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| Title of Meeting | 116 th Meeting of the Public Health Agency Board |
| Date | 21 November 2019 at 1.30pm |
| Venue | Fifth Floor Meeting Room, 12/22 Linenhall Street, Belfast |

Present

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| Mr Andrew Dougal | - Chair |
| Mr Edmond McClean | - Interim Deputy Chief Executive / Director of Operations |
| Mrs Briega Quinn | - Interim Director of Nursing and Allied Health Professionals |
| Alderman William Ashe | - Non-Executive Director |
| Mr John-Patrick Clayton | - Non-Executive Director |
| Mr Leslie Drew | - Non-Executive Director |
| Ms Deepa Mann-Kler | - Non-Executive Director |
| Professor Nichola Rooney | - Non-Executive Director |
| Alderman Paul Porter | - Non-Executive Director |
| Mr Joseph Stewart | - Non-Executive Director |

In Attendance

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| Dr Aideen Keaney | - Director of Quality Improvement |
| Ms Marie Roulston | - Director of Social Care and Children, HSCB |
| Ms Wendy Thompson | - Assistant Director of Finance, HSCB |
| Mr Robert Graham | - Secretariat |
| Ms Jenny Redman | - Boardroom Apprentice |

Apologies

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| Mrs Valerie Watts | - Interim Chief Executive |
| Dr Adrian Mairs | - Acting Director of Public Health |
| Mr Paul Cummings | - Director of Finance, HSCB |

103/19 | Item 1 – Welcome and Apologies

- 103/19.1 The Chair welcomed everyone to the meeting. Apologies were noted from Mrs Valerie Watts, Dr Adrian Mairs and Mr Paul Cummings.
- 103/19.2 The Chair noted that today's Board meeting would have represented Dr Mairs' last Board meeting prior to his retirement. He wished Dr Mairs' well for his retirement but said that he will be returning to work part time for the Agency.

104/19 Item 2 – Declaration of Interests

104/19.1 The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.

105/19 Item 3 – Minutes of previous meeting held on 17 October 2019

105/19.1 The minutes of the previous meeting, held on 17 October 2019, were approved as an accurate record of that meeting.

106/19 Item 4 – Matters Arising

92/19.5 Human Resources / Organisational Development Strategy

106/19.1 The Chair asked if it would be possible for Board members to have sight of the proposal for the above work. Mr McClean agreed to share the proposal, and advised members that as part of the work, Mary Bryce, an Associate of the HSC Leadership Centre, will wish to meet with members.

107/19 Item 5 – Chair’s Business

107/19.1 The Chair noted that it had been more than six months since the last workshop with Anne McMurray and he did not wish to lose impetus on the work undertaken so far. He added that it was important that we had a system to translate resolutions into action.

107/19.2 The Chair informed members that he had attended the Involve Fest event earlier that day and that over 200 people were in attendance.

107/19.3 The Chair said that it is important that a date is set early in the New Year to begin the compilation of the annual Board self-assessment tool.

108/19 Item 6 – Chief Executive’s Business

108/19.1 In the absence of the Interim Chief Executive, Mr McClean updated members on a range of matters.

108/19.2 Mr McClean informed members that a group of approximately 70 staff from PHA and the HSCB social care and children’s directorate had held a workshop to learn in more detail about each other’s work and how to possibly align resources and effort. He said that a sub-group would now start to explore some of these areas. He felt that the event had been positive and there had been a high level of commitment and good will from both PHA and HSCB staff.

108/19.3 Mr McClean said that a number of local trade unions have been balloting their members regarding industrial action and some have already advised of future action. He said that PHA has developed a contingency plan at the request of the Department which is based on its Business

- Continuity Plan. Mr Clayton declared an interest, as UNISON was a trade union that would be undertaking industrial action.
- 108/19.4 Mr McClean advised that filming is taking place this week for a new organ donation campaign, and that work has also commenced on the research aspect of a new campaign in the area of suicide prevention and mental health. He added that PHA intends to re-run its campaign on antibiotic resistance. Alderman Porter asked if PHA works with the Councils to disseminate the messages from its campaigns. Mr McClean said that although this does happen in some cases, it is an area of far greater potential. The Chair asked whether PHA shares, or obtains information from other jurisdictions. Mr McClean said that in all of its campaigns PHA would link with its counterparts in other parts of the UK and Ireland, but would also look at research and campaign methodologies from north America, Australia and beyond.
- 108/19.5 Mr McClean informed members that a meeting had taken place with all budget managers to review PHA's expenditure plans. He said that while the position remains a forecast break-even one, there were some areas where close attention will be paid over the coming weeks. Mr McClean indicated that ALBs may receive a request from the Department to review any slippage in the light of wider pressures within the HSC.
- 108/19.6 Mr McClean gave members an overview of work taking place in the Northern Trust area on a pathfinder prototype. He said that the work has only commenced, albeit it is early days. He proposed that a briefing on the work to date could form part of a future PHA Board meeting. Professor Rooney asked whether the work involved solely health and Mr McClean clarified that it covered areas such as education and housing. He acknowledged that the full potential of community planning has not yet been exploited. Alderman Ashe asked if the work will take a "bottom up" approach, rather than a traditional "top down" one. Mr McClean said that there will be a co-production aspect to the work, and engagement with the community and voluntary sector. Mr Clayton said that a presentation to the Board would be very useful, and he asked about the role of the King's Fund in this area. Mr McClean said that PHA has noted the work of the King's Fund and its population health planning methodology and data-driven approach, and felt this may be helpful to Trusts in going forward.
- 108/19.7 Mr McClean informed members that in addition to Dr Mairs, two public health consultants, Dr Neil Irvine and Dr Michael Devine will also be retiring from the PHA. He went on to say that PHA had recently held interviews for public health consultant points and that offers have been made to successful candidates.
- 109/19 Item 7 – Finance Report (PHA/01/11/19)**
- 109/19.1 Ms Thompson advised that at the midpoint of the financial year the PHA budget is showing an underspend of £1.3m, but that this is the stage of

