

**Minutes of the 40<sup>th</sup> Meeting of the Public Health Agency board  
held on Thursday 15 March 2012, at 1:30pm,  
in The Ann Brown Suite, Farset International,  
466 Springfield Road, Belfast, BT12 7DW**

**PRESENT:**

- |                         |   |
|-------------------------|---|
| Ms Mary McMahon         | - Chair   |
| Dr Eddie Rooney         | - Chief Executive (Joined the meeting at 2.10pm)  |
| Mr Edmond McClean       | - Director of Operations  |
| Dr Carolyn Harper       | - Director of Public Health/Medical Director<br>(Joined the meeting at 3.30pm)          |
| Mrs Mary Hinds          | - Director of Nursing and Allied Health Professionals<br>(Joined the meeting at 3.05pm) |
| Mrs Miriam Karp         | - Non-Executive Director  |
| Mrs Julie Erskine       | - Non-Executive Director  |
| Mr Ronnie Orr           | - Non-Executive Director (Left the meeting at 4.30pm)                                   |
| Mr Thomas Mahaffy       | - Non-Executive Director  |
| Dr Jeremy Harbison      | - Non-Executive Director  |
| Alderman Paul Porter    | - Non-Executive Director  |
| Councillor William Ashe | - Non-Executive Director  |
| Mrs Maeve Hully         | - Chief Executive, Patient Client Council   |

**IN ATTENDANCE:**

- |                   |   |
|-------------------|---|
| Mrs Pat Cullen    | - Assistant Director, Safety, Quality and Patient/Client<br>Experience (on behalf of Mrs Mary Hinds until 3.20pm) |
| Mr Frank O'Connor | - Senior Accountant, HSCB ( <i>on behalf of Mr Cummings</i> )   |
| Mr Aiden Murray   | - Assistant Director, Social Services, HSCB<br>( <i>on behalf of Mrs McAndrew</i> )                               |
| Dr Stephen Bergin | - Consultant Public Health ( <i>Presenting Item 14</i> )  |
| Miss Jill Jackson | - Chief Executive's Office/Committee Manager  |
| Mrs Cathy McAuley | - Secretariat   |

**APOLOGIES:**

- |                        |  |
|------------------------|--|
| Mr Paul Cummings       | - Director of Finance, HSCB                  |
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB |

11/12	<b>Declaration of Interest</b>	<b>Action</b>
	<p>The Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.</p>	
12/12	<p><b>Chair's Business</b></p> <p>The Chair advised members a number of PHA Workshop/Meetings have be rearranged and referred to an email sent from her office on 5 March 2012 outlining this information.</p> <p>She informed members that the venue for the April board meeting would be Belfast and not Armagh as previously stated. She outlined the timeline for the April board Meeting.</p> <p>The Chair advised members that the date of the June PHA board Meeting has been rescheduled to Wednesday 13 June 2012 to facilitate the inclusion of the PHA Final Accounts and PHA Annual Report. The timeline for the June board meeting is as follows:</p> <ul style="list-style-type: none"> <li>• 10:30pm - PHA board Workshop</li> <li>• 12:30pm - Lunch</li> <li>• 1:30pm - PHA Public board Meeting</li> </ul> <p>Mr McClean advised members there would be a Joint PHA/HSCB Workshop in late April to discuss the draft Commissioning Plan, exact date still to be confirmed. Mr McClean advised he would circulate the date to members.</p> <p>Dr Harbison shared his concern with members regarding the format of forthcoming Joint PHA/HSCB workshop. Mr McClean undertook to speak with HSCB colleagues.</p> <p>Members agreed the draft commissioning plan would be needed one week in advance of the proposed workshop in order to consider it properly.</p> <p>The Commissioning Direction which has been issued by the DHSSPS will be circulated to members.</p> <p>The Chair briefed members on her business since the last PHA board Meeting as detailed below:</p> <ul style="list-style-type: none"> <li>• NICON Conference, Armagh on 23 February 2012.</li> <li>• Meeting with Claire Keatinge; Commissioner for Older People</li> </ul>	<p>Mr McClean</p> <p>Chair</p>

for NI 29 February 2012.

