

**Minutes of the 19th Meeting of the Public Health Agency board
Thursday 19 August 2010, at 2:15pm, in the Board Room,
Gransha Park House, 15 Gransha Park, Clooney Road, Londonderry**

PRESENT:

Ms M McMahon	Chair
Dr E Rooney	Chief Executive
Dr C Harper	Director of Public Health/Medical Director
Mrs M Hinds	Director of Nursing & Allied Health Professionals
Mr E McClean	Director of Operations
Mrs J Erskine	Non-Executive Director
Dr J Harbison	Non-Executive Director (left 3:50)
Ms M Karp	Non-Executive Director
Mr T Mahaffy	Non-Executive Director
Cllr C Mullaghan	Non-Executive Director (left 3:30pm)
Cllr S Nicholl	Non-Executive Director
Mr R Orr	Non-Executive Director
Mr P Cummings	Director of Finance, HSC Board

IN ATTENDANCE:

Miss R Taylor	Assistant Director of Planning and Corporate Services (for Item 71/10)
Mrs Karen Braithwaite	Equality Manager, Business Services Organisation (for item 73/10)
Ms H Fyfe	Secretariat

APOLOGIES:

Mrs F McAndrew	Director of Social Care and Children, HSC Board
Ms M Hully	Chief Executive, Patient and Client Council

65/10 Chair's Business

The Chair welcomed members to the meeting.

The Chair gave a verbal update on appointments she had attended since the last PHA board meeting (17/06/10).

- Cancer Awareness & Early Diagnosis Conference - 21 June
- Ending Child Poverty - 23 June
- Patient and Client Council Road Show - 24 June
- Lecture and Discussion "Learning from Glasgow's Experience - Inequalities and Ill Health" - 3 August (West Belfast Festival)
- NICON meeting -11 August

She referred to two of them in more detail and asked Mr Ronnie Orr if he wished to report back to members on the visit to the Patient and Client Council Road Show in Ballymena on 24 June.

Mr Orr reported this had been a very interesting event with main thoughts and discussions around the Mid Ulster and Whiteabbey A&E services.

The Chair also referred to a visit to Grove Health and Wellbeing Centre scheduled for 6 September 2010, which she thought would be of interest to them. She informed members Mrs Ruth Parks would forward them the relevant information regarding this visit and asked that they confirm their attendance directly with Mrs Parks.

The Chair suggested PHA board members should consider and submit topics for future scheduled workshops prior to the next workshop on 8 September 2010.

The Chair also suggested times and venues of PHA board meetings should be reviewed.

The Chair also advised Miss Rosemary Taylor would review the Corporate Calendar in the interim and asked members to present any views / comments directly to Miss Taylor before 6 September 2010.

Miss Taylor

Mrs Julie Erskine asked the Chair if a schedule of PHA events could be shared with PHA board members on a

Dr Rooney

monthly/quarterly basis, in advance, to ensure members are fully informed.

66/10 Chief Executive's Business

The Chief Executive gave an update on appointments attended since the last PHA board meeting (17/06/10).

- Launch of maximising benefits HAZ/DARD/DHSSPS - 30 June
- Invitation: Western Cluster PHA & Local Government Health Partnership - 9 July
- Allotment visit in Strabane with Mr Seamus Mullen - 9 July
- Visit to BHSCT regarding patient safety - 11 August
- Meeting with Action Cancer - 17 August
- Launch of the Clear Standards Project - 18 August
- Launch of Sunbed Campaign - 25 August

Dr Eddie Rooney reported on progress on the allotments in Strabane and advised members the site is looking well and there is some good produce already. He noted that this was a good example of PHA support for communities to improve health and the environment.

Dr Rooney gave a brief overview of his visit to BHSCT in his Quality and Safety role. This visit had provided an opportunity to meet people on site to get a sense of their day-to-day working environment and the issues they face.

He advised it was clear in each of the units just how seriously quality and safety is taken and how much progress has been made in embedding safe practice in the Trust. It was apparent how important the role of committed leadership and team-work played in fostering a strong quality and safety culture.

