

**35th Meeting of the Public Health Agency board
held on Thursday 20 October 2011, at 1:30pm,
The Bann Room, Farset International,
466 Springfield Road, Belfast, BT12 7DW**

PRESENT:

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

IN ATTENDANCE:

- Mrs F McAndrew - Director of Social Care and Children, HSCB
- Mr P Cummings - Director of Finance, HSCB
- Mr C Totten - Head of Health and Social Wellbeing Improvement (Southeast) (*presenting item (PHA 05.10.11)*)
- Mrs M Tennyson - Assistant Director Nursing, Safety, Quality & Patient/Client Experience (*presenting item (PHA 06.10.11)*)
- Ms V Gillen - Commissioning Lead, Regional Services & Strategic Planning (*presenting item (PHA 07.10.11)*)
- Ms J Mawhinney - Intern, PHA (*presenting item (PHA 0.10.11)*)
- Dr J Little - Assistant Director Service Development and Screening (*presenting item (PHA 07.10.11)*)
- Ms J Jackson - Chief Executive's Office/Committee Manager
- Mrs H Quigley - Secretariat

APOLOGIES:

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

108/11 | Declaration of Interest

The Chair welcomed everyone to the meeting and asked if anyone had interests to declare relevant to any items on the

agenda. None were declared.

The Chair advised members they would receive a letter with a Declaration of Interest template enclosed. She asked that members complete and return it at their earliest convenience.

109/11 Chair's Business

Bryson Charitable Group's AGM

The Chair advised that this event provided an excellent example of voluntary organisations working collaboratively.

110/11 Chief Executive's Business

The Chief Executive briefed members on a series of visits which he had carried out since the last PHA board meeting. Of particular note were the following:

Patient Client Council Roadshows

The Chief Executive advised members he had attended the remainder of the PCC Roadshows which he said were constructive and that Ms Maeve Hully would most likely provide an update to members at a future PHA board meeting.

Transplant Games

Dr Rooney provided a verbal update on the Belfast Transplant Games which had been held last month. He reported that feedback from the Games had been very positive from participants and supporters across the UK.

Dr Rooney also informed members that there were now 507,000 signed up on to the organ donor register. Two thousand of these had registered within the last week. All organisers were extremely pleased and positive about the Belfast Transplant Games.

Suicide Prevention Workshop

Dr Rooney also reported that the Suicide Prevention Workshop, which the Minister had requested, had been a successful event. He noted that there was strong involvement from PHA staff, and he conveyed his appreciation for all the input from the communications team.

Visit to the Homeless Centre

Mrs Mary Hinds briefed members on the visit to the Homeless Centre. She said this visit provided an insight to all the hard work carried out in difficult circumstances by Susan Semple and her team. She advised they provide support to groups such as ethnic minorities, vulnerable young people, young adults leaving prison, LGBT etc.

Drink Think Project

Dr Rooney commended the Drink Think Project for a very successful event focusing on young people and alcohol. The Drink Think project challenges the alcohol misuse culture across the entire population and engages young people and adults, including traders in positive debate to change culture.

111/11 Minutes of the PHA board Meeting held on 15 September 2011

Members agreed the minutes of the meeting held on 15 September 2011, as an accurate record of the meeting. The minutes were duly signed by the Chair.

112/11 Minutes of the Governance and Audit Committee Meeting held on 3 June 2011

Mrs Erskine advised the Governance and Audit Committee minutes had been signed off at the last meeting of their Group meeting which took place on Monday 10 October 2011. She asked members to note all actions have already been completed.

113/11 Matters Arising

PHA accommodation issues

Dr Rooney provided an update on PHA accommodation in the Greater Belfast area. He advised he was close to finalising plans for the three buildings (Linenhall Street, Ormeau Avenue and Alex House). He confirmed that headquarters staff will move to the 4th floor of Linenhall Street and that this floor will include staff from the three Directorates. Dr Rooney indicated he will keep members updated on progress.

