

**Minutes of the 39th Meeting of the Public Health Agency board
held on Thursday 16 February 2012, at 1:30pm,
in The Ann Brown Suite, Farset International,
466 Springfield Road, Belfast, BT12 7DW**

PRESENT:

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| Ms Mary McMahon | - Chair |
| Dr Eddie Rooney | - Chief Executive |
| Mr Ed McClean | - Director of Operations |
| Dr Carolyn Harper | - Director of Public Health/Medical Director |
| | |
| Mrs Miriam Karp | - Non-Executive Director |
| Mrs Julie Erskine | - Non-Executive Director (<i>left at 3:00pm</i>) |
| Mr Ronnie Orr | - Non-Executive Director |
| Mr Thomas Mahaffy | - Non-Executive Director |
| Dr Jeremy Harbison | - Non-Executive Director |
| Alderman Paul Porter | - Non-Executive Director (<i>left at 3:40pm</i>) |
| Councillor William Ashe | - Non-Executive Director |

IN ATTENDANCE:

- | | |
|------------------------|--|
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB |
| Mr Richard Dixon | - Belfast Area Manager, Patient Client Council
(on behalf of Mrs Maeve Hully) |
| Mrs Pat Cullen | - Assistant Director, Safety, Quality and Patient/Client
Experience (on behalf of Mrs Mary Hinds) |
| Mr Simon Christie | - Assistant Director in Finance
(<i>on behalf of Mr Cummings</i>) |
| Miss Jill Jackson | - Chief Executive's Office/Committee Manager |
| Mrs Helen Quigley | - Secretariat |
| Mrs Michelle Tennyson | - Presenting Item 9 |
| Dr Janet Little | - Presenting Item 13 |
| Miss Verena Wallace | - Presenting Item 14 |

APOLOGIES:

- | | |
|------------------|---|
| Mrs Mary Hinds | - Director of Nursing and Allied Health Professionals |
| Mrs Maeve Hully | - Chief Executive, Patient Client Council |
| Mr Paul Cummings | - Director of Finance, HSCB |

11/12 Declaration of Interest

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

12/12 Chair's Business

The Chair introduced and welcomed Councilor William Ashe as a newly appointed Non Executive Director for a period of four years.

She informed members that the PHA Chief Executive, Directors, Assistant Directors and related staff are now relocated to 12-22 Linenhall Street.

The Chair also advised members that the location for future PHA board meetings would most likely be changed to the Belfast area.

The Chair tabled a letter for members' information received from the General Medical Council.

She asked members to submit all travel and expenses claim forms at their earliest convenience to allow for processing prior to the end of the financial year.

13/12 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:

- 25.01.12 - *Health Promoting Hospitals*
- 26.01.12 - *North/South Ministerial Council Alcohol Conference*
- 21.02.12 - *Cuban Model Workshop*
- 13.02.12 - *Meeting with Paul Porter, Lisburn*
- 14.02.12 - *Healthy Hearts Event, Andersonstown*

He advised that three Ministers had attended the North/South Ministerial Council Alcohol Conference which explored some of the common issues in relation to alcohol abuse across the island.

The Chief Executive reported that the Cuban Model Workshop was a fascinating issue which explored third world countries

managing to deliver a first class health system.
The Chief Executive informed members he had joined Alderman Porter recently for a meeting with the Resurgam partnership.

Alderman Porter thanked the Chief Executive for taking the time out of his busy schedule to meet with a range of community representatives from the Lisburn area and to see the work they are doing.

The Chief Executive also reported he had attended a Healthy Hearts Event which he said was very impressive.

14/12 Minutes of the PHA board Meeting held on 19 January 2012

Members agreed the minutes of the PHA board Meeting held on 19 January 2012 subsequent to a slight amendment being made to the apologies section.

The minutes were duly signed by the Chair on this basis.

15/12 Matters Arising

NICON Annual Conference, Transforming Your Care

The Chair advised that the Conference details were emailed to all Non-Executive Directors on the 20 January 2012

Staff Workshop

She also advised that the Workshop presentations were emailed to all PHA board Members 20 January 2012.

Register of Members' Declared Interests (PHA/03/11/12)

The Chair confirmed that the Register of Members' Declared Interests form had been amended accordingly.

16/12 Finance Report (PHA/01/01/12)

Mr Simon Christie summarised the financial position for the Public Health Agency as at 31 December 2011.

He drew members attention to tables 6.1 and 6.2 which reports an underspend of £145k being identified against salaries and wages. In addition he advised there was an underspend of £279k in goods and services giving an overall underspend of £425k for the period ended 31 December 2011.

Mr Christie explained this £425k underspend is remaining after £640k has been retracted by the DHSSPS representing management and administration's share of £1,500m PHA projected surplus for 2011-12. He also reported a surplus of £5.5m currently in the budget.

Members noted the Finance Report accordingly.

17/12 Programme Expenditure Monitoring System (PEMS) Report

Mr McClean advised members the PEMS paper provides an update on how the PHA programme funds are being deployed to meet corporate priorities in 2011/12. He asked members to note that the operational budget column is the actual spend that the budget manager is responsible for investing in the financial year.

