

**Minutes of the Fifteenth Meeting of the Public Health Agency board  
Thursday 20 May 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
Mrs J Erskine	Non-Executive Director
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
Mr R Orr	Non-Executive Director

**IN ATTENDANCE:**

Mr P Cummings	Director of Finance, HSC Board
Mrs F McAndrew	Director of Social Care and Children, HSC Board
Ms M Hully	Chief Executive, Patient and Client Council
Miss R Taylor	Assistant Director Planning and Corporate Services ( <i>presenting item 51/10</i> )
Ms H Fyfe	Secretariat
Mrs R Parks	Secretariat

#### **45/10 Chair's Business**

The Chair welcomed members to the meeting.

The Chair gave an update of appointments attended since the last PHA board meeting (15/04/10).

- *Met with Chief Commissioner of Human Rights Commission*
- *Presented the Michael Cole Award at The Chartered Institute of Environmental Health*
- *Met with Chairs of HSCB and BSO*
- *Met with the Minister, Mr McGimpsey at Balmoral*
- *Attended afternoon session of Patient Safety Conference*
- *Meeting with New Director of NHS Confederation*

The Chair provided feedback on a few of these events.

She advised that the Human Rights Commissioner agreed to keep links with the Public Health Agency.

The Chair noted when she had attended the Michael Cole event it was evident there was currently a huge amount of work taking place in relation to local government.

#### **46/10 Chief Executive's Business**

The Chief Executive gave an update of appointments attended since the last PHA board meeting (15/04/10).

- *Meeting with Rainbow*
- *Launch of Participation Network Standards*
- *Visit to to Shaftesbury Recreation Centre*
- *Launch of the Bowel Screening Programme*
- *RCN Congress*
- *Belfast Healthy Cities EVENT*

- *Northern Ireland Human Rights Commission*
- *Food Standards Agency Meeting*
- *Organ Donation Stand*
- *Seminar - Working in Partnership*
- *Florence Nightingale Conference*
- *Meeting with P Keenan Re Engagement of Young People*
- *International Day of Action Against Homophobia with Rainbow Project*
- *NICCY Participation Forum and PHA*

The Chief Executive gave a brief overview of these events.

**47/10 Minutes of Meeting held on Thursday 15 April 2010**

Members agreed the minutes of the meeting of 15 April 2010 as an accurate record and the minutes were duly signed by the Chair.

**48/10 Matters Arising from Previous Meeting**

*34/10 – Schedule of Workshops*

A workshop has been scheduled for 26 May 2010 at 1:00 pm in the Conference Room, Ormeau Avenue. The purpose for this workshop is to discuss the Joint Commissioning Plan.

Feedback was provided to members from the meeting J Compton, Chief Executive, HSCB and Dr Rooney, Chief Executive, PHA attended on 4 May 2010 at 12:00 noon with DHSSPS.

*37/10 - Update on HR issues*

Dr Rooney advised another meeting had taken place with Trade Unions to discuss structures and pools. Tier 4 and 5 JDs are being evaluated and banded.

Further meetings are due to take place with staff in the coming week.

**49/10 Finance Report PHA 01/05/10**

Mr Cummings updated members on the Finance Report PHA 01/05/10 and indicated that there are no significant concerns since the last meeting.

In relation to final accounts Mr Cummings agreed to give a more detailed account at the Governance and Audit committee meeting on 1 June 2010.

Mr Cummings advised the draft Final Accounts had been submitted to the Northern Ireland Audit Office (NIAO).

Members noted the Finance Report.

Mr Cummings

**50/10 Healthcare Associated Infections – PHA Responsibilities PHA 02/05/10**

Dr Harper talked members through the paper “PHA 02/05/10 Healthcare Associated Infections – PHA Responsibilities”. This document provided a brief outline of strategic context for HCAI work, PHA responsibilities/roles in respect of HCAI and a description of working groups (PHA & HSCB).

Members noted the document. The topic will be discussed in more detail at the Workshop on 9 June 2010.

**51/10 Performance Management Report PHA 02/05/10**

*PFA Monitoring Report*  
*Benefits Realisation Report*

Mr McClean introduced this item and invited Miss Rosemary Taylor to talk to the paper.

This paper provides an update for members on performance against the following key targets:  
Priority for Action targets for which PHA is directly responsible and Benefits Realisation Plan targets.

In response to a question raised by Mr Orr about the status of reduction in pregnancies, Mrs McAndrew, Director of Social Care and Children, HSCB, undertook to clarify the matter with the Department.

Mrs McAndrew will report back to PHA board members in due course.

Mrs McAndrew

Members approved the document as presented.

#### **52/10 Corporate Plan – Update**

Mr McClean advised that the core of the Corporate Plan had been circulated to key stakeholders including staff for comment.

Comments will be considered at the PHA workshop on the 26 May 2010 at 1:00 pm.

#### *Commissioning Plan*

Dr Rooney said he is hopeful the Commissioning Plan will be finalised subject to clarification of the budgets for 2010/11, and brought to a special meeting of the PHA board on 27 May 2010 for approval.

#### **53/10 Date and time of next meetings**

##### *Special board Meeting*

*(to approve Joint Commissioning Plan)*

**Date:** 27 May 2010

**Time:** 1:00 pm

**Venue:** Conference Room, Ormeau Avenue, Belfast

##### *Special board Meeting*

*(to approve Final Accounts and Annual Report)*

**Date:** 1 June 2010

**Time:** 1:30 pm

**Venue:** Conference Room, Ormeau Avenue

The next PHA board meeting will be held on:

**Date: Thursday 17 June 2010**

**Time: 1.45 pm (Confidential Session if required)**  
2.15 pm for Public Session.

**Venue: Kinnego Room,  
Lough Neagh Discovery Centre,  
Craigavon, BT66 6NJ**

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