Dr Rooney

Provision of vaccination

An email dated 15 September 2011 has been received from Dr McCartney confirming that staff employed in nursing and residential homes can be vaccinated at local Trust-organised

clinics. Times and locations will be circulated in the near future.

114/11 Finance Report

The Chair advised that item PHA/04/10/11 would be discussed immediately after the Finance Report.

Mr Cummings advised PHA board members on the Finance Report. He asked members to refer to “Table 6.2 Management and Underspend” of the report for more detailed information.

Mr Cummings also highlighted an underspend as stated below:

- *Salaries and wages £469k*
- *Goods and services £118k*
- *Programme funds £8.26m inclusive of £1.25 notified to the DHSSPS.*

Members noted the report.

115/11 Programme Expenditure Management System Report

Mr McClean presented the paper “PEMs Report”, which summarised how PHA programme funds are being deployed to meet corporate priorities in 2011/12. He advised that against the £5.1m identified as being ‘uncommitted’ or declared as ‘in-year’ easement’, £4.87m has been deployed. £2.53m to meet the Departmental savings target for PHA 2011/12 and £2.34m has been reinvested in taking forward core PHA priorities.

Mr McClean advised members that much work is underway to deploy funds and ensure that contracts and performance targets are agreed.

The Chair and members commented favourably on the content available through the PEMS system.

Members noted the report.

116/11 Mid-Year Assurance Statement

Mr McClean spoke to the above report. He advised all arm’s length bodies are required to submit a Mid-Year Assurance Statement to the DHSSPS, to attest the continuing effectiveness of the system of internal control.

He reported that PHA is working with BSO in relation to 3rd party organisations. Internal audit reviewed this system in September 2011 and provided a satisfactory assurance.

Mr McClean noted that agency staff contracts are being brought into line with the regional contract.

Mr McClean confirmed that the Mid Year Assurance Statement was approved at the Governance and Audit Committee meeting on the 10 October 2011, for final approval by the PHA board, to enable it to be signed off by the Chief Executive and submitted to the DHSSPS by Friday 21 October 2011.

Members approved the report.

117/11 Performance Management

Mr McClean addressed the paper “Performance Management Report”. He explained the paper provides an update on the priority targets identified in the Commissioning Plan Directions (Northern Ireland) 2011.

He stated that out of the 8 targets, 5 are green for achievability with 3 at amber, with plans in place to address these.

Members approved the report.

118/11 PHA Strategic Direction for Older People

Mr Chris Totten briefed members on the work and discussions of the Board Working Group on Older People.

Mr Totten asked members to consider and approve the proposed associated recommendations in the papers submitted.

Some of the key points highlighted were as follows:

- *Older people are living longer, healthier and more active lives than ever before;*
- *Services need to be connected;*
- *Social care and rehabilitation are updated; and*
- *Pressures on budgets and beds*

The Chief Executive advised that PHA fully recognises and endorses the value and contribution which older people bring to

our society. PHA will work in collaboration with older people, partner agencies and organisations from across the sectors to promote positive ageing.

This work would now be taken forward through the commissioning process.

The Chair advised that a letter has been sent to the Older People's Commissioner congratulating her on her recent appointment and inviting her to meet with the Chair and Chief Executive, to discuss how to work together in reducing health inequalities and sustaining older people in good health and wellbeing.

Members approved the report.

119/11 Service Development and Screening Update

Dr Carolyn Harper introduced Dr Janet Little to present the Service Development and Screening Update. Dr Little talked members through the paper highlighting various issues as set out below:

- *Commissioning for "Shift Lift";*
- *Processes;*
- *Commissioning plan 2011/12;*
- *Regional commissioning teams,;*
- *Local commissioning groups;*
- *HSCB joint activities;*
- *HCAI reduction, screening programmes; and*
- *Health improvement programmes.*

Other opportunities highlighted were:

- *Screening programmes to improve patient experience;*
- *Learning from serious adverse incidents; and*
- *The implementation of safety alerts SAls.*

Members noted the paper.

