

**Minutes of the 37<sup>th</sup> Meeting of the Public Health Agency board  
held on Thursday 19 January 2012, at 1:30pm,  
in The Board Room, Public Health Agency,  
County Hall, 182 Galgorm Road, Ballymena, Co Antrim, BT42 1QB**

**PRESENT:**

Ms Mary McMahon	- Chair
Dr Eddie Rooney	- Chief Executive
Mr Ed McClean	- Director of Operations
Mrs Miriam Karp	- Non-Executive Director
Mrs Julie Erskine	- Non-Executive Director
Mr Ronnie Orr	- Non-Executive Director
Mr Thomas Mahaffy	- Non-Executive Director
Dr Jeremy Harbison	- Non-Executive Director
Alderman Paul Porter	- Non-Executive Director

**IN ATTENDANCE:**

Mr Paul Cummings	- Director of Finance, HSCB (left at 2:45pm)
Mr Richard Dixon	- Belfast Area Manager, Patient Client Council (on behalf of Mrs Maeve Hully)
Mrs Mary Black	- Assistant Director, Health & Social Well Being Improvement (on behalf of Dr Carolyn Harper)
Dr Maureen McCartney	- Consultant, Health Protection (Presenting Item 8)
Mrs Pat Cullen	- Assistant Director, Safety, Quality and Patient/Client Experience (on behalf of Mrs Mary Hinds)
Dr Jim Livingstone	- Director of Quality and Safety, DHSSPS (Presenting Item 11)
Miss Jill Jackson	- Chief Executive's Office/Committee Manager
Mrs Helen Quigley	- Secretariat

**APOLOGIES:**

Mrs Mary Hinds	- Director of Nursing and Allied Health Professionals
Dr Carolyn Harper	- Director of Public Health/Medical Director
Mrs Maeve Hully	- Chief Executive, Patient Client Council
Mrs Fionnuala McAndrew	- Director of Social Care and Children, HSCB

**01/12 Declaration of Interest**

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

**02/12 Chair's Business**

Relocation of Office

The Chair advised members that the relocation of PHA staff, from Ormeau Avenue to Linenhall Street, would proceed on 19 January 2012, and was hopeful this process would be completed by 27 January 2012. Chair asked that staff be given more space during this time.

The Chief Executive confirmed the PHA Headquarters would be in Linenhall Street and there would be no fundamental change. Mr McClean confirmed with members that in most incidents telephone numbers would move with staff, and that this would be the final relocation of staff.

NICON Annual Conference, Transforming Your Care

The Chair tabled a programme for the NICON Annual Conference, Transforming your Care, scheduled to take place on Thursday 23 February 2012, in Armagh City Hotel. Chair asked those board Members who were interested in attending this event to confirm with Miss Jill Jackson or Mrs Ruth Parks so that a block booking could be made for members at a reduced rate.

Some of the board members had not yet received correspondence regarding the event. It was agreed that Miss Jackson would forward the details to them.

Miss Jackson

Local Government Representative

The Chair told members that the Minister had advised the Public Appointments Unit of the name of the Elected Representative to be the second Local Government Member of PHA. The Public Appointments Unit had forwarded this name to Access NI for clearance. It is anticipated that this process should be complete in three weeks, and Chair is hopeful that the new member will be joining our February PHA board Meeting.

### Staff Workshop

The Chair advised members, from a personal perspective, that the Staff Workshop had been a motivating and energetic experience. She said that she had attended three of the ten sessions which were informative.

Mr Orr and Mrs Erskine concurred with the Chair in that it was a very important event. Staffs interest was reflected by the participation in the different sessions and the ethos of notes/questions that were submitted.

Mrs Erskine asked if it would be possible to receive copies of the presentations given at the Staff Workshop. The Chair advised that the presentations had been placed on the PHA Intranet website following the event.

It was agreed that the presentations would be forwarded to all PHA board members.

Miss Jackson

### **03/12 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:

He had a positive meeting with Mr John McMillen, Chief Executive, Northern Ireland Environment Agency (NIEA), and said that NIEA were keen to work with the PHA.

He had also met with Miss Linda Armitage, South East Belfast Partnership and reported that it was a useful engagement.

The Chief Executive briefed members on a Conference organised by Belfast City Council on "Delivering Community Planning". The event had been attended by approximately 200 people and highlighted the work of the Belfast Strategic Partnership and the Public Health Agency.

### **04/12 Minutes of the PHA board Meeting held on 15 December 2011**

Members agreed the minutes of the PHA board Meeting held on 15 December 2011, as an accurate record of the meeting. The minutes were duly signed by the Chair.

**05/12 Matters Arising**

*PHA board Calendar*

The Chair advised members that the indicative calendar had been circulated to members on 19 December 2011. She said the calendar gives a sense of what will come to the PHA board. She assured members that topics deferred will most certainly come back to the PHA board at a future date.

**06/12 Finance Report (PHA/01/01/12)**

Mr Cummings summarised the financial position for the Public Health Agency as at 30 November 2011.

He asked members to note tables 6.1 and 6.2 of the report which sets out the management and administration cumulative and expenditure position. An under spend of £150k has been identified against salaries and wages. In addition there was an under spend of £235K in goods and services.

