

**Minutes of the 43rd Meeting of the Public Health Agency board
held on Thursday 17 May 2012, at 1:30pm,
in Public Health Agency, Conference Rooms,
2nd Floor, 12-22 Linenhall Street, Belfast, BT2 8BS**

PRESENT:

- | | |
|--------------------|--------------------------|
| Ms Mary McMahon | - Chair |
| Dr Eddie Rooney | - Chief Executive |
| Mr Edmond McClean | - Director of Operations |
| Mrs Miriam Karp | - Non-Executive Director |
| Mr Ronnie Orr | - Non-Executive Director |
| Mr Thomas Mahaffy | - Non-Executive Director |
| Dr Jeremy Harbison | - Non-Executive Director |

IN ATTENDANCE:

- | | |
|-------------------------|--|
| Mr Paul Cummings | - Director of Finance, HSCB |
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB |
| Mrs Pat Cullen | - Assistant Director, Safety, Quality and Patient/Client Experience (on behalf of Mrs Mary Hinds) |
| Mrs Mary Black | - Assistant Director of Public Health, Health and Social Well-being Improvement (on behalf of Dr Carolyn Harper) |
| Mrs Caroline Bloomfield | - Health and Social Wellbeing Improvement Manager (Belfast) |
| Mr Martin O'Neill | - Community Development Lead |
| Miss Jill Jackson | - Chief Executive's Office/Committee Manager |
| Mrs Helen Quigley | - Secretariat |

APOLOGIES:

- | | | |
|-------------------------|---|-----------------------------|
| Mrs Mary Hinds | - Director of Nursing and Allied Health Professionals | |
| Mrs Julie Erskine | - Non-Executive Director | |
| Dr Carolyn Harper | - Director of Public Health/Medical Director | |
| Alderman Paul Porter | - Non-Executive Director | Mandatory Non-Executive |
| Councillor William Ashe | - Non-Executive Director | Director Induction Training |
| Mrs Maeve Hully | - Chief Executive, Patient Client Council | |

40/12	Declaration of Interest	Action
	The Chair asked if anyone had interests to declare relevant to any	

items on the agenda. None were declared.

41/12

Chair's Business

The Chair reminded members of the Trust Delivery Plans (TDP) Workshop scheduled for 29 May 2012 at 2:00pm. She advised that the workshop would provide an opportunity for information sharing.

Mr McClean reported that staff involved in the Commissioning Plan would be considering the TDPs and input will be provided in the analysis.

The Chair informed members that PHA board papers would soon be available electronically via DELL tablets. She asked Non Executive Directors to forward their National Insurance Number to Miss Jill Jackson so that HSC email accounts could be progressed.

Young People's Priorities for Health and Social Care: Patient Client Council

The Chair briefed members on the Young People's Priorities for Health and Social Care which she had attended on the 10 May 2012. She advised that this event had reflected a refreshing and positive piece of work, and has said that it was fabulous how the young people talked about various issues.

The Chief Executive also reported that the Young People's Priorities for Health and Social Care Event was very well organised and he said it was a great balance of content. He said it was a credit to the Patient Client Council (PCC).

The Chair advised hard copies of the report would be available to members if requested.

42/12

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:

Lord Mayor's Event on Celebration of Life - Suicide Prevention Conference which he had attended on 25 April 2012 - He reported that there was strong representation from communities at this event.

He had attended a Photo Shoot with pupils from Kilkeel High School following their success in a UK wide debating competition on the

subject of organ donation. He said it was a tremendous performance.

The Chief Executive also joined the Minister on a visit to East Belfast Community Counselling group hosted by local MLA, Sammy Douglas.

The Chief Executive also advised he had attended a photo shoot with the Minister at the Balmoral Show earlier that morning.

43/12 Minutes of the PHA board Meeting held on 19 April 2012

Members agreed the minutes of the PHA board Meeting held on 19 April 2012, as an accurate record of the meeting.

The minutes were duly signed by the Chair.

44/12 Matters Arising

Meeting with Claire Keatinge

The Chief Executive informed members that a meeting has been arranged with OFMDFM Colleagues to discuss the Older Peoples Strategy on 28 June 2012.

Mr Ronnie Orr accepted an invitation by the Chair to attend the above meeting.

Governance

For the May 2012 board meeting, Mrs Erskine requested that the Chief Executive prepare a paper on the use of programme funds; this followed discussion at the Governance and Audit Committee Meeting.

The Chief Executive noted that he had initiated an Internal Audit report into the use of programme funds following consideration of business cases by the Agency Management Team.

The report was considered at the last Governance and Audit Committee. The Chief Executive confirmed that he has accepted all of the recommendations of the report and will implement these in full.

45/12 Financial Performance Report (PHA/01/05/12)

Mr Cummings summarised the PHA Financial Performance Report for March 2012 and went through the key issues.

The overall financial position for the year was a surplus of £0.191m which met the DHSSPS requirement for Break Even. The overall surplus comprised a £0.003m over spend in against Management & Administration Budgets and a £0.194m under spend in Programme Budgets.

Appendix 1 to the Report provided a profile of the PHA spend throughout the year for Management and Administration, Trust and non-Trust spend. Mr O'Connor highlighted the profile of non-Trust spend of which 43% was incurred in the final quarter of the year and the issue that 20% was incurred in the month of March 2012 alone.