Dr Rooney also gave updates on the following business areas:

Commissioning Plan (JCP) 2010/11 – has been approved with the following caveats:

- Achievement of standards, targets etc for 2010/11 and progress on longer term targets.
- Subject to the provision of additional information on specified areas (including health improvement and tackling health improvement).

PHA and HSCB staff are currently revising the JCP; it will be brought to the HSCB August meeting for approval, and a special PHA board meeting will be held prior to the workshop on 8 September.

Corporate Plan 2011/15 - work has commenced to progress a longer term Corporate Plan.

Public Health “month” – Dr Rooney advised members as there are various public health events scheduled for November, this is likely be a significant period for the Public Health Agency.

Dr Rooney tabled the following correspondence/letters for members’ consideration.

- Revised Equality Schemes - letter from E Collins CBE
- Cervical Screening Programme - changes to the age to commence screening and screening interval - letter from Dr M McBride
- Personal and Public Involvement (PPI) Consultation Schemes

67/10 Minutes of Meeting held on 17 June 2010

Mr Orr asked if Point 59/10, in the last paragraph could be changed to “Child Sexual Activity Strategy” and to omit the word ‘Exploitation’.
Minutes were approved subject to that amendment.

68/10 Matters Arising from Previous Meeting

62/10 - Health & Social Wellbeing Improvement Plan, 2010/11 and Beyond PHA 02/06/10

Dr Harper confirmed that the language used in the document in relation to poverty had been amended in terms of what the Public Health Agency can or cannot reasonably do.

Dr Harper advised this is ongoing and she will liaise with Mrs Mary Black to review the timeline for plan.

Dr Harper

63/10 - A Business Plan 2010/11 PHA 03/06/10

In response to members questions Mr McClean indicated that the document would be circulated widely including through the PHA internet website, Intranet, shared with the DHSSPS, HSCB , Trusts, local government and key partners in other statutory, voluntary and community organisations.

It is currently on the intranet and PHA internet. A letter had been sent to DHSSPS (6/7/10) with a copy of the Business Plan for information. The Business Plan is currently going through editing before hard copy publication.

It was noted that regular reports on progress and achievement would be brought back to the board.

It is proposed to report on the Business Plan on a quarterly basis (monitoring report for period ending 30/09/10 will be brought to the November board meeting).

Mr McClean

69/10 Finance Report

Mr Paul Cummings gave a detailed update in the Confidential Session in relation to financial issues.

In relation to the current, more detailed financial report to the PHA board, Mr Cummings advised he can not reliably provide financial information below director level at this stage.

Mr Cummings asked Executive Directors to review the

content to confirm accuracy.

Mr McClean informed members that Mr Simon Christie and Mr Frank O'Connor would attend a meeting with Executive Directors to discuss budgets in detail.

The Chair thanked Mr Cummings for his update.

70/10 Operational Services Update

Mr McClean introduced this Paper 70/10 "Operational Services Update" which provided an update on key aspects of Operational Services, including accommodation, governance, risk management, policy development and arrangements for Safeguarding Board for Northern Ireland and introduced Miss Taylor to take members through it.

Accommodation

Miss Taylor informed members that there had been a meeting with the landlord yesterday (18 August) to discuss findings of an expert survey on the Ormeau Avenue building. This will result in a draft report to be submitted by early September. Mr McClean informed members that PHA is working with the legal directorate in relation to this in terms of PHA, landlord and DHSSPS obligations.

Mr McClean explained there are currently various health and safety issues and remedial action has been taken regarding these.

Members mentioned the need for all PHA staff to be in one location.

Morale Support

Mr McClean mentioned he, Mrs Hinds and Mr Stephen Wilson were putting together a proposed one-day event where all PHA staff could celebrate what we have done so far and to move forward various aspects of the organisation.

Press

Mrs Miriam Karp said she has noticed various PR issues in the public domain which is very positive for the PHA and she congratulated the staff involved maintaining this profile.

Safeguarding Board for Northern Ireland

Mr McClean told members a meeting has been scheduled next week (27/08/10) on Hosting the Safeguarding Board for Northern Ireland. Mr Sean Holland had requested a meeting to discuss issues of accountability.