120/11 Neurological Conditions Network

Mrs M Hinds introduced Mrs Michelle Tennyson to present the above paper. Mrs advised that the Neurological Conditions Network was established in response to a request by the Minister for Health, to ensure the best possible outcomes for

people with neurological conditions.

She explained that the network was set up in two phases.

- Phase 1- consisted of an engagement process to seek views and hear experiences of those living with neurological conditions.
- Phase 2 - was the establishment of a network of relevant stakeholders with neurological conditions. The terms of reference and work programme for this network will be informed by the needs identified in Phase 1.

Mrs Tennyson introduced Ms Veronica Gillen and Ms Julie Mawhinney to members as they were deeply involved in collating and reviewing the findings. They summarised their involvement in the project.

Members commented favourably on the comprehensive report, and Mrs Tennyson thanked Mr McClean and his team, in particular for their time and effort in compiling the report.

A summary report was also tabled for members' information.

Members noted the document.

121/11

A District Nursing Service for Today and Tomorrow

Consultation: A draft Strategy and Action Plan 2012-2017

Mrs Hinds introduced the above item. She explained that the paper "A District Nursing Service for Today and Tomorrow Consultation: A draft Strategy and Action Plan 2012-2017" had been published for consultation. The main purpose of the review is to provide a shared vision for district nurses of the future, building on the best practice and evidence base. The implementation of the plan will be the responsibility of the PHA.

Mrs Hinds drew member's attention to Question 5 of the Consultation document - which states that the service relies on District Nurses having expert professional skills and training to nurse people at home and in community settings. This reflects the changing emphasis to community and home based treatment as opposed to hospitals.

Members noted the document.

122/11 Strategy for the Allied Health Professions (AHP) in Northern Ireland

Mrs Hinds spoke to this paper. She explained that the Strategy has been written for 12 professions, but PHA has only responsibility for 7 of these. The aim of the strategy is to provide a high level road map for the Allied Health Professions for the next 5 years.

Mrs Hinds reported that the document has four strategic themes as detailed below:

- *Promoting person-centred care;*
- *Delivery safe and effective care;*
- *Maximizing resources for success; and*
- *Supporting and developing the AHP workforce.*

Mrs Hinds advised that a regional implementation group will be convened and will provide the DHSSPS with regular reports on the progress of this strategy.

Members noted the document.

123/11 Safety Forum

Mrs Hinds introduced the paper “HSC Safety Forum” which she described as a business/work plan that sets out the key work priorities for 2011/12. The plan has been mapped against the PHA Corporate Objectives as well as those within the Nursing and AHP Division.

Mrs Hinds advised members that this document would be brought to the PHA board each year for information.

Members noted the document.

124/11 Corporate Strategy 2011-2015

Mr McClean addressed the paper “Corporate Strategy 2011-2015”. He explained that an invitation was sent out to a range of external organisations and umbrella groups requesting comments/views on the document.

He advised that 14 responses were received, and that the majority of them were positive. Mr McClean said if members

were agreeable the document could be amended to reflect the issue of Older People as discussed earlier as well as suggestions made through the consultation process.

Mr McClean agreed to forward the document to the DHSSPS prior to the PHA Accountability Review meeting scheduled on 27 October 2011.

He also agreed to bring the report back to the next PHA board Meeting scheduled on 17 November 2011.

Members approved the document.

125/11 Any Other Business

Mrs Hinds briefed members on the prison visit she had attended recently.

Mr Cummings agreed to provide an update on PEDU at the next PHA board meeting.

Mr Cummings

126/11 Date, Time and Venue of Next Meeting

Date:	17 November 2011
Time:	1:30pm
Venue:	The Ann Brown Suite Farset International 466 Springfield Road BELFAST BT12 7DW

Signed by Chair: _____

Date: _____