

**Minutes of 21<sup>st</sup> Meeting of the Public Health Agency board  
Thursday 16 September 2010, 2:15pm, Conference Room A, NICVA,  
61 Duncairn Gardens, Belfast, BT15 2GB**

**PRESENT:**

Ms M McMahon	Chair
Dr E Rooney	Chief Executive
Dr C Harper	Director of Public Health/Medical Director
Mrs M Hinds	Director of Nursing & Allied Health Professionals
Mr E McClean	Director of Operations
Mr P Cummings	Director of Finance, HSC Board
Dr J Harbison	Non-Executive Director
Ms M Karp	Non-Executive Director
Mr T Mahaffy	Non-Executive Director
Cllr C Mullaghan	Non-Executive Director
Cllr S Nicholl	Non-Executive Director (left meeting at 3:55pm)
Mr R Orr	Non-Executive Director
Ms M Hully	Chief Executive, Patient and Client Council

**IN ATTENDANCE:**

Mr S Wilson	Assistant Director Communication and Knowledge Management
Mrs V Wallace	LSA Midwifery Officer, PHA
Dr Janet little	Assistant Director for Commissioning and Screening
Ms H Fyfe	Secretariat

**APOLOGIES:**

Mrs J Erskine	Non-Executive Director
Mrs F McAndrew	Assistant Director of Social Care and Children, HSCB

## 77/10 Chair's Business

The Chair welcomed members to the meeting.

The Chair gave an update of appointments she attended since the last PHA board meeting (19/08/10) which are listed below.

- The Annual General Meeting of Long Term Conditions Alliance Northern Ireland - 3 September.
- Meeting with Ms G McNeill, Patient Client Council (PCC) regarding Mental Health and Emotional Health of 16 year olds in Northern Ireland - 6 September.
- Amnesty International Poverty, Health and Human Rights event (Guest Speaker Anand Grover, UN Special Rapporteur on the Right to Health) - 13 September; and
- Supported by other PHA board members, a visit to the Grove Health and Wellbeing Centre - 15 September.

The Chair and members commented favourably on the services offered in this Health and Wellbeing Centre. It was noted that GPs are making referrals in terms of patient's wellbeing and also certain services are being removed from hospitals into these centres.

Dr Harper raised the point that it is necessary to have proper IT systems in place to ensure access to patient's records.

Mrs Karp highlighted that it would be valuable to conduct research into the effectiveness of multi-agency working for addressing issues including child protection.

*Topic for future PHA workshops*

The Chair thanked board members for their submission of topics for the future workshops. She advised they had received a substantial list of themes which she and Miss Rosemary Taylor would sift through and amalgamate. The final list of themes/issues would be

Chair/ Miss  
Taylor

brought back to the PHA board meeting scheduled for 21 October 2010.

The Chair also asked members for their views/comments on scheduling PHA board meetings in the Greater Belfast area until the New Year, as this would save time and travelling expenses for the Public Health Agency and board members. Members agreed to this.

**78/10 Chief Executive's business**

The Chief Executive gave an update of appointments he had attended since the August PHA board meeting.

- British Transplant Games - 21/22 August
- Sunbed campaign - 25 August
- Team development day - 3 September
- Gift of Life Day - 6 September
- Walk of Life on World Suicide Prevention Day - 10 September

Dr Rooney advised members the British Transplant Games and the Walk of Life were very emotional and enriching experiences for him. He noted that a consistent message during the Transplant Games was the celebration of the gift of life and the promotion of organ donation.

Dr Rooney noted the significant media interest in the Walk of Life and praised the organisers for the event.

**79/10 Minutes of meeting held on 17 June 2010**

Members agreed the minutes of the meeting of 17 June 2010 as an accurate record and the minutes were duly signed by the Chair.

**80/10 Minutes of PHA board meeting held on 19 August 2010**

The Chair advised that Mrs Erskine had asked if the wording under 70/10, Paragraph 3 could be changed to "Mrs Julie Erskine said she had concerns in relation to

all aspects of Governance and signing off SBNI accounts in her role as Chair of the Governance and Audit Committee". Members agreed to the amendment.

Mr Orr also asked if an amendment could be made under 65/10 Paragraph 4, 'discussions around Whiteabbey and Mid Ulster A&E services' not only Whiteabbey. Members agreed to this further change and the minutes were duly adopted.