the year when initiatives begin to crystallise and funding is spent, but it also leaves little room for manoeuvre in terms of spending additional funds. She echoed the comments of Mr McClean in terms of the areas highlighted at the recent budget managers' meeting.

109/19.2 Mr Stewart noted that there is a £1.3m budget for campaigns, and that up to £900k of this has yet to be spent. He sought assurances that it would be spent appropriately given that PHA has been working hard to obtain this budget. Mr McClean assured members that PHA will make every effort to spend the money appropriately. He reminded members that in the previous three years, PHA had no funding for campaigns and consequently lost staff and now there is an urgent need to review the capacity of the remaining team. The Chair said that prior to the meeting he had expressed his concern to Mr McClean that it would be extremely embarrassing if the PHA was unable to expend fully the allocation for media campaigns. He noted that the Agency has lobbied the Department extensively over the last three years to reinstate the budget for media campaigns.

109/19.3 The Chair noted that there had been discussions about using media campaigns from Public Health England. Alderman Porter sought assurance that PHA is not running campaigns simply because it has the wherewithal to do so. He assured members that PHA always has a clear rationale for a campaign, and there is a process where consideration is given as to whether a campaign will have the desired impact.

109/19.4 Mr Stewart asked about the virement of £1m from the management and administration budget into the programme budget and how well advanced the planning was in terms of how this money was being allocated. Mr McClean said that plans are well advanced and that PHA was utilising the funds in areas where there is unmet need and builds on existing contracts. He cited the example of Protect Life 2 as an area where funding was used to give PHA a "head start" on work in this area.

109/19.5 The Board noted the Finance Report.

110/19 Item 8 – Quality Improvement Plan Report 2018/19 (PHA/02/11/19)

Ms Denise Boulter attended the meeting for this item.

110/19.1 Ms Boulter told members that she is currently the Acting Assistant Director for Quality and Safety, and that this Annual Report is for the period up to 31 March 2019. She said that the information contained within the Report is received by PHA on a quarterly basis, and that the four key areas covered within the Report are determined by the Commissioning Plan. She gave an overview of each of the four areas.

110/19.2 Ms Boulter advised that there are four grades of pressure ulcers and that PHA/HSCB monitors levels of those are grades 3 and 4. She said

- that compliance through the skin bundle and that overall there has been a reduction. She pointed out that there had been an increase in the Northern Trust, but that the Trust had worked to understand the issues causing this, and had taken action which has seen its figures decrease.
- 110/19.3 Ms Boulter informed members that falls cost the NHS up to £2.3bn per year. She said that there is a “Fallsafe” bundle that Trusts are required to comply with and that PHA has established a regional falls advisory group to provide leadership to the Trusts. She advised that there are no notable trends in terms of the numbers of falls.
- 110/19.4 Ms Boulter said that all Trusts are using the NEWS (National Early Warning Scores) system and that compliance levels across the Trusts are between 92 and 95%. She noted that there had been an issue with how data was being collated in the Belfast Trust as data were not available for the last two quarters, but assurance has been given that the NEWS bundle is being used and has been regularly audited during 2019/20.
- 110/19.5 Ms Boulter said that the last area in the Report concerned Mixed Gender Accommodation, and that a thematic review had been carried out in this area. She advised that there are some issues in this area, but these are mainly due to the estate in some of the older hospitals.
- 110/19.6 Mr Stewart thanked Ms Boulter for a comprehensive report, but expressed concern about the reliability of the data and whether there are standard processes within Trusts for collating the data. He also questioned whether there is a culture of continuous improvement, or whether the target is merely to reach the median, and should the median be reduced. Professor Rooney asked how the areas within the Report are determined and if there is similar data available for areas such as children and mental health services.
- 110/19.7 Ms Boulter said that there will always be concerns about the robustness of the data, but that if any issues arise, it is possible to further drill into the data. Dr Keaney felt that what is required is an “aim statement”, and agreed that the data capturing methods should be consistent in order to be able to compare like with like. Ms Boulter agreed that seeing data remaining around the median isn’t going to give a full picture. She added that the areas within the Report and contained within the Commissioning Plan Direction. Mr McClean said that Ms Adele Graham had worked with colleagues in Trusts to get a better understanding of what information was being requested. The Chair expressed a desire to ensure that the data were consistent throughout the Trusts and would be thus amenable to meaningful aggregation.
- 110/19.8 Ms Mann-Kler asked if there are any issues in terms of transgender in mixed gender wards. Ms Boulter said that she was not aware of this being a key issue, but Mrs Quinn said that it is an issue, particularly in CAMHS settings.

