

**Minutes of the 41<sup>st</sup> Meeting of the Public Health Agency board  
held on Thursday 19 April 2012, at 1:30pm,  
in Conference Rooms 1 & 2,  
2<sup>nd</sup> Floor, 12-22 Linenhall Street, Belfast, BT2 8BS**

**PRESENT:**

- |                         |  |
|-------------------------|--|
| Ms Mary McMahon         | - Chair                                      |
| Dr Eddie Rooney         | - Chief Executive                            |
| Mr Edmond McClean       | - Director of Operations                     |
| Dr Carolyn Harper       | - Director of Public Health/Medical 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                     |
| Dr Jeremy Harbison      | - Non-Executive Director                     |
| Alderman Paul Porter    | - Non-Executive Director                     |
| Councillor William Ashe | - Non-Executive Director                     |

**IN ATTENDANCE:**

- |                        |   |
|------------------------|---|
| Mr Paul Cummings       | - Director of Finance, HSCB   |
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB  |
| Mrs Pat Cullen         | - Assistant Director, Safety, Quality and Patient/Client Experience (on behalf of Mrs Mary Hinds) |
| Mr Richard Dixon       | - Belfast Area Manager, Patient Client Council (on behalf of Mrs Maeve Hully)                     |
| Dr Janice Bailie       | - Programme Manager HSC R&D Division (Presenting Item 9)  |
| Miss Jill Jackson      | - Chief Executive's Office/Committee Manager  |
| Mrs Ruth Parks         | - Secretariat   |

**APOLOGIES:**

- |                 |   |
|-----------------|---|
| Mrs Mary Hinds  | - Director of Nursing and Allied Health Professionals |
| Mrs Maeve Hully | - Chief Executive, Patient Client Council             |

<b>27/12</b>	<b>Declaration of Interest</b> The Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.	<b>Action</b>
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**28/12 Chair's Business**

The Chair briefed members regarding the Launch of the Policing Plan 2012-2015.

The Chair informed members regarding a letter that she received from The Colin Neighbourhood Partnership. Chair praised the Early Intervention Reach Out Week, which had mobilised a number of organisations and volunteers in the area to visit 5,000 homes over a 3 day period to promote the importance of Early Years in a Child's Life.

**29/12 Chief Executive's Business**

The Chief Executive briefed members on various events which he had attended since the last PHA board meeting. A number of those which he reported on were as follows:

21.03.12 - Breakfast Launch of the PHA and Lisburn City Council joint partnership and Workplace Health Initiative

28.03.12 - Launch Specialist Nurse Toolkit

29.03.12 - Twilight Arts programme with Looked after Children

17.04.12 - Ministerial Meeting on Education and Health

18.04.12 - PHA Executives had given evidence at the Health Committee on Sexual Health Issues.

**30/12 Minutes of the PHA board Meeting held on 15 March 2012**

Members agreed the minutes of the PHA board Meeting held on 15 March 2012, as an accurate record of the meeting.

The minutes were duly signed by the Chair.

**31/12 Matters Arising**

Commissioning Plan

*Mr McClean advised members there would be a Joint PHA/HSCB Workshop in late April to discuss the draft Commissioning Plan, exact date still to be confirmed. Mr McClean advised he would circulate the date to members.*

Mr McClean confirmed details as follows:

Event: Joint PHA/HSCB Workshop

Date: 20 April 2012

Time: 12:30pm

Venue: Conference Room, 2<sup>nd</sup> Floor, 12-22 Linenhall St, Belfast

Mr McClean also confirmed:

Event: Special PHA board Meeting  
Agenda: To approve the Commissioning Plan 2012/13  
Date: 30 April 2012  
Time: 12:30pm  
Venue: Conference Room, 2<sup>nd</sup> Floor, 12-22 Linenhall St, Belfast

Commissioning Direction

*The Commissioning Direction which has been issued by the DHSSPS will be circulated to members.*

Chair confirmed that the Commissioning Direction Letter had been emailed to all PHA board Members on 28 March 2012.

Meeting with Claire Keatinge

*Mr Orr raised the issue of PHA reconvening a meeting with stakeholders similar to one which had taken place last year, to ensure the agenda is moved forward. In the absence of the Chief Executive at this time, it was agreed that the Chair would liaise with Dr Rooney regarding such an event and feedback would be given at our next meeting.*

Chief Executive informed members that the OFMDFM intend to consult on the Older Peoples Strategy; Chief Executive agreed to arrange a meeting with OFMDFM Colleagues to discuss.

Chief  
Executive

**Minutes of the PHA board Meeting held on 16 February 2012**

*Ms Maeve Hully suggested that PHA investigate the possibility of recording future meetings so that an audio transcript is available to refer for accuracy of decisions taken.*

*Mr McClean undertook to investigate this possibility.*

Chair confirmed that this matter is currently being investigated.

**Personal and Public Involvement (PPI)**

**Consultation Scheme Amendments (PHA/03/03/12)**

*Following discussion members agreed that the following minor amendments are made to the document.*

- *Page 4; Introduction; reflect the terminology used in the PHA legislation*
- *Page 5; Membership list of Non-Executive Directors be updated to reflect current membership.*

Chair confirmed that all amendments have been completed.

**Centre for Connected Health and Social Care (PHA/07/03/12)**

Members agreed it was a very exciting piece of new work and requested regular updates.

Chair confirmed that the Corporate Calendar has been amended to reflect this coming to PHA board Meeting Bi-Annually.

**32/12 Financial Performance Report (PHA/01/04/12)**

Mr Cummings summarised the financial position of the Public Health Agency as at 29 February 2012. He advised members that at that date, figures were showing a £4.2m surplus in programme funds; most of these will be listed as yearend creditors.