Mr McClean further advised the following key points:

- *A total of £44.55m had been authorised for payment since the end of December 2011; and*
- *Additional uncommitted funding of £0.25m has been identified under the Nursing and Allied Health Professions following a review on the volume of activity that will be delivered under the ECCH contract in 2012/13.*

The Chief Executive noted that there is still money unallocated, however he is confident that PHA will meet its break even requirements. He thanked staff for their work in co-ordinating budgets and agreed that the next step for the financial year 2012/13 is the development of a mechanism which ensures value for money and tracks how allocated funds are spent.

Members noted the PEMS report accordingly.

18/12 Personal and Public Involvement (PPI)

9.1 Strategy and Consultation Report

Mrs Tennyson presented paper entitled 'PPI Strategy and Consultation Report' she advised board members that emerging from the development of the consultation scheme, the PHA led on the development of a joint PPI strategy within the HSCB. She further advised that the report was approved in the Summer of 2011 by the PHA board.

She reported that the strategy was then subject to a full public consultation over 18 weeks. This report was written up on the consultation and reviewed by the PHA/HSCB Joint Implementation Group for PPI. A number of changes have been made to the strategy as detailed in the Consultation Report.

Members requested that a succinct summary be prepared for onward distribution and that reference is made in the strategy to the link between the statutory PPI duty and the statutory equality duty and further consideration on this and PPI in general would take place at the next PHA board meeting.

Mrs Cullen

9.2 Bi-Annual Update Report

Mrs Tennyson presented paper entitled 'PPI Bi-Annual update Report'. She advised that PHA led on the process of building on this scheme. Substantive engagement, led by the Regional PPI Lead was being undertaken, which involved approximately 500 participants. This extensive process of engagement included seeking the views on the preparation, content, purpose, goals and outcomes of a PPI strategy.

Member noted the report accordingly.

19/12 Use of Management Consultants

Mr McClean presented paper entitled "Use of Management Consultants". He explained that the paper sets out the Departmental requirements governing the use of management consultants, along with the PHA arrangements to ensure that projects do not proceed without proper authorisation, both internally and from the DHSSPS or Minister as necessary.

Mr McClean advised members that the area of External or Management Consultants has been under significant scrutiny by Audit, DHSSPS and DFP. He explained the Finance Department, in conjunction with the Operations Directorate manage the process for PHA to ensure that correct procedures are followed.

Members thanked Mr McClean for his reassurance and for managing a very difficult process.

Members noted the paper accordingly.

20/12 Performance Management Report:

Mr McClean summarised the paper titled “Performance Management Report. He explained that this paper provides an update on the priority targets identified in both the Commissioning Plan Directions and Corporate Business Plan 2011-12.

The Commissioning Plan Directions (NI) 2011

Mr McClean further advised that there are 8 targets that PHA must report on. For the period ending 31st December there are 4 targets which have been coded as green for achievability, 3 of which are amber and 1 that is red. The latter relates to the Family Nurse Partnership as achievement of the target has been impacted by recruitment issues.

The Corporate Business Plan 2011-12

Mr McClean explained that the PHA Corporate Business Plan outlines 30 targets, which include 8 commissioning targets. This Plan had been approved in November 2011. He advised that out of the other 22 targets, for the period ending 31st December 2011, 14 are coded as green for achievability, 6 as amber and 2 as red. Mr McClean explained that the red targets relate to an evaluation of the roll-out of the ECCH tele-monitoring service and to the development of an HCAI forum, which has been delayed due to other priorities.

Members approved the paper accordingly.

21/12 PHA Response to Programme for Government

The Chief Executive introduced the item “PHA Response to Programme for Government”. He asked members for views/comments on the draft response previously circulated.

After considerable discussion it was agreed that the draft PHA response would be revised to take into account Board member’s comments.

The response will be submitted to the Department by Wednesday 22 February 2012 as requested.

22/12 Programme Report:

Service Development and Screening

Dr Janet Little summarised progress for PHA board members on service development and screening. She 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 there would be a further opportunity to go into greater detail on aspects of screening programmes at next month's workshop.

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

23/12 Annual Feedback following NMC Review

Mrs Verena Wallace introduced the above item. She talked members through the Action Plan which was produced following the NMC Review of PHANI LSA in March 2011. This Action Plan set out recommendations, actions required, and progress of action to date.

The Chair thanked Mrs Wallace for updating members.

24/12 PCC - The People's Priorities

Mr Richard Dixon tabled the report "The People's Priorities" requesting views/comments from PHA board members. It was noted that this was a timely report as Public Personal Involvement was scheduled for discussion at the Additional PHA board workshop scheduled on Wednesday 21 February 2012.

The Chair thanks Mr Dixon for offering PHA the opportunity to comment on the Rural Voices Matter report and advised that PHA would feedback to the report.

25/12 Any Other Business

CEF Women's Leadership Initiative 2012-13 Programme

Mrs Pat Cullen requested approval from PHA board members for a member of her team to attend the CEF Women's Leadership Initiative 2012-13 Programme.

Members approved this request, however it was suggested that it would be helpful to receive briefings on how beneficial these training courses are to colleagues.

Mrs Cullen

26/12 Date, Time and Venue of Next Meeting

Date: Thursday 15 March 2012
Time: 1:30pm
Venue: The Ann Brown Suite
Farset International
466 Springfield Road
Belfast
BT12 7DW

Signed by Chair:



Date: 19.04.12