

**Minutes of the 50th Meeting of the Public Health Agency board
held on Thursday 17 January 2013 at 1:30pm,
in Public Health Agency, Meeting Room,
5th Floor, 12-22 Linenhall Street, Belfast, BT2 8BS**

PRESENT:

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

IN ATTENDANCE:

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| Mr Paul Cummings | - Director of Finance, HSCB |
| Mr Robert Graham | - Secretariat |
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB |

APOLOGIES:

- | | |
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| Mrs Mary Hinds | - Director of Nursing and Allied Health Professionals |
| Mrs Julie Erskine | - Non-Executive Director |
| Dr Jeremy Harbison | - Non-Executive Director |
| Alderman Paul Porter | - Non-Executive Director |
| Mrs Maeve Hully | - Chief Executive, Patient Client Council |

		Action
1/13	Item 1 – Apologies	
1/13.1	The Chair welcomed everyone to the meeting. She noted apologies from Mary Hinds, Julie Erskine, Dr Jeremy Harbison, Alderman Paul Porter and Maeve Hully.	
2/13	Item 2 - Declaration of Interests	
2/13.1	The Chair asked if anyone had interests to declare relevant to any	

items on the agenda. None were declared.

3/13 Item 3 – Chair’s Business

- 3/13.1 The Chair advised members that Dr Harbison was unable to attend today’s meeting following recent illness but was keen to remain engaged with the work of the board. She said that the recent meeting of the Research and Health Intelligence sub-committee had been postponed as the DHSSPS Research Strategy is not yet available, but that a meeting would be convened in due course.
- 3/13.2 The Chair advised that she had been in contact with the Public Appointments Unit regarding the forthcoming vacancy on the PHA board. She had been advised that it was hoped that the recruitment process would be completed by the end of April. Mr Cummings suggested that PHA should advise the Public Appointments Unit of the need to prioritise a member with financial expertise. The Chair advised that there is also a requirement for PHA to have a board member with a social care background. Dr Rooney suggested that PHA could use this opportunity to reflect on the constitution of its board but he added that the final decision would be a ministerial one.
- 3/13.3 Mr Orr noted the comments but felt that it was important for the board to have a member with a social care background.
- 3/13.4 The Chair advised that the 6 February had been agreed as the date for a joint workshop with HSC Board regarding the Commissioning Plan for 2013/14. In response to a query from Mr Mahaffy, Dr Harper confirmed that a draft should be available in advance of this workshop.
- 3/13.5 The Chair said that she wanted to arrange a board “away day” in June or September 2013, dependent on the vacancy being filled.

4/13 Item 4 – Chief Executive’s Business

- 4/13.1 The Chief Executive thanked the PHA staff who had been involved in the recent obesity launch. He said that he had also attended an event in Lisburn as it is one of nine “cities of sport” for 2013.
- 4/13.2 The Chief Executive said that he had spoken at an event

organised by FASA to launch their “Safety Net” service. He said that he had also attended an event with the Minister and members of the business community.

5/13 Item 5 - Minutes of the PHA board Meeting held on 20 December 2012

5/13.1 Members agreed the minutes of the PHA board meeting held on 20 December 2012 as an accurate record of the meeting, subject to an addition in paragraph 149/12.7, “Recognising that there is a disproportionate number of cases of mental health within the prison population, he said that...”

6/13 Item 6 – Matters Arising

6/13.1 There were no matters arising.

**7/13 Item 7 – Finance
PHA Financial Performance Report (PHA/01/01/13)**

7/13.1 Mr Cummings presented the finance report up to 30 November 2012 to the board and said that the projected surplus to 31 March 2013 had increased to £7.1m. He noted that there had been meetings with Project Managers to review the situation but he said that it would be a challenge for the Finance Department in BSO to process further additional expenditure before the year end. He said that PHA should consider advising DHSSPS as soon as possible regarding the projected underspend and surrender funds.

7/13.2 Mr Orr raised a concern about the surplus and asked what further remedies had been considered to reduce the surplus and if there was learning that could be taken forward. The Chief Executive said that there had been meetings with Project Managers to discuss this. He noted that there remained issues regarding processing and reporting, particularly the volumes being received near the year end.

7/13.3 The Chief Executive advised that there were areas of spend that were demand-led, and therefore difficult to forecast, for example Lifeline and Nicotine. He noted that there had been difficulties in other areas of expenditure, such as advertising campaigns, which were beyond the control of PHA. He assured the board that work was continuing to work to resolve these issues.

