

**Minutes of the 23<sup>rd</sup> Meeting of the Public Health Agency board  
held at 2:15pm Thursday 18 November 2010, in Conference Room A,  
NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB.**

**PRESENT:**

Ms M McMahon	- Chair
Dr E Rooney	- Chief Executive
Dr C Harper	- Director Public Health/Medical Director
Mr E McClean	- Director of Operations
Mrs J Erskine	- Non-Executive Director
Mrs M Karp	- Non-Executive Director
Cllr C Mullaghan	- Non-Executive Director
Cllr S Nicholl	- Non-Executive Director
Mr R Orr	- Non-Executive Director
Dr J Harbison	- Non-Executive Director
Mr T Mahaffy	- Non-Executive Director
Mr S Christie	- Assistant Director of Finance

**IN ATTENDANCE:**

Mrs P Smyth	- Assistant Director of Human Resources (Item 7)
Miss R Taylor	- Assistant Director of Planning and Operational Services (Item 9 & 10)
Dr M Neely	- Assistant Director of HSC R&D (Item 11)
Mrs M Hully	- Chief Executive, Patient and Client Council
Mrs C McAuley	- Secretariat

**APOLOGIES:**

Mrs Mary Hinds	- Director of Nursing & Allied Health Professionals
Mr P Cummings	- Director of Finance
Mrs F McAndrews	- Director of Social Care and Children, HSC Board

**106/10**

**Chair's Business**

**Action**

The Chair welcomed members to the meeting.

The Chair gave a verbal update on four events as part of Focus on Inequalities month she had attended since the last PHA board meeting (21/10/10) which are listed below.

- CDHN Opening Conference
- Healthy Living Centres Presentations
- Unison Workshop on 16 November in Promoting Public Health Agency
- Advice f4r Health

**107/10**

**Chief Executive's Business**

The Chief Executive gave a verbal update on appointments he had attended since the last PHA board meeting (21/10/10) which are listed below.

25/10/10 – Visit to Magheraberry Prison

26/10/10 – Bridge of Hope Launch

9/11/10 – Tackling Health Inequalities in Disadvantaged Communities

16/11/10 – NICS Live

The Chief Executive referred to the recent articles on the HSC Patient Safety Forum in the Irish News. He expressed concern at the inaccurate reporting which attributed responsibility for activities in the report to the PHA and in particular Director of Nursing, Mrs Mary Hinds whose photograph appeared alongside the negative report. He expressed concern that the issues raised would detract from the focus on quality and safety in our services.

**108/10**

**Minutes of the PHA board meeting held on 21 October 2010.**

Members agreed the minutes of the meeting of 21

October as an accurate record and the minutes were duly signed by the Chair.

**109/10 Matters Arising**

There were no matters arising.

**110/10 Finance Report (PHA 01/11/10)**

Mr Christie talked members through the Finance Report.

He reported the financial position in the wider HSC continues to cause concern as there are significant funding shortfalls.

Mr Christie advised this Financial Report summarises the budgeted and actual expenditure position for the PHA at 30<sup>th</sup> September 2010.

The report is categorised into 4 elements:

- Income
- Management and Administrative expenditure
- Programme expenditure
- Break-even position

Members raised concerns surrounding insufficient information relating to consolidation of programme expenditure and clarity on actual expenditure.

Dr Harper suggested as an interim measure the Operations Directorate stocktake report be shared with members. She advised this report would give members a sense of the range of groups which are actually being funded.

Mr McClean responded by advising the stocktake report was of a very detailed level although the content of the report could be grouped to aid understanding.

Dr Rooney reported that this issue has been raised at previous meetings. He said whilst he appreciates a tremendous amount of work is undertaken to produce the financial information, a solution to take this forward must be reached.

Following discussion it was agreed Mr Christie would bring a plan to include timescales to the next meeting.

Mr Christie

Members noted the Financial report.

### **111/10 Staff Attitude Survey 2009 (PHA 02/11/10)**

Mrs Paula Smyth made a formal presentation on the results and agreed recommendations of the staff regional Attitude Survey 2009 and sought approval from members.

Mrs Smyth reported the results were released by the Minister on 21 May 2010. Her focus in this presentation was on the survey results for the PHA as part of a Regional Staff Attitude Survey.

The questionnaire covered a number of specific areas as listed below;

- The resources to deliver
- The support to do a good job
- A worthwhile job and the change to develop
- Errors, near misses and incidents
- Violence, bullying and harassment
- Occupational health and safety
- Infection control and hygiene
- Background details
- Supplementary questions

103 (47%) staff took part in the PHA Survey 2009.

Mr McClean outlined a series of actions to address survey findings. These included;

- Fortnightly teleconference with all locations
- Regular open floor staff meetings
- Mr McClean and Mrs Hinds meeting with staff on wellbeing issues in all locations
- Administrative staff training programme in development
- Tailored IT training
- BSO developing a staff appraisal system
- Induction programme being finalised
- New interests site with comprehensive staff information
- Lagan Valley Island event on 10 November 2010

The Chair invited Mr Orr and Cllr Mullaghan to outline possible approaches to recognising the value of staff contribution.

