

**Minutes of the Thirteenth Meeting of the Public Health Agency board
held at 2:00pm on Thursday 18 March 2010, in the Conference Room,
Public Health Agency, 18 Ormeau Avenue, Belfast, BT2 8HS**

PRESENT:

Ms M McMahon	Chair
Dr E Rooney	Chief Executive
Mrs J Erskine	Non-Executive Director
Dr J Harbison	Non-Executive Director
Cllr S Nicholl	Non-Executive Director
Mr R Orr	Non-Executive Director
Ms M Karp	Non-Executive Director
Cllr C Mullagan	Non-Executive Director
Mr E McClean	Director of Operations
Mrs M Hinds	Director of Nursing & Allied Health Professionals
Dr C Harper	Director of Public Health/Medical Director

IN ATTENDANCE:

Mr P Cummings	Director of Finance, HSC Board
Mrs F McAndrew	Director of Social Care, HSCB
Mr B Mallaghan	Office Manager
Mrs C McAuley	Secretariat

APOLOGIES:

Mr T Mahaffy	Non-Executive Director
Mrs M Hully	Chief Executive, Patient and Client Council

24/10 **Chair's Business**

The Chair welcomed members to the meeting.

The Chair gave an update of appointments since the last PHA board meeting (18/02/10).

- 22.02.10 Childsmile Seminar
- 26.02.10 Vital Links
- 02.03.10 Mr Evan Bates & Dr Rooney
- 03.03.10 Health Cities Workshop
- 05.03.10 Mental Health First Aid Awards
- 15.03.10 Council for Homeless NI Meeting
- 16.03.10 Quality Strategy Workshop II

Ms Karp commented favourably on the HCAI Conference she had attended.

25/10 **Chief Executive's Business**

The Chief Executive gave an update of meetings and events since the last PHA board Meeting (18/02/10).

- 03.03.10 Strabane Launch Community Allotments
- 04.03.10 HCAI Conference
- 05.03.10 Ulster Cancer Foundation
- 15.03.10 Older People's Advocate

26/10 **Minutes of Confidential Meeting held on 21 January 2010**

Members agreed the minutes of the meeting of 21 January 2010 as an accurate record and the minutes were duly signed by the Chair.

27/10 **Minutes of Meeting held on 18 February 2010**

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

28/10 **Matters Arising from Previous Meeting**

16/10 Job Descriptions for PHA Staffing Structures Tier 4.

The Chief Executive advised members that delays continue to impact on the advertising of Tier 4 posts.

The risks associated with delay have been included in the Corporate Risk Register, HR is progressing banding of Job Descriptions for Tier 4, 'Pools' are being agreed with Trade Unions, the proposed 'pools' for Public Health have gone to the Unions, proposed pools for Nursing, AHP's and Operations will follow on 18 March.

Unions have been informed that Management wish to sign off pools at the second RPA meeting on 24 March.

29/10 **Finance Report PHA 01/03/10**

Mr Cummings advised members on the Financial Performance Report dated 31 January. He advised that the PHA would be in an underspend position at 31 March on the basis of current information and this was necessary to meet cash release targets in a managed way over the next 3 years. He advised the released funding would be utilised within the Health and Social Care Economy.

During discussion members raised a number of issues which included back filling posts, pressure on existing PHA staff and non-recurrent funding.

In response to a question the Chief Executive reassured members that critical work was ongoing to achieve the PHA Corporate objectives.

The Chair thanked Mr Cummings for his informative overview and members were content to note the Financial Report.

30/10 **Priorities for Action target for 2009/10 PHA 02/03/10**

Mrs Hinds presented the Priorities for Action Target

2009/10: Patient Client Experience Standards Paper PHA 02/03/10 to members.

Mrs Hinds advised members she was chairing the recently established Regional Steering Group which comprises representation from all Trusts and key stakeholders. She advised that the Steering Group provides strategic direction in relation to the phased development and testing of methodologies for measuring compliance against the five Patient Client Experience Standards.

She advised a regional working group, which reports to the steering group, has also been established. This working group comprises representation from all Trusts including the Northern Ireland Ambulance Service and is tasked with the development of methodologies which can then be tested in order to determine their efficiency as a monitoring tool for measurement of compliance against the Patient Client Experience standards.

During discussion members raised issues which included analysis of the questionnaire, financial and staffing implications, resourcing, vision for the future, change of attitude and culture and action plan from all Trusts.

The Chair thanked Mrs Hinds for her informative overview and members approved the document.

31/10 **Draft Action Plan from PHA board Development Days (18/19 February)**

The Chief Executive updated members on the PHA action plan following the PHA board Workshop held on 18/19 February.

A paper will be provided for members following next week's Agency Management Team meeting. This will cover board meetings and structures, committees, lead persons, development workshops and the corporate plan.

32/10 Joint Commissioning Plan – Update

The Chief Executive advised members a workshop with the PHA and HSCB colleagues is scheduled to take place on 19 March, to consider the formal Joint Commissioning Plan which is due with the DHSSPS week commencing 1 May.

33/10 Date and time of next meeting

The next meeting will be held on Thursday 15 April at 2:00pm (Confidential Session if required), 2:30pm for public session. Venue: Committee Room 2, County Hall, Ballymena, BT42 1QB

Signed: _____ (Chair) Date: _____