

**Minutes of the Fourteenth Meeting of the Public Health Agency board
Thursday 15 April 2010, 2:30 pm, Committee Room 2, County
Hall, Ballymena, BT42 1QB**

PRESENT:

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

IN ATTENDANCE

Mr P Cummings	Director of Finance, HSC Board
Ms M Hully	Chief Executive, Patient and Client Council
Ms H Fyfe	Secretariat
Ms V Wallace	Local Supervising Authority Midwifery Officer, Public Health Agency (<i>presenting paper PHA 03/04/10</i>)
Dr G Waldron	Consultant in Public Health (<i>providing update on Item 11</i>)

APOLOGIES

Dr C Harper	Director of Public Health/Medical Director
Mrs F McAndrew	Director of Social Care and Children, HSC Board
Dr J Harbison	Non-Executive Director
Cllr S Nicholl	Non-Executive Director

34/10 Chair's Business

The Chair welcomed members to the meeting.

The Chair gave an update of appointments attended since the last PHA board meeting (18/03/10).

22/03/10 Launch of Vital Links

24/03/10 Meeting with Parents Advice Centre (PAC)

25/03/10 Meeting with Lesbian Advocacy and Services Initiative (LASI)

The Chair outlined her meeting with LASI which was positive and constructive and also agreed to share details of the facilities PHA used for conferences/workshops etc.

Ms McMahon

Mr Orr provided a brief update on the meeting he and the Chair had attended with the Parents Advice Centre. He reported that services provided by the PAC demonstrate considerable skill and materials produced by them are first class and the projects very worthwhile.

After further discussion it was agreed by members that the PHA/HSCB liaise closely in all dealings with PAC.

Chief Executive

Non Executive Roles/Research Committee

The Chair thanked members for submitting responses to her email. This enabled her to draw up a possible allocation of roles. The Chair tabled a paper detailing possible members' roles in various committees and groups:

Remuneration Committee, Governance and Audit Committee, Research and Health Intelligence Task Group, Early Years Steering Group, General Purposes, Vice-Chair, Local Government & C/V Sector and Recruitment Panels.

The Chair advised she had matched preferences as closely as possible. However she gave members the

opportunity to contact and discuss with her if they were not content with the suggested roles she had put forward. These additional committees and groups will be reviewed annually.

All

She confirmed the Research and Health Intelligence Task Group would be created immediately with Dr Harbison's agreement to act as Chair.

Workshops

The Chair reported the PHA board workshops had previously been deferred for April and May due to work pressures on the Corporate and Joint Commissioning Plans.

Mr McClean advised of the necessity for a workshop to be scheduled for May to discuss the Commissioning Plan when budget arrangements are known.

Mr McClean

The Chair asked members to provisionally hold 12 May 2010 in the meantime and subsequent dates as previously notified (*second Wednesday per month*).

All

The Chair advised a meeting on 10 May 2010 has been scheduled with Mr I Clements, (Chair, Board), Mr A Coleman (Chair, BSO), Mr A Gilbert (NI Confederation), to discuss non-executive development plans amongst other issues.

She asked if members wished to request any specific training to let her know in advance of the meeting so that it can be placed on the agenda.

All

35/10 Chief Executive's Business

The Chief Executive gave an update of appointments attended since the last PHA board meeting (18/03/10).

23/03/10 Joint Health Unit PHA/BCC
25/03/10 Southern Trust board Meeting
26/03/10 Northern Neighbourhoods Health Action Zone

14/04/10 Conference Organ Donation Programme Board

Dr Rooney updated members on the Launch of the Joint Health Development Unit, Belfast. He advised there is an agreement between the three organisations concerned: Public Health Agency, Belfast City Council and Belfast Trust to prepare a meaningful work/action plan. The three Chief Executives will sign off the plan which will provide an opportunity for targeted resources and action with agreed priorities.

The Chief Executive advised he had attended the board meeting of the Southern Health and Social Care Trust.

Dr Rooney advised he had attended the HAZ Conference in Loughguille, which had been organised with our colleagues from the PHA in Ballymena and noted the close relationships between our staff and the local communities in that area. Community involvement was visible, and this was displayed by the presentations that were showcased on the day.

