

Minutes of the 31st Meeting of the Public Health Agency board held at 2:00pm, Thursday 16 June 2011, in the Bann Room, Farset International, 466 Springfield Road, Belfast, BT12 7DW

PRESENT:

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| Ms M McMahon | - | Chair |
| Dr E Rooney | - | Chief Executive |
| Mr E McClean | - | Director of Operations |
| Dr C Harper | - | Director of Public Health/Medical Director |
| Mrs M Hinds | - | Director of Nursing and Allied Health Professionals |
| Mrs J Erskine | - | Non-Executive Director |
| Mrs M Karp | - | Non-Executive Director |
| Mr T Mahaffy | - | Non-Executive Director |
| Mr R Orr | - | Non-Executive Director |
| Dr J Harbison | - | Non-Executive Director |

IN ATTENDANCE:

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| Mr P Cummings | - | Director of Finance, HSCB |
| Dr L Geoghegan | - | Health Protection Consultant |
| Dr L Doherty | - | Assistant Director Health Protection |
| Ms J Jackson | - | Chief Executive's Office/Committee Manager |
| Mrs H Quigley | - | Secretariat |

APOLOGIES:

- | | | |
|----------------|---|---|
| Mrs F McAndrew | - | Director of Social Care and Children, HSCB |
| Mrs M Hully | - | Chief Executive, Patient and Client Council |

		Action
	Chair's Business	
63/11	The Chair welcomed everyone to the meeting and asked if anyone had interests to declare before the meeting commenced. None were declared.	
64/11	The Chair updated members on a number of appointments and visits she had undertaken since the previous board meeting. Of particular note were the following: <ul style="list-style-type: none"> • <i>07.06.11 Cervical Cancer Trust Roundtable discussion</i> • <i>14.06.11 Seminar on Minimum Unit Pricing</i> 	

The Chair advised that the roundtable discussion was a very interesting event and that it was attended by professional staff from Cancer/Ulster Cancer Foundation, medics, patients and MLAs. The Minister had also attended for part of it.

The Chair advised members she had been asked to hold 7 and 8 July 2011 for shortlisting for replacement of Local Government representatives.

65/11 Chief Executive's Business

The Chief Executive updated members on a number of appointments and visits he had undertaken since the previous board meeting. Of particular note were the following:

- *24.05.11 Transplant Games Marathon Relaunch-Long Gallery*
- *27.05.11 Lisanelly Visit, Omagh*
- *31.05.11 Early Years Intervention Conference*
- *01.06.11 Cardiovascular Services Launch*
- *02.06.11 F.A.S.T. Stroke Campaign Launch*
- *10.06.11 Children Young People's Strategic partnership Planning Group*
- *13.06.11 Public Health Consultation day, Dublin*
- *14.06.11 Seminar on Minimum Unit Pricing*

The Chief Executive advised members on the Launch of the Transplant Games. He reported that there had been an excellent turnout and that the Minister had also attended. It had displayed the goodwill being shown Northern Ireland's athletics.

Mrs Mary Hinds briefed members regarding Professor David Olds, University of Colorado, visit to Northern Ireland as part of the development of the Family Nurse Partnership initiative in Northern Ireland. The Family Nurse Partnership (FNP) is a voluntary programme developed over 30 years in the United States. It is an intensive home visiting structured programme offered to disadvantaged first time young parents from early pregnancy until the child is 2 years old. The highly acclaimed programme with tangible outcomes to improve antenatal health, child health and development and parent's economic self-sufficiency.

Mrs Hinds and members commented favourably on the Early Years Intervention Conference and events associated with the visit of Professor Olds.

66/11 Minutes of the PHA board Meeting held on 19 May 2011
Members agreed the minutes of the meeting 19 May 2011 as an accurate record of the meeting. The minutes were duly signed by the Chair.

67/11 Minutes of the PHA Special board Meeting held on 8 June 2011
Members agreed the minutes of the meeting 8 June 2011 as an accurate record of the meeting. The minutes were duly signed by the Chair.