A number of proposals were suggested. It was agreed that this would be the subject of further consideration at the December PHA board. It was agreed that in the interim Non-Executive Directors would attend Christmas events in the various PHA locations.

Dr Rooney advised as structures were now beginning to be populated staff were feeling more positive. He advised that 58 events had been organised as part of Focus on Health Inequalities month. He noted this was a tremendous amount of work from staff at all levels.

Dr Rooney reiterated to members the importance of getting the PHA structures populated and completing the filling of vacancies in order to bring the PHA organisation into a proper balance.

Mrs McMahan/  
Mrs McAuley/  
NEDs

The Chair thanked Mrs Smyth for her very informative presentation.

Members were content to approve the report.

**112/10 Schedule of Delegated Authority (PHA 03/11/10)**

Mr Mc Clean presented the Schedule of Delegated Authority (SoDA) to members for approval.

Mr McClean advised members under the PHA Standing Orders, the PHA is required to have a SoDA setting out the names and financial limits for authorised signatories.

The Chair thanked Mr McClean for this paper.

Members were content to approve the thresholds set out in the SoDA.

**113/10 Performance Monitoring Report (PHA 04/11/10)**

Miss Rosemary Taylor presented the Performance Monitoring Report – PHA Business Plan and Priorities for Action – Quarter Ending 30 September 2010.

She advised the reports provided an update on both the Priority for Action targets, set by the Minister, and wider PHA Corporate targets that have been agreed in the Business Plan 2010/11.

Of the 62 targets being reported, 42 have a RAG status of green 18 amber and 2 red.

The 2 in red are in relation to ;

1. Reducing the rate of suicide to 14.5 per 100,000 of the population (2.4 – p13).
2. Ensuring no patient waits for more than 9 weeks

from referral to commencement of AHP treatment (3.15 – page 39).

Miss Taylor and Dr Harper noted a range of mitigating actions were being undertaken in relation to areas in red.

The Chair thanked Miss Taylor for the report.

Members were content to note the report.

**114/10 PHA Corporate Risk Register (PHA 05/11/10)**

Miss Taylor presented the PHA Corporate Risk Register to members.

Miss Taylor advised that the Governance and Audit Committee (GAC) had approved the PHA Corporate Risk Register (as at 30 June 2010) at its meeting in October 2010.

Miss Taylor reported that while the Directorate and Corporate Risk Registers are currently being reviewed and the updated Corporate Risk register will be brought to the GAC in January 2011. The Committee has asked that the current Corporate Risk Register be brought to this board meeting for wider discussion and understanding of all the risks. In view of time constraints it was agreed that the Corporate Risk Register would be brought back to the January PHA board for further consideration.

Mr McClean

The Chair thanked Miss Taylor for her report.

**115/10 HSC R&D Division Update (PHA 06/11/10)**

Dr Neely presented the HSC R&D Division Update to members for noting.

Areas highlighted to members included;

- Planned break-even will be secured despite the £2m recurrent retraction from the HSC R&D baseline.
- Areas of progress and those areas where planned activity has been curtailed because of financial and non-financial pressures.
- New research studies/initiatives that are particularly relevant to PHA.
- Update on current staffing position.

**116/10 Health Care Acquired Infections (PHA 07/11/10)**

Dr Harper gave a verbal update to members on HCAI report – October 2010 to members for noting.

- Dr Harper summarised the report as follows:
- CDI & MRSA Progress Charts
- Performance Exception Reports x 2
- HCAI Programme
- Changing the Culture 2010 –Action Plan and RAG status.

The Chair thanked Dr Harper for her report.

Members were content to note the report.

**117/10 Care of the Elderly**

Item deferred to next meeting.

**Dr J Harbison**

**118/10 Local Government Working Update**

Mr McClean briefed members on the Local Government /PHA Joint Working Update.

He advised the work is taking place parallel to the local government reform programme including the proposed introduction of community planning and power of wellbeing. Whilst the timescales and detail



of the reform programme remain unclear, local government Chief Executive representatives on the Joint Working Steering Group on behalf of the SOLACE, remain committed to the approach.

The aim as agreed by the Steering Group is to jointly build on legacy successes and experience to have a greater, more timely and sustained impact on tackling the underlying determinants of health and ensuring we are in the best position to achieve the PSA life expectancy targets.

Members noted the very positive direction this work with local government was taking.

The Chair thanked Mr McClean for his very informative presentation.

**119/10 Feedback from Belfast Healthy Cities Series of Seminars**

This item was deferred to next meeting.

**120/10 Any Other Business**

**Timing of Future Meetings**

Members agreed timing of future meetings would be as follows:

- 12:30pm (lunch)
- 1:00 pm (if required Confidential Session)
- 1:30 pm (Public Meeting)

New timings of future meetings to be circulated to members.

**121/10 Date and Time of Next Meeting**

**Date:** 16 December 2010

Mr R Orr

Mrs McAuley

**Time:** 1:00 pm  
**Venue:** Farset International  
466 Springfield Road  
Belfast  
Co Antrim  
BT12 7DW

DRAFT