The Financial Performance Report highlighted the risk to the PHA's achievement of break even when such a large percentage of spend is incurred so late in the year.

Mr O'Connor also advised that Finance would require Programme Managers to a profile their proposed application of their 2012-13 Budgets in order to ensure that the monthly financial reports reflect as accurate a position as possible throughout the year.

The Chief Executive confirmed that he had previously met with budget holders to address key issues and that a de-brief meeting has been scheduled for Friday 8th June to advise programme managers on how to control their budgets over the forthcoming year.

The Chair and Chief Executive congratulated staff in all Directorates for all the hard work involved in addressing the issues.

Mr McClean advised members on potential management administrative costs on the accommodation issue. There are ongoing discussions between Health Estates, the private sector landlord and PHA on costs being incurred in this matter.

Members noted the Financial Performance Report.

46/12

Programme Report: Health and Social Wellbeing Improvement (PHA/02/05/12)

Mrs Black gave a presentation that provided an update to PHA board members on Health and Social Wellbeing Improvement. Some of the topics discussed were as outlined below:

The Context;

Strategy Development;
Business Objectives;
Investment in Early years;
Key Early Years Intervention;
Roots of Empathy;
Action on Tobacco; and
Smoking Services.

There was an extensive and detailed discussion between Directors and members on the report. The Chair and members thanked Mrs Black for the comprehensive presentation.

Dr Harbison asked for clarification on what the percentages in relation to the FNP were calculated against. Mrs Black agreed to provide clarification to Dr Harbison.

The Chief Executive confirmed that he would review the reporting arrangements for key strategic priority areas such as the Child Development Programme Board.

He informed members that a meeting has been scheduled with OFMDFM colleagues to discuss Early Year's Priorities on 7 June 2012.

47/12

Performance Report: Commissioning Plan Directions & Corporate Business Plan 2011-12 (PHA/03/05/12)

Mr McClean talked members through the above paper. He reported that the paper provided an update, for period ending 31 March 2012, on the priority targets identified in "Commissioning Plan Directions (Northern Ireland) 2011, as well as the wider targets set by the PHA in its Corporate Business Plan 2010-11. He advised that overall the PHA had delivered significant progress during 2012/13 in a number of key areas such as establishing the Self Harm Registry, Family Nurse Partnership and Roots of Empathy.

He highlighted the red targets in both the Commissioning Plan Directions and Corporate Business Plan as detailed below:

Commissioning Plan Directions: 3 red targets:

- *FNP - target should be achieved by second reporting quarter 2012/13*
- *Waiting time of less than 9 weeks for AHP treatment – capacity planning to be completed as near as possible to 30.04.12*
- *ECCH - did not meet 1800 patients by 30.03.12; work ongoing*

with Trusts

Corporate Business Plan: 4 red targets:

- *Evaluation of remote tele-monitoring*
- *Development of HCAI Forum*
- *Targets for prompt payment of invoices*
- *Establishment of HCAI Research Forum*

PHA board members approved the Performance Report accordingly.

48/12

Community Development Strategy for Health and Wellbeing (PHA/04/05/12)

Mrs Black introduced Mrs Bloomfield and Mr O'Neill to talk to this paper. They advised that the Community Development Strategy provides guidance and direction on how community development approaches are to be taken forward within health and social care, and HSCB and PHA expect every HSC organisation to incorporate a clear and transparent community development approach into their programmes. Organisations will be expected to support community development through a range of approaches such as:

- *Supporting specialist community development staff both within HSC organisations and in community-based organisations*
- *Building assets and capacity in the community*
- *Supporting networks*
- *Supporting locality planning and partnership processes*
- *Contracts with organizations delivering community development*
- *Providing grants*
- *Evaluating community development approaches.*

The Board of HSCB formally approved the Community Development Strategy at its meeting in March 2012. The PHA Board is now requested to approve this joint strategy.

PHA board members approved the joint strategy accordingly.

49/12

Research Committee Update

Dr Harbison advised that there was little to report from the Research Committee. He raised the issue of the key work involved in developing the Governance Framework and the issue of virtual institute and branding.

In response to Dr Harbison the Chief Executive said that he would encourage all parts of the PHA to think creatively about new ways of engaging with stakeholders and recognised that this was particularly important for areas such as Research and Development (R&D) with its diverse role and customer base.

The Chief Executive did, however, give the PHA Board a clear assurance that while he recognises the need to promote a strong identity for part of the PHA family, the branding of any entity or group funded by PHA for which he is accountable will unambiguously be within an overall PHA Brand. The test will be that no-one accessing material will ever be in the slightest doubt that the group is part of the PHA. He stated he will wish personally to sign off any proposed changes.

The Draft R&D Strategy is being developed and will come to the PHA board for consideration.

50/12 Any Other Business

There was no other business discussed.

51/12 Date, Time and Venue of Next Meeting

Date: Wednesday 13 June 2012
Time: 1:30pm
Venue: Public Health Agency
Conference Rooms
2nd Floor, 12-22 Linenhall Street
Belfast
BT2 8BS

Signed by Chair:



Date: 13 June 2012