

**Minutes of the 37th Meeting of the Public Health Agency board
held on Thursday 15 December 2011, at 2:00pm,
Public Health Agency, Conference Room,
18 Ormeau Avenue, Belfast, BT2 8HS**

PRESENT:

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| Ms Mary McMahon | - Chair |
| Dr Eddie Rooney | - Chief Executive |
| Mrs Mary Hinds | - Director of Nursing and Allied Health Professionals |
| Dr Carolyn Harper | - Director of Public Health/Medical Director |
| Mr Ed McClean | - Director of Operations |
| Dr Jeremy Harbison | - Non-Executive Director |
| Mrs Miriam Karp | - Non-Executive Director |
| Mrs Julie Erskine | - Non-Executive Director |
| Mr Ronnie Orr | - Non-Executive Director |
| Mr Thomas Mahaffy | - Non-Executive Director |
| Alderman Paul Porter | - Non-Executive Director |

IN ATTENDANCE:

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|------------------------|--|
| Mr Paul Cummings | - Director of Finance, HSCB (left at 2:30pm) |
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB |
| Ms Jill Jackson | - Chief Executive's Office/Committee Manager |
| Mrs Helen Quigley | - Secretariat |

APOLOGIES:

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| Mrs Maeve Hully | - Chief Executive, Patient and Client Council |
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| 143/11 | <p>Apologies Chair noted that apologies had been received from Mrs Maeve Hully.</p> |
| 144/11 | <p>Declaration of Interest Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.</p> |

145/11 Chair's Business

The Chair briefed members with regards to her business since the last PHA board meeting as detailed below:

The Equality Commission had written to the Public Health Agency to confirm their approval of the PHA Equality Scheme.

The Patient and Client Council (PCC) had sent a copy of "People's Priorities" and a letter requesting an opportunity of presenting to the PHA board. This has been scheduled for early next year.

The Chair reminded members of the PHA Staff Workshop which is scheduled for **Tuesday 10 January at 1:00pm in the Lagan Valley Centre, Lisburn**; Ms McMahon encouraged members to attend this event.

The Chair advised members that Public Appointments has not yet provided details of a second local government member.

The Chair told members that an indicative PHA board calendar has been finalised, and it will be circulated to all members this week.

Ms Jackson

146/11 Chief Executive's Business

The Chief Executive briefed members on various events which he had attended since the last PHA board Meeting as follows:

He advised that the Public Health Agency was successful in achieving a commendation in this year's NICCY Participation Awards.

He had been invited to attend a meeting of the Civic Alcohol Forum, chaired by the Mayor of Derry City Council. The Forum links a wide range of initiatives tackling alcohol misuse. He informed members the Think, Drink Project is particularly positive and creative in its approach.

The Chief Executive provided an update regarding the Business Leadership with Workplace Health Workshop which he had attended on 14 December 2011. This workshop involved looking at workplace health issues and corporate social

responsibility to support disadvantaged communities.

147/11 Matters Arising

PHA Accommodation Issues

Mr McClean told members that the accommodation changes were proceeding satisfactorily and should be completed in mid to late January 2012.

148/11 Finance Report (PHA/01/12/11)

The Director of Finance reported a surplus of £8.105m at the end of October 2011. He accepted that the PEMS reporting indicated a full commitment, and was hopeful that the full allocation would be spent by 31 March 2012.

The Director of Finance was aware of action taken by the Chief Executive and budget holders to ensure that all allocations are fully committed in the next four months.

The Chief Executive confirmed that his discussions with budget holders had clarified no significant underspend, and that the gap appears to be in how invoices are processed through the system.

The Chief Executive was hopeful that PHA was at a break even position and pointed out that there was already a demand for £1m for smoking cessation as a direct result of the anti smoking campaign.

The Chief Executive praised Mr Stephen Murray for all his hard work to provide Directors and budget holders with accurate and up-to-date information. He assured board members that there would not be any significant underspend at the end of the financial year.

In response to queries from members of any anticipated underspend the Chief Executive said the January monitoring round was the last point at which money could be returned to the DHSSPS.

Additional points raised were as follows:

- *Planning for financial year 2012;*
- *The progress to harmonise PHA PEMS reporting with PHA*

Finance system.

Mr Cummings will be meeting the DHSSPS next week to discuss the gap between allocations and spend. He anticipates receipt of an allocation letter for 2012/13 around the second week in January 2012. This would allow PHA to plan for their 2012/13 spend before the end of the financial year.

The Chief Executive assured board members that he was confident that the budget allocation would be committed and spent at year end.

Members noted the Finance Report accordingly.

149/11 Report to those charged with Governance (PHA/02/12/11)

The Director of Operations introduced the report of the Northern Ireland Audit Office (NIAO) to those charged with Governance. The report provided an unqualified opinion on the PHA public funds and summary financial statement. All issues identified in the report have been addressed.

PHA board members noted the report accordingly.

150/11 Winter Planning Update

The Director of Public Health tabled a paper on adverse winter preparedness which outlined the joint response emergency plan, inter-agency cooperation and exercises undertaken to respond to adverse weather and water safety issues.

Dr Harper further advised members on the following:

- *Advanced work on flu preparedness for this winter*
- *level of flu surveillance had indicated that incidence of flu was low at this time*
- *vaccination of pregnant women was being implemented and an increasing number were availing of it: and*
- *children with complex needs are being managed better.*

Alderman Porter asked who sets standards for water quality and how it is measured. Dr Harper advised that the Water Service is the responsible body working in collaboration with other agencies, including PHA. She reported that the Drinking Water Liaison Group (DWLG) has recently completed a protocol for the

management of water related incidents.

The Chief Executive assured members that the PHA learning from last year's adverse weather had been comprehensive. While he was content with all aspects of emergency preparedness there was and would not be any place for complacency.

151/11 Date, Time and Venue of Next Meeting

Date: 19 January 2012
Time: 1:30pm
Venue: Public Health Agency
The Board Room
County Hall
182 Galgorm Road
Ballymena
Co Antrim
BT42 1QB

Signed by Chair:

A handwritten signature in black ink that reads "Mary Mc Mahon". The signature is written in a cursive style with a large initial 'M' and a long tail on the 'n'.

Date: 19th January 2012