Dr Rooney updated members about the Conference on Organ Donation Programme Board which he had attended.

After some discussion it was suggested Dr Rooney would discuss this topic in more depth at a separate meeting with members as the topic was of great interest to them.

National Cancer Institute (NCI) Summer Curriculum in Cancer Prevention 2010

Dr Rooney referred to a paper regarding the above. Funding had previously been provided to the NCI in 2009/10, however, due to the uncertainty of the financial situation with the PHA, he advised PHA will not be supporting attendance this year.

36/10 Minutes of Meeting held on Thursday 18 March 2010

Members agreed the minutes of the meeting of 18 March 2010 as an accurate record and the minutes were duly signed by the Chair.

37/10 Matters Arising from Previous Meeting

28/10 – HR Update - The Chief Executive advised members he and Mr Compton would attend a meeting with staff side representatives scheduled for Monday 19 April 2010 at 1:30 pm.

Mrs Erskine asked if a schedule of confirmed dates for interviews could be forwarded to staff when finalised. She stressed the importance of providing information to staff as uncertainty can cause stress.

Dr Rooney will keep members updated on HR issues relating to appointing tiers 4 and 5.

Dr Rooney

38/10 Finance Report PHA 01/04/10

Mr Cummings updated members on the Finance Report PHA 01/04/10. He said there are no significant concerns since the last meeting.

Mr Cummings agreed to share finance updates with the Chief Executive and Directors.

Mr Cummings

The Chair said she is content with the way PHA had used its budgets in 2009/10 referring to the three key areas, information systems, profiling and management.

Members noted the Finance Report.

39/10 Performance Management Report 02/04/10

Mr McClean introduced item Performance Management Report 02/04/10. This report provided an update on the following Priorities for Action target

areas: Health Care Acquired Infections (HCAs), Patient Experience and Waiting Times for Allied Health Professions (AHPS) .

Ms Hinds referred to two separate areas which had not achieved their targets at this stage. However, Ms Hinds advised that Mrs Tennyson and Mr Hugh Mullen, HSCB, were working together on these areas and said these targets in respect of the relevant Trusts should be achieved by the end of the year.

Members noted the document and asked consideration be given to looking at Health Care Acquired Infections with some international comparisons, at a workshop later this year.

40/10 Statutory Midwifery Supervision

Ms Hinds introduced Ms Wallace to members.

Ms Wallace provided a detailed presentation on Statutory Supervision of Midwives Paper 03/04/10.

There had been considerable discussion after the presentation. The following actions were agreed:

- *Ms Wallace will provide feedback on the action plan to Ms Hinds.*
- *Members thanked Mrs Wallace for her presentation.*

Mrs Wallace

41/10 Corporate Plan – Update

Mr McClean presented this item. He advised members the Corporate Plan had been amended to reflect key priorities and comment for the Chair and Chief Executive.

He advised the document would be brought before board members, in a workshop format, for discussion and comments at an early date.

Mr McClean

42/10 Involvement of Young People in PHA work

Dr Rooney talked members through Paper PHA 04/04/10. The paper proposes that one specific expression of PHA commitment to public involvement should be reflected in our engagement with children and young people.

Dr Rooney proposed that one way of reflecting this would be to invite Participation Network to become involved with the work of the PHA.

Ms Hully supported the proposal and identified three important components in this type of approach:

- *the need for capacity building among people;*
- *the need to avoid institutionalising people; who become involved; and*
- *that young people are also services users and need to be engaged at this level as well.*

Members were supportive of the proposal and also noted the need to develop relationships with the Children and Young People's Commissioner.

Members approved the paper.

43/10 Update on approach to Mephedrone/Legal High

Dr Waldron updated members on mephedrone/legal high in Dr Harper's absence. He advised it would become a class B drug on 16 April 2010.

Members noted parents/guardians need to be provided with sufficient advice on drugs yet balanced with providing too much which may be misused by vulnerable or curious young people.

Members thanked Dr Gerry Waldron for his update.

44/10 Date and time of next meeting

The next meeting will be held on Thursday 20 May 2010 at 1.45 pm (Confidential Session if required),

2.15 pm for public session. Venue: Conference Room
A, NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB

Signed: _____ (Chair) Date: _____