The Chair gave members a verbal update from this recent meeting. The PHA focus and priority on Older People, and the focus of our work across the wider determinants of health was welcomed. The Commissioner identified three key areas of public health concern are likely to be Nutrition, Fuel Poverty and Social Isolation. The Commissioner indicated that a memorandum of understanding may be a way forward for PHA and the Commissioner's Office.

Mr Orr raised the issue of PHA reconvening a meeting with stakeholders similar to one which had taken place last year, to ensure the agenda is moved forward. In the absence of the Chief Executive at this time, it was agreed that the Chair would liaise with Dr Rooney regarding such an event and feedback would be given at our next meeting.

Chair

**13/12 Minutes of the PHA board Meeting held on 16 February 2012**

The minutes were tabled.

Mr Mahaffy proposed a change to the last paragraph of item 18/12 - 9.1: to read "members requested that a succinct summary be prepared for onward distribution and that reference is made in the strategy to the link between the statutory PPI duty and the statutory equality duty and further consideration on this and PPI in general would take place at the next PHA board meeting."

After discussion the minutes as amended were put to the meeting and agreed on a vote. Alderman Porter wished to be recorded as having voted against the amended minutes.

Ms Hully suggested that PHA investigate the possibility of recording future meetings so that an audio transcript is available to refer for accuracy of decisions taken.

Mr McClean undertook to investigate this possibility.

Mr McClean

**14/12 Matters Arising**

Personal and Public Involvement (PPI)

Agenda item at today's meeting.

**15/12 Finance Report (PHA/01/03/12)**

Mr O'Connor summarised the financial position for the Public Health Agency as at 31 January 2012.

Mr O'Connor reported an under spend of £50k has been identified against salaries and wages and in addition to this there is an under spend of £167k in goods and services giving an overall under spend of £218k for the period ended 31 January 2012.

In addition Mr O'Connor advised that there was under spend against Programme Funds of £5.689m resulting in an overall under spend, as the end of January 2012, of £5.906m.

Members noted the Finance Report.

**16/12 Programme Expenditure Monitoring System (PEMS) Report (PHA/02/03/12)**

Mr McClean summarised the PEMS Report.

The report provides an update to members on how the PHA programme funds are being deployed to meet Corporate Priorities in 2011/12. As at the 29 February 2012, an additional £5.19m has been authorised for payment since the end of January. A total of £49.75m has now been authorised which represent 82% of the operational budget. Approximately £10.7m remains to be authorised for payment by the end of this financial year and a total of £2.62m has been retracted from baseline budgets during 2011/12.

Mr McClean advised meetings are being held with budget holders to ensure that all planned expenditure will be realised by the end of the financial year and there were no concerns for budget holders.

Mr O'Connor said it was imperative that Invoices were paid promptly to minimise the number of accruals.

Members noted the PEMS Report.

**17/12 Personal and Public Involvement (PPI) Consultation Scheme Amendments (PHA/03/03/12)**

Mrs Pat Cullen introduced Mr Martin Quinn to members.

Mr Quinn presented the Consultation Scheme Amendments to members for noting and advised the Consultation Scheme was a legislative and a Departmental requirement. This Scheme has previously been approved by the DHSSPS in 2010.

Mr Quinn advised members that Dr Livingstone of the DHSSPS had written to HSC organisations advising of this amendment, to the scheme concerning consultation requirements, which now needed to be inserted into the scheme. He advised that the PHA is required to insert the clause into the Scheme and to have the Scheme published on the PHA website by the end of March 2012.

Following discussion members agreed that the following minor amendments are made to the document:

- Page 4; Introduction; reflect the terminology used in the PHA legislation
- Page 5; Membership list of Non-Executive Directors be updated to reflect current membership.

Subject to the above minor amendments being made members noted the Consultation Scheme Amendments.

Mr Quinn

18/12

### **Strategy & Consultation Feedback (PHA/04/03/12)**

Mr Quinn presented the Strategy and Consultation feedback to members for approval.

Mr Quinn advised the paper was being resubmitted following requests for review and possible amendments at the last PHA board meeting, focusing on strengthening the link to the equality agenda, research to provide the evidence base and the link between equality and PPI.

Mr Mahaffy proposed a change to be included in the main body of the document at page 19, Policy Context and Development; regarding the exclusion of specific reference to the statutory equality duty in the context of PPI which had been moved from the main document to Appendix 2 and Appendix 5. In response to a question Mr Quinn said that during the process of development of the document the BSO equality list was used. Following detailed discussion members voted 2 to 5 that the document would not be amended.