7/13.4 Dr Harper said that there were monthly meetings with Project Managers but cited the complexity of contracts as an issue. She explained that PHA cannot allocate funding to a provider until it is assured that the work has been completed. Mr Cummings added that there is normally a time lag of 3/6 months from project initiation to a first invoice being received.

7/13.5 Mr Orr suggested that any projected underspend could be used to fund other initiatives. The Chief Executive said that this was an area that could be considered in the future but he was seeking to ensure that PHA discharged funds in areas where funding was more required, whilst ensuring that correct procurement processes were adhered to.

7/13.6 Mrs Karp expressed disappointment at the projected surplus, given that this issue had been highlighted early in the financial year. Dr Rooney noted the concern but expressed his intention to ensure that PHA achieves a financial break even position by the end of the year.

7/13.7 The Chair asked if there was an issue with receiving invoices from non-Trust organisations. Mr McClean explained that there is an issue of timely receipt of invoices, specifically from local government organisations. He added that there is no information which suggests that the services are not being delivered, but there are issues with receiving invoices.

7/13.8 Members noted the Finance Report.

8/13 Item 8 – Programme Expenditure Monitoring System (PEMS) Report (PHA/02/01/13)

8/13.1 Mr McClean presented the PEMS Report for the period up to 31 December 2012 and advised that the gap between projected and authorised spend had increased to £2.79m as only £4m of the projected £4.8m spend had been processed. He cited delays in procurement as one of the key issues.

8/13.2 Members noted the PEMS Report.

9/13 Item 9 – Register of Members’ Declared Interests (PHA/03/01/13)

9/13.1 Mr McClean said that the annual review of the Register of Declared Interests had been undertaken and asked members to advise if any amendments were required. He added that members should advise the Secretariat of any changes at any time during the year.

9/13.2 Members noted the Register of Members’ Declared Interests.

10/13 Item 10 – Timeline for Development of PHA Corporate Business Plan and Commissioning Plan 2013/14

10/13.1 Mr McClean said that a joint workshop with HSC Board to discuss the Commissioning Plan for 2013/14 had been arranged for 6 February. With regard to the PHA Corporate Business Plan, this was required to be approved by the board and sent to DHSSPS before 31 March 2013. He added that the Corporate Business Plan outlines the targets which the PHA is set by DHSSPS.

10/13.2 Mr Cummings explained that it was intended that the draft Commissioning Plan would come to the HSC and PHA boards in February 2013 and would be formally approved in March 2013.

11/13 Item 11 – HSCB Equity Review

11/13.1 Mr Cummings gave an overview of the HSCB Equity Review. He explained that this looks at how financial resources are allocated to health and social care across Northern Ireland. With the establishment of one regional Board, funding is allocated to the local commissioning groups. Furthermore, the formula may be reviewed following the recent census.

11/13.2 Mr Cummings explained that there is debate as to the fairness of the formula but he noted that if the formula was inequitable, this would create extensive waiting lists or noticeable deprivation of care in certain areas of the province. He added that another factor in considering a review of the formula has been the recent increase in the immigrant population has been of younger relatively healthy adults resulting in a lower uptake of healthcare services among that population.

11/13.3 Mr Cummings said that the purpose of the paper was to outline the rationale for conducting a review of the formula but that any material changes would be subject to a public consultation.

11/13.4 Mr Orr asked whether spend in other departments such as justice and education has an impact on the formula. Mr Cummings said that health is the only department that uses a formula. He said that PHA has not considered capitation within its use of resources and that PHA expenditure might be overly focused on Belfast and L'derry.

11/13.5 Mr Cummings said that public health is part of the equity review and that it is a role of the board to devise its own commissioning plan. Mr McClean noted that many services commissioned by PHA are through the community and voluntary sector and he would be interested to see how this is factored in.

11/13.6 Mr Cummings undertook to bring a paper about public health spend to a future workshop.

12/13 Item 12 – Any Other Business

12/13.1 There was no other business.

13/13 Item 13 - Date, Time and Venue of Next Meeting

Date: Thursday 21 February 2013

Time: 1:30pm

Venue: Public Health Agency

Board Room

5th Floor

12-22 Linenhall Street

Belfast

BT2 8BS

Signed by Chair:



Date: 21 February 2013