Mr Cummings raised concerns about statutory duties whilst signing off SBNI accounts in his role as Finance Officer.

Mrs Erskine said she had concerns in relation to all aspects of governance and signing off SBNI accounts in her role as Chair of the Governance and Audit Committee.

The Chief Executive agreed to discuss these issues at the forthcoming meeting. He said that the over-reaching priority must be to support child protection.

The Chief Executive and Chair confirmed that they have no direct responsibility for SBNI.

71/10 Performance Monitoring

- Priorities for Action on 2010/11 Monitoring Report at 30 June 2010

Miss Taylor spoke to this Paper 71/10, as above. She provided a summary of progress that had been made by the PHA in taking forward those priority areas where it has a lead responsibility for the delivery of specific targets set.

Members suggested detailed reports on areas in this

Performance Monitoring Report could be brought to workshops in the future and this would allow time for the Non-Executive Directors to explore programmes and initiatives in more detail. Reports similar to this could be a specific subject for the workshops.

Miss Taylor advised Ms Adele Graham would draw up a summary of data-sets under-pinning performance monitoring and will circulate to PHA board members for information.

Members approved the document.

72/10 PHA board HCAI Report July 2010

Dr Carolyn Harper had to leave the meeting as she was required for a press briefing. Therefore, in her absence, Mrs Mary Hinds asked members if they had any comments on the HCAI document she was happy to take them on-board today, and Dr Harper could provide feedback at the next PHA board meeting.

The document and progress was noted.

73/10 PHA Annual Equality Report 2009/10

Mrs Karen Braithwaite talked to Paper “73/10_PHA Annual Equality Report 2009/10.” This report set out the PHA’s commitment to the Equality agenda, and how it seeks to embed this into all that it does and as part of the work and thinking of all staff.

The Chair thanked Mrs Braithwaite and said it was an excellent exercise.

The document was approved by members.

74/10 Engagement with Young People

Dr Rooney provided a verbal update regarding engagement with young people.

He advised he had met with key internal staff and

external stakeholders (Participation Network) in early May to discuss options to support the participation of children and young people with the PHA.

Stemming from the above, the Chief Executive established a small steering group to work towards the development of a PHA model to facilitate participation with children and young people. To date, the steering group has met on two occasions.

During the first phase of this work, internal communication and stakeholder engagement, including building on existing good practice, developing staff ownership and commitment, are fundamental components in the development of a PHA model of participation with children and young people.

A pilot survey conducted with 22 members of staff completed - 04/08/10, is awaiting analysis and depending on the result, refinement of process.

Dr Rooney will provide members with a further update.

Dr Rooney

75/10 Any Other Business

Mrs Hinds advised members that the process for creating the Family Nurse Partnership (FNP) had commenced following the Public Health Agency board meeting 17 June and the first test site has been identified in the Western HSC Trust. Job descriptions were developed and matched by Human Resources and interviews had taken place last week.

The Chief Executive thanked colleagues for the rapid implementation of the FNP and suggested that this should be a template for the introduction of future initiatives.

Members commended the speed of the implementation and it was agreed that this process should be written up for submission to relevant journals.

Mrs Hinds reported that the Safety Forum will transfer to

the PHA on 1 September 2010. Mrs Hinds will provide an update on this at the September workshop.

The Chair informed members the Research Task Group and Early Years Steering Group have been established and are meeting. It is hoped to have the Local Government Group convene in September. It will be necessary to have feedback from these working groups. This will be part of the review of the Corporate Calendar exercise.

Mrs Erskine asked for administrative staff to ensure relevant correspondence is circulated to Non-Executive Directors, especially notifying them of upcoming meetings, workshops etc.

Dr Rooney suggested monitoring correspondence to Non-Executive Directors this month, to ensure an efficient system is in place. This was noted by members.

Dr Rooney

76/10 Date and time of next meeting

Date: Thursday 16 September 2010

Time: 2:15pm

Venue: Conference Room A
NICVA
61 Duncairn Gardens
Belfast
BT15 2GB

Signed: _____ (Chair) Date: _____