

**Minutes of the 49th Meeting of the Public Health Agency board
held on Thursday 20 December 2012 at 1:30pm,
in Public Health Agency, Conference Rooms,
2nd Floor, 12-22 Linenhall Street, Belfast, BT2 8BS**

PRESENT:

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| Ms Mary McMahon | - Chair |
| Dr Eddie Rooney | - Chief Executive |
| Mrs Mary Hinds | - Director of Nursing and Allied Health Professionals |
| Mr Edmond McClean | - Director of Operations |
| Dr Gerry Waldron | - Assistant Director of Public Health |
| Alderman William Ashe | - Non-Executive Director |
| Mrs Julie Erskine | - Non-Executive Director |
| Mrs Miriam Karp | - Non-Executive Director |
| Mr Ronnie Orr | - Non-Executive Director |
| Alderman Paul Porter | - Non-Executive Director |

IN ATTENDANCE:

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

APOLOGIES:

- | | |
|--------------------|--|
| Dr Carolyn Harper | - Director of Public Health/Medical Director |
| Dr Jeremy Harbison | - Non-Executive Director |
| Mr Thomas Mahaffy | - Non-Executive Director |
| Mr Paul Cummings | - Director of Finance, HSCB |
| Mrs Maeve Hully | - Chief Executive, Patient Client Council |

137/12	Item 1 – Apologies	Action
137/12.1	The Chair welcomed everyone to the meeting. She noted apologies from Dr Carolyn Harper, Dr Jeremy Harbison, Thomas Mahaffy, Paul Cummings and Maeve Hully.	

138/12 Item 2 - Declaration of Interests

- 138/12.1 The Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.
- 138/12.2 The Chair reminded members to return their updated Register of Interests forms to the Secretariat as soon as possible.

139/12 Item 3 – Chair’s Business

- 139/12.1 The Chair told members that she had attended an event at Lagan Valley Island organised by NIMACH (Northern Ireland Maternal and Child Health). She advised that she had also attended the RCN Christmas lecture.
- 139/12.2 The Chair informed members of the upcoming NICON conference on 6 and 7 March 2013 and of a governance seminar on 24 April 2013.

140/12 Item 4 – Chief Executive’s Business

- 140/12.1 The Chief Executive said that he had attended a service of remembrance for families of organ donors and their recipients and he said that this was a very powerful event. He had attended a conference organised by the Suicide Prevention Group.
- 140/12.2 The Chief Executive said that he had attended an awards ceremony organised by ARC at their scheme in Irvinestown. He also attended the launch of the regional perinatal pathway and had visited the Resurgam project in Lisburn.

141/12 Item 5 - Minutes of the PHA board Meeting held on 15 November 2012

- 141/12.1 Members agreed the minutes of the PHA board meeting held on 15 November 2012 as an accurate record of the meeting.

142/12 Item 6 – Matters Arising

Mid-Year Accountability Review

- 142/12.1 The Chair advised that the mid-year Accountability Review meeting with DHSSPS had been rescheduled and would take

place on 25 February 2013.

**143/12 Item 7 – Finance
PHA Financial Performance Report (PHA 01/12/12)**

143/12.1 In the absence of Mr Cummings, members noted the Finance Report and agreed to defer any queries on the report until the next meeting.

**144/12 Item 8 – Programme Expenditure Monitoring System (PEMS)
Report (PHA/02/12/12)**

144/12.1 Mr McClean advised that the latest PEMS report showed that the projected end of year surplus was reducing. He added that with regard to local government and research and development, expenditure had been incurred and that PHA would be invoiced for this work shortly.

144/12.2 Alderman Porter asked if the PHA assessed the effectiveness of its campaigns. Mr McClean explained that an evaluation is carried out after every campaign. The Chair added that she was impressed by the campaigns undertaken by PHA with the Chief Executive adding that each campaign is designed to gain maximum impact.