**81/10 Minutes of special meeting held on 8 September 2010**

Members agreed the minutes of the special meeting on 8 September 2010 as an accurate record of the meeting, subject to two minor typing amendments being made.

**82/10 Matters arising from previous meeting**

65/10 – Comments on Corporate Calendar – Mr McClean advised Miss Taylor would review the Corporate Calendar in the interim and would provide feedback to members for the October board meeting.

Miss Taylor

65/10 – Schedule of PHA events – Mr McClean advised members a schedule of events would be shared with PHA board members on a regular basis.

Mr Wilson

62/10 – Health and Social Wellbeing Improvement Plan, 2010/11 and Beyond - Dr Harper advised she had liaised with Mrs M Black regarding the timeline for the plan.

74/10 – Engagement with Young People – Dr Rooney advised he would keep members updated on progress in relation to the pilot survey when results are finalised.

Dr Rooney

**83/10 Finance Report PHA 01/05/10**

Mr Cummings 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 Cummings said PHA currently has £56 million programme funds. The Chief Executive told members the PHA is working with Finance colleagues, to make prudent judgements on the use of available funds.

#### **84/10 Update on Recruitment**

Dr Harper, Mrs Hinds and Mr McClean all provided an up-to-date position of current staffing levels within each of their Directorates.

Mr McClean advised there will be a rollout of Knowledge Service Framework (KSF) mainly dealing with Agenda for Change related posts.

This work will commence in November 2010 in which time it is anticipated that Tier 4 and 5 recruitment will be substantially complete.

#### **85/10 Communications update**

Mr McClean introduced Mr Wilson who gave a presentation on this item. The presentation provided a brief outline; overview of recent performance, case studies and future developments within the communications team.

He advised board members of recent emphasis on building relationships with the media, daily/weekly press, and the DHSSPS press office.

Mr Wilson updated members on three different case studies i.e.

- *Sunbed campaign*
- *E. coli outbreak*
- *Family Voices Forum.*

Dr Harbison indicated that it would be useful to baseline public recognition of PHA and public health messaging, through research such as the NISRA omnibus surveys.

Mr Wilson

Mr Wilson undertook to draw up a proposal in this regard.

Members commended the Communication Team on the very positive output from PHA over recent months. Ms McMahon thanked Mr Wilson for the comprehensive and informative presentation.

**86/10 Local Supervising Authority – Annual report to the Nursing and Midwifery Council**

Mrs Hinds introduced Mrs Wallace to talk to this paper and also gave a presentation.

This presentation provided

- *An update on the LSA (PHA) Annual Report to the NMC*
- *Current Maternity Review in Northern Ireland (NI)*
- *An update on the NMC visit in September 2010 and NMC review of LSA (PHA) In March 2010.*

Mrs Wallace talked members through a list of key points recommended for the LSA (PHA) Annual Report to the NMC.

Several areas of good practice around supervision of midwives in Northern Ireland were highlighted in Mrs Wallace's presentation.

Members approved the Annual Report for submission to NMC.

Mrs Wallace also provided an update on the current Maternity Review in Northern Ireland. It was noted that maternity services remain a high priority within Northern Ireland and the Review of Maternity Services is welcomed.

## **87/10 Update on Screening**

Dr Harper introduced Dr Little to present this item.

Dr Little had provided a paper to PHA board members, for noting, on Corporate Objectives 2.7 and 2.8 in respect of existing and new screening services.

Dr Little referred to development in screening and standards in relation to:

- Quality Assurance, Governance and Accountability
- Commissioning and Performance Management
- New policy for cervical screening
- Breast Screening Programme
- Diabetic Retinopathy Screening Programme.

Dr Little also reported on implementing new screening programmes under Corporate Objective 2.8 for the following areas

- Bowel screening programmes
- Abdominal aortic aneurysm (AAA) screening
- Sickle cell disease

Dr Harper thanked Dr Little for the detailed presentation.

## **88/10 Any Other Business**

There was no other business discussed.

## **89/10 Date and time of next meeting**

**Date:** 21 October 2010

**Time:** 2:15 pm

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

Signed: \_\_\_\_\_ (Chair) Date: \_\_\_\_\_