- 110/19.9 Alderman Porter noted that there appeared to a spike in Quarter 3 in the figures in some areas, and queried if there was a specific reason for this. Ms Boulter said that she was not aware of any particular issues, but she agreed to look into this and report back to members.
- 110/19.10 Mr Clayton asked about the mixed gender accommodation review as he felt that there is some confusion about the regional policy. Ms Boulter said that the review has only recently been published, and that PHA will be involved in its implementation. Mr Drew said that unless there is significant financial investment there will be always been issues around mixed gender accommodation. Ms Boulter advised that one of the recommendations in the Report is around estate.
- 110/19.11 The Board **APPROVED** the Quality Improvement Plan Report.
- 111/19 Item 9 – Annual Business Plan Mid-Year Monitoring Report (PHA/03/11/19)**
- 111/19.1 Mr McClean advised that of the 77 actions in the PHA Business Plan for 2019/20, 0 actions were rated “red”, 6 actions were rated “amber” and the remaining 71 were rated “green” at the midway point of the year. He said that the actions rated “amber” were due to factors outwith the control of PHA.
- 111/19.2 Mr Clayton expressed disappointment regarding the funding application for the child physiotherapy support services. Mr McClean explained that under the framework of the PHA Infant Mental Health Plan, the Belfast and South Eastern Trusts have established new Parent Infant Teams and PHA has resourced and commissioned training to equip the new staff to have advanced skills and knowledge (Infant Mental Health Diploma for example) to work with families to address problems at the critically important early stage. He added that the Belfast Trust was unsuccessful in obtaining Transformation funding to establish a team of trainee child physiotherapists, partly due to there being no training platform for these professionals in Northern Ireland. However, discussions are ongoing with the Department of Health. Ms Roulston said that she had recently met with the South Eastern Trust and there is good work being undertaken in that area which is now being shared across the region. The Chair asked how the issue of the training platform could be resolved. Mr McClean suggested that a workaround, possibly working with Scotland could be an option.
- 111/19.3 Professor Rooney asked about the HSCQI hub and staffing issues. Dr Keaney explained that the HSC Safety Forum is now being evolved into the HSCQI hub, but there are ongoing issues regarding funding and staffing. Professor Rooney said that this is an important area of work and an area of work the Board was keen to support.
- 111/19.4 Mr Clayton asked about the sustainability of Transformation projects and what would happen to staff who are seconded. He also asked whether

PHA has any information yet on its financial position for 2020/21 given wider HSC issues. Ms Thompson said that organisations would normally receive their savings targets in December, but there is currently a lot of work ongoing to look at inescapable pressures, Transformation funding and service developments and that a series of round table meetings have been taking place involving HSCB/PHA staff in advance of meetings with Trusts.

111/19.5 Dr Keaney agreed to give the Board an overview of the work of HSCQI at a future Board meeting.

111/19.6 The Board noted the annual business plan mid-year monitoring report.

112/19 Item 10 – PHA Annual Business Plan 2020/21 Process and Timescales (PHA/04/11/19)

112/19.1 Mr McClean presented the timetable for the development of the PHA Annual Business Plan for 2020/21 and drew members' attention to a December workshop to discuss the Plan instead of a workshop in January. He said that this workshop would bring together some of the aspects discussed at previous workshops.

112/19.2 The Board noted the process and timescales for the development of the PHA Annual Business Plan 2020/21.

113/19 Item 11 – Management Statement / Financial Memorandum (PHA/05/11/19)

113/19.1 Mr McClean advised that the Management Statement and Financial Memorandum has not changed since it was approved by members in September 2018. He noted that the MOU with SBNI, which had been approved by the Board in June 2019 has now been signed off and will be incorporated into the Management Statement.

113/19.2 The Board noted the Management Statement and Financial Memorandum.

114/19 Item 12 – Register of Interests (PHA/06/11/19)

114/19.1 The Chair requested that members return their signed Register of Interest forms to the Secretariat.

115/19 Item 13 – Any Other Business

115/19.1 There was no other business.

116/19 | Item 14 – Details of Next Meeting

Thursday 5 December 2019 at 1:30pm

Fifth Floor Meeting Room, 12/22 Linenhall Street, Belfast, BT2 8BS

Signed by Chair:

A handwritten signature in cursive script, appearing to read "Ann Douglas".

Date: 5 December 2019