144/12.3 Members noted the PEMS report.

**145/12 Item 9 – Governance and Audit Committee Meeting
(PHA/03/12/12)**

145/12.1 Mrs Erskine told the board that the Governance and Audit Committee meeting had met on 8 December and that the Committee had considered an internal audit report for which a limited level of assurance had been given. She said that the Committee was being assured that work was being undertaken to address the issues raised in the report and that a further update would be provided following the next meeting of the Committee on 7 February 2013.

145/12.2 Mr Orr asked if there was any further update on the issue of new accommodation for PHA staff. The Chief Executive said that a business case was being developed in co-operation with the Safeguarding Board and the Patient Client Council and that the

report would be kept informed of progress. He added that regular meetings are taking place with Health Estates from DHSSPS.

145/12.3 Members noted the update on the Governance and Audit Committee.

146/12 Item 10 – Remuneration Committee Meeting (PHA/04/12/12)

146/12.1 The Chair advised that the Remuneration Committee had met in November and had carried out performance appraisals of the Executive Directors.

146/12.2 Alderman Porter sought clarity on whether the Remuneration Committee can appraise the performance of medical staff and endorse pay increases if they are on a different pay system. The Chief Executive advised that he sits on a regional forum which deals with pay awards for medical staff.

146/12.3 Mrs Karp noted that as there is a pay freeze, the Committee had adopted a more robust approach into reviewing the performance of the Directors.

146/12.4 Members noted the update on the Remuneration Committee.

147/12 Item 11 – Corporate Business Plan 2013/14 (PHA/05/12/12)

147/12.1 Mr McClean explained that the process for developing the corporate business plan had changed. He said that the board would consider possible content for the corporate business plan at its workshop on 9 January.

147/12.2 Members noted the process for the development of the corporate business plan for 2013/14.

148/12 Item 12 – Patient and Client Experience Standards Emergency Department Report (PHA/06/12/12)

148/12.1 Mrs Hinds presented the Patient and Client Experience Standards Emergency Department report and gave an overview of the methodology used to develop the report. She outlined the importance of patient experience and said that the report is written based on observations carried out by trained staff.

- 148/12.2 Mrs Hinds outlined the main themes emerging from the report and said that the Trusts have developed action plans to address the recommendations made. She said that there have been improvements and added that the patient stories, collected as part of the methodology, were mostly positive.
- 148/12.3 Mr Orr asked about the objectivity of the reviewers. Mrs Hinds said that it was important to use lay people. She added that RQIA is due to undertake a review of A&E wards in the near future.
- 148/12.4 Mrs Karp noted the low response rate for questionnaires. Mrs Hinds said it was difficult to understand the low rate and there was further work required in obtaining the views of patients.
- 148/12.5 The Chair noted that there were no questionnaires issued to children. Mrs Hinds said that Trusts would be expected to obtain the views of children. She added that the perception of families and friends is very important.
- 148/12.6 Alderman Porter asked about the long term provision of care for people with special needs. Mrs McAndrew said that patients with learning disabilities are currently treated in acute hospitals and that this is a challenge. She added that the HSC Board is looking at models for care in the community and has been in discussions with the Northern Ireland Housing Executive.
- 148/12.7 Members noted the report.
- 149/12 Item 13 - Learning from Serious Adverse Incidents (PHA/07/12/12)**
- 149/12.1 Mrs Hinds explained that this was the third report on the learning from Serious Adverse Incidents (SAIs) and said that the report focused on the process by which Trusts report SAIs. She said that the PHA and HSC Board jointly scrutinise SAIs but that the responsibility for ensuring that the learning from SAIs is implemented lies with the HSC Board.
- 149/12.2 Mrs Hinds said that a thematic review of Physiological Early Warning Scores (PEWS) had been undertaken and highlighted the four key themes which emanated from the review. She added that there was an ongoing review on the induction of labour and that revised guidance had been issued.

