

**Minutes of the Eleventh Meeting of the Public Health Agency board held at 2.15 pm on Thursday 21 January 2010, in Grosvenor House, 5 Glengall Street, Belfast, BT12 5AD**

**PRESENT:**

Ms M McMahon	-	Chair
Dr E Rooney	-	Chief Executive
Mrs J Erskine	-	Non-Executive Director
Dr J Harbison	-	Non-Executive Director
Mr T Mahaffy	-	Non-Executive Director
Cllr Mullaghan	-	Non-Executive Director
Cllr S Nicholl	-	Non-Executive Director
Mr R Orr	-	Non-Executive Director
Mr E McClean	-	Director of Operations
Ms M Hinds	-	Director of Nursing & Allied Health Professionals
Dr C Harper	-	Director of Public Health/Medical Director

**IN ATTENDANCE**

Mr P Cummings	-	Director of Finance, HSC Board
Mrs F McAndrew	-	Director of Social Care and Children, HSC Board
Ms M Hully	-	Chief Executive, Patient and Client Council
Ms H Fyfe	-	Secretariat
Mrs C McAuley	-	Secretariat

**APOLOGIES:**

Ms M Karp	-	Non Executive Director
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Before the meeting commenced the Chair advised members Ms F McAndrew would be arriving late. Ms McAndrew joined the meeting at 15.05 pm.

01/10 **Chair's Business**

The Chair welcomed members to the meeting.

The Chair gave an update of appointments since the last PHA board meeting (17/12/09).

13 January - New Parenting Project

14 January - CDHN Pathways to Health

20 January - BMA/RCGP 10 year Strategic Plan

Ms Hinds gave an overview of the New Parenting Project to members.

02/10 **Chief Executive's Business**

The Chief Executive advised members that the Job Descriptions had been finalised for PHA Staffing Structures Tier 4 and the advertisements would be placed from mid February. The Chief Executive advised that systems would be put in place to fill these posts as soon as possible.

Dr Rooney

**LCGs' Induction**

The Chief Executive updated members on the LCGs' Induction event he and Ms Erskine had attended on 20 February.

The Chief Executive also advised that he would be attending an appointment with the Strabane District Council Future Search Workshop on 21 – 23 February. An update will be available at the next meeting.

Dr Rooney

03/10 **Minutes of the meeting held on 19 November 2009**

The Chair noted that the minutes had been amended to read 85/09 instead of 71/09.

Members agreed the minutes of the meeting of 19 November 2009 as an accurate record and the minutes were duly signed by the Chair.

04/10 **Minutes of the previous meeting 17 December 2009**

Members agreed the minutes of the meeting on 17 December as an accurate record and the minutes were duly signed by the Chair.

05/10 **Matters Arising from Previous Meeting**

The Chair advised members that the recording of arrival and departure times of attendees for PHA Board and committee meetings will be implemented from 21 January 2010.

The Chair advised that the RQIA Health Committee report on the inquiry into Obesity had been circulated via email on 18 January 2010 to members.

The Chair advised that Ms Hully will present a paper on PCC work on Priorities for Action at the Public Health Agency February Board meeting.

M Hully

This item to be placed on the Agenda.

H Fyfe

06/10 **Finance Report**

Mr Cummings updated members on the Financial Performance Report. He advised that the PHA would not be in an overspend position at 31 March on the basis of current information.

07/10 **Cervical Cancer and Prevention Briefing Paper**

Dr Bernadette Cullen gave a presentation on Cervical Cancer and Prevention (02/01/10).

She advised members of the risk factors, incidence rates, mortality rates, sexual health promotion and action plan objectives.

A number of issues were raised in discussion including screening, safeguarding children from harm, life expectancy of the vaccination and cost of the vaccination, geographical location difficulties and access to clinics.

The Chair thanked Dr Cullen for the informative presentation.

Members noted Dr Cullen's paper.

08/10 **Performance Report – MIPB Benefits Realisation Paper**

Mr McClean presented the MIPB Benefits Realisation Paper (03/01/10).

Mr McClean outlined progress to date that had been discussed at the MIPB meeting that he had attended on 18 January.

Members approved the document.

09/10 **Health Improvement Partnership Public Health Agency and Belfast City Council**

Ms Black entered the meeting at 3.30 pm.

Dr Rooney presented the Health Improvement Partnership Public Health Agency and Belfast City Council paper (04/01/10) and indicated that discussions had been ongoing with the Council and Belfast Trust.

The Chief Executive outlined the progress to date and advised members the Public Health Agency

and local councils have been taking forward development of Joint Working arrangements since the ministerial announcement 16 December 2008.

A Project Steering Group had been established and has met regularly and that individual meetings between local Councils and the Chief Executive/Directors of the Public Health Agency had also taken place.

The Chief Executive advised it is proposed to establish a foundation Health Development Unit early in 2010, involving staff from the Public Health Agency, Belfast HSC Trust and Belfast City Council.

There were a number of issues in discussion included size of unit, co-location of key staff, budget, funding, timescales, support from Trust, communication organisation in terms of partnership. Members indicated that the proposals outlined in the paper were positive and they approved the colocation of staff, Chief Executive oversight arrangements, prioritisation areas the funding of the unit.

Members approved the document.

Ms Black left the meeting at 3.45 pm.

10/10 **Joint Commissioning Plan Update**

The Chief Executive gave an update to members on the Joint Commissioning Plan 2010 - 2011.

Agreed key steps are;

18 February (AM)  
PHA Board meeting (exact venue to be confirmed).

18 February (PM)  
Commissioning Process and Jane Western  
Consultancy report.

19 February  
Corporate Planning

In response to a question, the Chief Executive advised members that an objective is to ensure that Health and Wellbeing Improvement is adequately reflected in all aspects of commissioning and that inequalities are addressed through the commissioning process.

11/10 **H1N1 Swine Influenza update**

Dr Harper updated members on this issue.

She reported that H1N1 levels of reported cases are low. The Regional Board meetings are now moved to monthly meetings.

Ms Hinds indicated that public helpline calls are currently around 3 per day and that she would be raising with the Programme Board permission to close to public helpline number. This will no longer be a standing item on Board agenda.

12/10 **Date and Time of Next Meeting**

The next meeting will be held on Thursday 18 February venue to be confirmed.

Signed: \_\_\_\_\_ (Chair)      Date: \_\_\_\_\_