68/11 Matters Arising
Performance Monitoring - MIPB Benefits
Mr McClean informed members that the MIPB paper will be replaced by the Post Project Evaluation and that this would be presented to the June board meeting. The PPE will be discussed under Item 9 on today's agenda.

69/11 Finance Report
Mr Cummings advised members that the Month 2 Finance Report would be circulated to all PHA board members the following week as it could not be finalized in time for today's meeting.

To be circulated to PHA members.

P Cummings

70/11 Post Project Review of Business Case for the establishment of the PHA and Business Case for the location of the Headquarters of the HSCB and PHA (PHA Element) (PHA/04/06/11)

Mr McClean advised that all RPA II organisations are required to submit a Post Project Review in respect of the business case for their establishment and interim headquarters where applicable. The PPR has been developed using the template supplied by DHSSPS and in close consultation with DHSSPS colleagues supporting the MIPB. It builds on the quarterly benefits realisation monitoring (to MIPB), setting out how the organisation has met the objectives identified in the two business cases, (monetary and non monetary) along with any unexpected benefits and disbenefits.

Mr McClean highlighted the following:

Specific issues identified (p21):

- Longer than anticipated to oversee transition and effect on staff;
- Recruitment process longer than expected;
- Impact on organisation focus while implementing new processes; establishing new ways of working with core services in Finance, HR, IT support.

Conclusion:

- Benefits/progress have been significant;
- Real benefits dealing with issues such as swine flu and HCAs;
- Recent figures indicate numbers accessing smoking cessation services through Pharmacists increased by 33% in 2010/11.

Mr McClean confirmed that the PPR was submitted to DHSSPS within the required timescale of 20 May 2011.

Members approved the document.

71/11 Health Protection Quarterly Update (PHA/05/06/11)

Dr Harper introduced Dr Lorraine Doherty to present on the above item. Dr Doherty advised that this presentation would provide updates on Health Protection progress against corporate objectives. In addition, it allows the Board to hear about some of the major Health Protection work programmes. An update on seasonal flu response 2010/11 was also included.

The Chair thanked Dr Doherty for her detailed presentation.

72/11 HCAI Monthly Report - May 2011 (PHA/06/06/11)

Dr Harper introduced Dr Geoghegan to present the HCAI Monthly Report. Dr Geoghegan updated members on Dr Bharat Patel's visit to the Northern Trust on 6/7 June 2011 to provide expert advice on HCAI improvement. She reported a number of in depth discussions and planned meetings had taken place with the Trust and a clear action plan has been agreed.

Dr Harper confirmed that the assurance statements are robust and that discussions occur at the HSCB board meeting every three to six months.

Members approved the HCAI Monthly report and Chair thanked Dr Geoghegan for the comprehensive report.

73/11 Remuneration Committee Verbal Report (PHA/07/06/11)

The Chair advised a Remuneration Committee meeting had been held on 06.05.11. She told PHA board members that in accordance with DHSSPS advice there would be no performance related pay award for 2011-2011. In view of this the meeting concentrated on the performance element of the senior management team. The Chair reported the intention to hold another meeting in either October or November to review progress.

74/11 Minutes of the Governance and Audit Committee Meeting 13 April 2011 (PHA/08/06/11)

Mrs Julie Erskine gave a verbal update. She told members all actions from the minutes had been carried out. She also advised that health and safety policies would be available at the next meeting.

75/11 Any Other Business

Members enquired whether a special board meeting has been scheduled to sign off the Joint Commissioning Plan. The Chief Executive advised that he would speak to Dr McCormick and Mr Compton regarding the scheduling of this meeting to allow sufficient time to consider the commissioning Plan.

76/11 Date, Time and Venue of next meeting

Date: 18 August 2011

Time: 1:30pm

Venue: The Bann Room
Farset International
466 Springfield Road
Belfast BT12 7DW

Signed by Chair:



Date: 18 August 2011