- 149/12.3 Mrs Hinds said that a group had been established to look at SAIs and complaints and that a report would be brought to the board in the future. She added that the business case for a Regional Adverse Incident Learning (RAIL) had been submitted to DHSSPS.
- 149/12.4 Mrs Hinds advised members of a forthcoming event looking at the learning from SAIs. Mrs McAndrew added that PHA will be meeting with representatives from the Safeguarding Board to look at SAIs.
- 149/12.5 Alderman Porter noted that Transforming Your Care places greater emphasis on care in the community and asked about the reporting of SAIs in the independent sector. Mrs Hind explained that RQIA receives notifications of untoward events for the independent sector.
- 149/12.6 The Chair queried if the two recent deaths in Hydebank Wood would have been reported to the HSC Board. Mrs Hinds explained that this would have been reported to the HSC Board via the South Eastern Trust. She said that there is progress being made within prison healthcare with regard to the reporting of incidents but added that there remain issues with the recruitment and retention of staff.
- 149/12.7 Mr Orr said that there needed to more emphasis on health improvement within prisons, particularly with regard to mental health. Recognising that there is a disproportionate number of cases of mental health within the prison population, he said that prisoners should receive the same quality of healthcare as other citizens.
- 149/12.8 Mrs Erskine said it was important that PHA was assessing SAIs. Mrs Hinds said that she would be holding meetings soon with each of the Trusts regarding SAIs.
- 149/12.9 Members noted the report.
- 150/12 Item 14 – HCAI Quarterly Report (PHA/08/12/12)**
- 150/12.1 Dr Waldron presented the latest HCAI report and advised that for cases of C. difficile, the number of cases in Northern Ireland is

above the expected target. He noted that overall, the number of cases has gone down. He explained that with regard to MRSA, the number of cases for Northern Ireland was expected to fall below the projected average.

- 150/12.2 Dr Waldron advised that the death data figures showed those cases where either C. difficile or MRSA appeared on the death certificate. He said that there was an overall reduction in the number of cases.
- 150/12.3 Mrs Erskine thanked Dr Waldron for the information but noted that the figures seemed to show significant variations. Dr Waldron explained that this is due to the random variations associated with such a low number of cases.
- 150/12.4 The Chair asked about cases where people enter hospital with either C. difficile or MRSA. Dr Waldron explained that patients should be screened when they enter hospital and any patients displaying symptoms of C. difficile or MRSA should be separated from other patients.
- 150/12.5 Members noted the quarterly HCAI report.

151/12 Item 15 – Winter Preparedness

- 151/12.1 Dr Waldron gave an overview of areas identified as priorities for this winter. He said that within Health Improvement, issues such as the distribution of winter fuel packs and smoking cessation packages had been identified. Within the field of Health Protection, he noted that the flu campaign had recently been launched.
- 151/12.2 Dr Waldron said that the emergency preparedness plan had been modified following the outbreak of severe weather and that issues such as access to clean water had been highlighted as a priority.
- 151/12.3 Dr Waldron advised that PHA had just issued guidance regarding norovirus but to date, only a low number of cases had been recorded.
- 151/12.4 Mrs Karp asked about the increase in the number of cases of whooping cough. Dr Waldron said that the number of cases was still quite low but he added that a vaccination had been introduced

for pregnant women.

151/12.5 Members noted the updates on winter preparedness.

152/12 Item 16 – Any Other Business

152/12.1 The Chief Executive advised that midwifery consultant Denise Boulter had secured a secondment with the Health Information and Quality Authority (HIQA) in the Republic of Ireland.

152/12.2 There was no other business.

153/12 Item 17 - Date, Time and Venue of Next Meeting

Date: Thursday 17 January 2013

Time: 1:30pm

Venue: Public Health Agency

Board Room

5th Floor

12-22 Linenhall Street

Belfast

BT2 8BS

Signed by Chair:



Date: 17 January 2013