The Chief Executive confirmed that he and Mr Stephen Murray had met with Budget Holders to make them aware of the requirement to allocate funding to various areas of activity within the next three months.

Mr Cummings reassured members that Finance will continue to identify the actual spend position throughout the year.

Mr McClean summarised the PEMS paper and brought members attention to the following key points:

- *99.7% of the operational budget (£59.55m) has been committed to projects, leaving only 0.3% (£0.02m) to be allocated:*
- *68% (40.27m) of the operational budget has been authorised for payment; and*
- *£1m pressure has also been identified for smoking cessation services.*

The Chief Executive reported that the recent anti-smoking campaign had a major impact on this.

The Chair commented that the under spend highlighted in the PEMS paper is rapidly decreasing.

Members noted the Finance Report and PEMs paper accordingly.

### **Online Banking (PHA/02/01/12)**

Mr Cummings requested PHA board approval on a resolution to allow the Business Services Organisation (BSO) to operate all bank account systems via a Banking Online System on behalf of the PHA.

PHA Members approved this request.

### **07/12 Winter Flu Update**

Dr Maureen McCartney provided a verbal update on winter flu to PHA board members. Some of the key issues reported on were:

- *Low consultation rates continue;*
- *Very low numbers confirmed - 2 Flu A - H3N2 and 3 flu B, 1 in hospital;*
- *No ICU admissions or deaths;*
- *No reported outbreaks; and*
- *Registered deaths with keywords not increased.*

Dr McCartney advised that Europe had low activity overall with H3N2 dominating. She reported flu activity has peaked in previous years in February but would expect some indication of activity now if there was going to be a bad epidemic this year.

Dr McCartney also advised vaccination rates at the end of November 2011 were excellent with much work done by PHA, GPs and Trusts. She also stated that in most seasons' vaccination is substantially complete by the end of November but last year there was a large late surge. This season priority was given to early vaccination as set out in the table below.

	To end Nov 11	To end Nov 10	End season 10/11	Target
<b>65+</b>	<b>72.6%</b>	<b>66.5</b>	<b>74.9</b>	<b>75%</b>
<b>Under 65</b>	<b>74.6</b>	<b>56.4</b>	<b>78.7</b>	<b>70%</b>
<b>Pregnant Women</b>	<b>56.2</b>		<b>59%</b>	

The Chair thanked Dr McCartney for the detailed presentation.

**08/12 Register of Members' Declared Interests (PHA/03/01/12)**

Mr McClean presented the Register of Members' Declared Interests to members as declared in December 2011.

He advised members, the PHA Standing Orders, Code of Conduct and the Code of Accountability require all members to declare interests which are relevant and material to the PHA.

Alderman Porter raised an issue regarding the template as there was nowhere obvious on the form to declare that he sits as an elected member on Lisburn Borough Council. Mr McClean advised that another column should be added to the table to reflect this.

The Chair advised that this Register is refreshed and reviewed annually, therefore Chair reminded Members that it is their responsibility to notify any changes. Chair also noted that this Register is publically available.

Members noted the register.

Mr McClean

**09/12 Governance (PHA/04/01/12)**

Minutes of the Governance and Audit Committee Meeting held on 10 October 2011

Mrs Erskine confirmed the above minutes had been approved by the Governance and Audit Committee at their last meeting on 8 December 2011. She assured members that all actions from the minutes had been undertaken.

Verbal briefing from Chair of Governance and Audit Committee

Mrs Erskine informed members she had attended Finance Training, which had been organised at the request of PHA's Agency Management Team, the HSCB/BSO Finance Directorates, in conjunction with PHA Operations Directorate. These awareness sessions provided practical advice to assist PHA staff in their day to day duties and gave the opportunity for staff to ask questions.

Mrs Erskine advised members she had attended the Governance and Audit Committee Meeting on the 10 October 2011, and an additional meeting in December to look at areas

such as risk strategy and whistle blowing policies.

**Risk Management Strategy and Policy (PHA/05/01/12)**

Mrs Erskine told members that the Governance and Audit Committee had approved the Risk Management Strategy and Policy on the 5 December 2011.

Members noted the Risk Management Strategy and Policy accordingly.

**Meeting adjourned at 2:45pm and resumed at 3:00pm in Public Session.**

**10/12 Quality 2020: A 10-Year Quality Strategy for Health and Social Care (PHA/06/01/12)**

Mrs Pat Cullen introduced Dr Jim Livingstone, Director of Quality and Safety to give a presentation on "A 10-Year Quality Strategy for Health & Social Care".

Dr Livingstone talked members through a presentation and advised them that "Quality 2020" was launched by the Minister in November 2011.

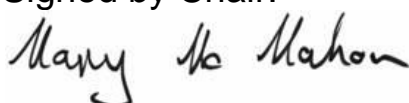
Members discussed aspects of the strategy and process for implementation.

The Chair thanked Dr Livingstone for the comprehensive presentation.

**Date, Time and Venue of Next Meeting**

Date: 16 February 2012  
Time: 1:30pm  
Venue: The Ann Brown Suite  
Farset International  
466 Springfield Road  
BELFAST  
BT12 7DW

Signed by Chair:



Date: 16 February 2012