Members approved the Strategy and Consultation feedback

paper.

**19/12 Strategy Easy Read Version Consultation document and Screening Template (PHA/05/03/12)**

Mr Quinn presented the Strategy Easy Read Version Consultation document and Screening Template to members for noting.

Members noted the report.

**20/12 Serious Adverse Incidents Learning Report (PHA/06/03/12)**

Mrs Cullen advised members the Serious Adverse Incidents Learning Report (SAI Report) had been brought to the last meeting of the Governance and Audit Committee meeting held on 16 February 2012.

Mrs Cullen gave a verbal update of the SAI Report from the period 1 April 2011 - 30 September 2011 to members.

She outlined the introduction, processes and recommendations.

Discussion followed which included benchmarking of SAIs, review of procedures, RAIL system, proportionate reporting, key regional learning and action taken and proposed, from SAIs reported.

Mrs Hinds advised members the SAI Report will come to the PHA board for noting twice a year.

Members noted the SAI Learning Report.

**21/12 Centre for Connected Health and Social Care (PHA/07/03/12)**

Mrs Hinds introduced Mr Eddie Ritson to Members.

Mr Ritson provided members with a detailed presentation on Centre of Connected Health and Social Care, including its role, the roll out of Remote TelemonitoringNI which had been launched in April 2011 and the future direction and wider perspective.

Discussion followed which included recurrent funding, targeting numbers of patients, pools and the wider environment.

Members agreed it was a very exciting piece of new work and requested regular updates.

Chair

Members noted the presentation.

**22/12 Programme Report: Health Protection**

Dr Harper introduced Dr Philip Donaghy to Members.

Dr Donaghy presented the paper by giving an historical perspective on Health Protection matters. Members thanked Dr Donaghy for his very informative presentation and wished him well for his retirement at the end of March 2012.

**23/12 HCAI Quarterly Report (PHA/09/03/12)**

Dr Harper reported to members HCAI Quarterly report - March 2012 to members for noting.

Members noted the report.

**24/12 Annual Report on Bamford Implementation (PHA/10/03/12)**

Mr Aiden Murray and Dr Stephen Bergin presented the Annual Report on the Bamford Annual Report to members for approval.

Mr Murray outlined the context of the report and the key themes. He advised members that this was the second Annual Report of the Bamford Taskforce, setting out the progress made in 2011 towards achieving the high level outcomes and targets contained in the Bamford Action Plan 2009-2011.

Discussion included the frequency of meetings held by the subgroups, the large commitment of small teams which are populated by expertise and potential for progress being restricted due to resource limitations and staffing.

In response to a question regarding services users and the changing environment Mr Murray advised members the DHSSPS will be publishing a new action plan for 2012-2015 and both the PHA and HSCB will be asked to respond to this.

Members approved the report.

**25/12 Governance (PHA/11/03/12)**

*Minutes of the Governance and Audit Committee Meeting held on 16 February 2012.*

Mrs Erskine confirmed the above minutes had been approved by the Governance and Audit Committee at their last meeting on 16

February 2012. She assured members that all actions from the minutes had been undertaken.

Verbal briefing from Chair of G&A Committee

Mrs Erskine confirmed the National Audit Office, Audit Committee self-assessment checklist was forwarded to the DHSSPS before the March deadline.

Corporate Risk Register (PHA/12/03/12)

Mr McClean presented the PHA Corporate Risk Register quarter ending December 2011 to the meeting for approval.

He said the register had been updated at the end of December 2011: Two risks were removed from the register, 1 totally, the other de-escalated to Directorate Risk Registers, and 1 new risk was added.

Members noted the PHA Corporate Risk Register.

26/12

**Any Other Business**

The Chair advised members of the possibility of moving all PHA board Meetings and Workshops to the newly refurbished Conference Rooms, 2<sup>nd</sup> Floor Linenhall Street, Belfast.

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

Date: Thursday 19 April 2012  
Time: 1:30pm  
Venue: Public Health Agency  
Conference Rooms 1 & 2  
2<sup>nd</sup> Floor  
12-22 Linenhall Street  
Belfast  
BT2 8BS

Signed by Chair:



Date: 19 April 2012