeting and expressed satisfaction on steps taken to address organisational issues. Members were assured that the Committee had complied with the Departmental Pay Freeze in 2011-2012.

##### Minutes of November Meeting (PHA/09/06/12)

PHA board Members noted the Minutes of the November 2011 Remuneration Committee Meeting.

#### **67/12 Governance & Audit Committee Meeting**

##### Verbal briefing from Chair

Mrs Erskine requested that a letter be sent from Chair to HSCB, BSO & PHA Staff thanking all of their efforts in connection with the Audit and the Year End accounts.

##### Minutes of February and April Meetings (PHA/10/06/12)

PHA board Members noted the Minutes of the February and April Governance & Audit Committee Meetings.

#### **68/12 Any Other Business**

Alderman Paul Porter sought clarification regarding the process for communication with press, as it appears on occasions that the press receives information ahead of formal release.

##### Audit Report

Mrs Erskine requested that the Chief Executive present an update at the next PHA board Meeting regarding actions taken with regards to internal audit findings.

**69/12 Date, Time and Venue of Next Meeting**

Date: Thursday 16 August 2012

Time: 1:30pm

Venue: Public Health Agency  
Conference Rooms  
2<sup>nd</sup> 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' and a long tail on the 'n'.

Date: 16 August 2012