Members queried whether PHA are likely to achieve a breakeven position. As the Accounts were not closed, Mr Cummings could not confirm breakeven however he anticipated a modest surplus.

Members noted the Financial Performance Report.

**33/12 Programme Expenditure Monitoring System (PEMS) Report (PHA/02/04/12)**

Based on the Programme Expenditure report, Mr McClean concurred with Mr Cummings' anticipated underspend, estimating that this will stand at circa £200k.

Members noted the Programme Expenditure Monitoring System (PEMS) Report.

**34/12 Programme Report: Research & Development (PHA/03/04/12)**

Dr Harper introduced Dr Janice Bailie to Members.

Dr Janice Bailie provided a scheduled update for the PHA board Members on the progress against the PHA Corporate Objectives and the R&D Business Plan.

Dr Bailie responded to questions by Members seeking additional information and clarification. The Chair thanked Dr Bailie for her presentation.

Members noted the HSC Research & Development Division Update Report.

**Governance**Verbal briefing from Chair of Governance & Audit Committee

Mrs Erskine briefed PHA board Members regarding the Governance & Audit Committee meeting held in the morning and advised that items 10.2 to 10.7 to follow on the board agenda were all approved at the morning meeting.

Mrs Erskine also provided members with an update on the Internal Audit Report and advised that while the Use of External Consultants had received limited assurance, all other areas had gained satisfactory rating.

For the May 2012 board meeting, Mrs Erskine requested that the Chief Executive prepare a paper on the use of programme funds; this followed discussion at the Governance & Audit Committee meeting.

Chief  
Executive

PHA Assurance Framework

Mr McClean informed members that the PHA has a duty to carry out its responsibilities within a system of effective control and in line with the objectives set by the Minister.

The PHA Assurance Framework provides the systematic assurances required by the PHA board on the effectiveness of the system of internal control by highlighting the reporting and monitoring mechanisms that are necessary in discharging our functions and duties.

The Assurance Framework will be brought to the Governance and Audit Committee and the PHA board on an annual basis for approval, with a mid year review.

The PHA is also required to provide the DHSSPS with a copy of its Assurance Framework.

PHA board Members approved the Assurance Framework.

Information Governance Update and Strategy

Mr McClean informed members that the Information Governance Strategy sets out the framework to ensure that the PHA meets its obligations in respect of information governance, embedding this at the heart of the PHA. It will also be the vehicle for improving information governance in the PHA. The Strategy covers the 3

year period from April 2012 to March 2015 and will be supported by annual Action Plans setting out how it will be implemented.

PHA board Members noted the Information Governance Strategy.

#### Records Management Strategy

Mr McClean informed members that the Record Management Strategy sets out the specific requirements to ensure that good records management is implemented across the PHA.

The Strategy is supported by an Annual Action Plan, setting out how it will be implemented.

PHA board Members approved the Records Management Strategy.

#### Fraud Policy and Plan

The PHA currently have a Fraud Policy and Response Plan which had been developed from legacy Board documents; to pull these legacy arrangements together and to reflect some changes made to the system of Counter Fraud, PHA have updated their policy.

The policy clearly states the PHA's approach to zero tolerance and clarifies the responsibilities of all PHA staff. The response plan provides a step by step guide to support PHA staff if they encounter a case of suspected fraud.

PHA board Members approved the Fraud Policy and Plan.

#### PHA Scheme of Delegated Authority

Mr McClean informed members that under PHA Standing Orders, the PHA are required to have a Schedule of Delegated Authority (SoDA) setting out the names and financial limits for authorised signatories.

PHA board Members approved the PHA Scheme of Delegated Authority (SoDA).

#### Standing Orders and Standing Financial Instructions

Mr McClean informed members that the PHA Standing Orders and Standing Financial Instructions have been reviewed and amended to take account of DHSSPS documents including the Management Statement, Financial Memorandum and The

Framework Document as well as relevant Departmental guidance, policy and circulars.

PHA board Members approved Standing Orders and Standing Financial Instructions subject to amendments agreed at this morning's Governance & Audit Meeting.

**36/12 Management Statement Financial Memorandum**

Mr McClean advised Members to note the Management Statement Financial Memorandum.

Members noted the Management Statement Financial Memorandum.

**37/12 Safety & Quality: Patient Client Experience Standards Report**

Mrs Pat Cullen advised Members with regards to the Patient and Client Experience Standards: Implementation Report.

In April 2009, the DHSSPS published the 'Improving the Patient & Client Experience' standards document. The development of the standards incorporated a significant consultation and involvement of patients, carers and services users or their representatives. The document comprises five core standards; Respect, Attitude, Behaviour, Communication, Privacy and Dignity.

All Trusts including the Northern Ireland Ambulance Trust (NIAS) adopted these standards during 2009/10 and arrangements were put in place to develop methodologies to support their implementation

There is a comprehensive programme of work in place to support the implementation of standards. Trusts are required to submit quarterly progress reports to the Public Health Agency (PHA) and Health and Social Care Board (HSCB). This report sets out the key findings and highlights the key actions arising from the findings.

Mrs Cullen responded to questions by Members seeking additional information.

Members noted the Patient and Client Experience Standards: Implementation Report.

**38/12 Any Other Business**

**39/12 Date, Time and Venue of Next Meeting**

Date: Thursday 17 May 2012

Time: 1:30pm

Venue: Public Health Agency  
Conference Rooms  
2<sup>nd</sup> Floor  
12-22 Linenhall Street  
Belfast  
BT2 8BS

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 'M' and 'H'.

Date: 19<sup>th</sup> April 2012