

**MINUTES**

**Minutes of a Special Meeting of the Public Health Agency board  
held on Wednesday 10 June at 11:00am,  
in Fifth Floor Meeting Room, 12/22 Linenhall Street,  
Belfast, BT2 8BS**

**PRESENT:**

- |                      |   |
|----------------------|---|
| Mr Andrew Dougal     | - Chair   |
| Dr Eddie Rooney      | - Chief Executive                                     |
| Mrs Mary Hinds       | - Director of Nursing and Allied Health Professionals |
| Mr Edmond McClean    | - Director of Operations                              |
| Mrs Julie Erskine    | - Non-Executive Director                              |
| Mr Brian Coulter     | - Non-Executive Director                              |
| Mrs Judena Leslie    | - Non-Executive Director                              |
| Alderman Paul Porter | - Non-Executive Director                              |

**IN ATTENDANCE:**

- |                        |  |
|------------------------|--|
| Mr Simon Christie      | - Assistant Director of Finance, HSCB        |
| Mr Paul Cummings       | - Director of Finance, HSCB                  |
| Mrs Fionnuala McAndrew | - Director of Social Care and Children, HSCB |
| Mr Robert Graham       | - Secretariat                                |

**APOLOGIES:**

- |                         |  |
|-------------------------|--|
| Dr Carolyn Harper       | - Director of Public Health/Medical Director |
| Councillor William Ashe | - Non-Executive Director                     |
| Mr Thomas Mahaffy       | - Non-Executive Director                     |

|     |   | <b>Action</b> |
|-----|---|---------------|
|     | <b>Item 1 – Welcome and Apologies</b>   |               |
| 1.1 | The Chair welcomed everyone to the meeting and noted apologies from Dr Carolyn Harper, Councillor William Ashe and Mr Thomas Mahaffy. |               |
|     | <b>Item 2 - Declaration of Interests</b>  |               |
| 2.1 | The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.                   |               |

### **Item 3 – PHA Annual Report and Accounts 2014/15**

- 3.1 The Director of Finance explained that the purpose of this meeting was to consider the Annual Report, Annual Accounts and Governance Statement. He said that the external audit had been completed and that no issues of concern had been raised.
- 3.2 The Director of Operations presented the Annual Report, and noted that members would already have seen an early draft of the report. He said that the Report began with the Chair's forward which paid tribute to the contribution of Mary McMahon who had been Chair from the inception of the Agency in 2009, and also to Julie Erskine who had covered as Acting Chair for a period during 2014/15. He went on to say that the rest of the Report contained updates from each of the directorates within the Agency – health protection, health and social wellbeing improvement, service development and screening, research and development, nursing, allied health professions, quality and safety, connected health, and operational and business areas.
- 3.3 Mr McClean noted that the number of FOI requests had increased during 2014/15 to 37 and that there were 123 written AOs and 14 oral AOs.
- 3.4 Mr McClean drew members' attention to the Governance Statement and said that one of the governance divergences related to accommodation and the need to complete SOCs for Alexander House and Anderson House. Another divergence related to community and voluntary sector contracts and a lot of work had been undertaken in this area, given new procurement guidelines. Mr McClean noted the progress that had been made in relation to BSTP.
- 3.5 Mr Coulter said that the Governance and Audit Committee had considered the draft Annual Report and Accounts on two occasions, and would recommend the final version to the Board for approval. He added that he was pleased to see a clean audit report and noted the improvements that had been made. Alderman Porter said that this was due to the direction of the Chair and previous Chair and he paid tribute to the work of staff in achieving this outcome.
- 3.6 Mr Christie presented the Annual Accounts. He explained that

PHA had received just under £102m of income, and that it had spent £101.7m, with a surplus of £143k, which was within the threshold of  $\pm 0.025\%$ . He added that the current liabilities had reduced greatly, which was as a result of an improvement within Shared Services, and being able to make payments faster.

- 3.7 Mr Christie moved onto the sections on expenditure, and noted that there had only been a marginal increase in staff costs, which was due to pay awards and inflation. He said that there had been an improvement in prompt payment performance with 93.5% of the value of invoices being paid within 30 days and that 68% of invoices had been paid within the 10-day target.
- 3.8 The Chair sought clarity on the PHA revenue resource limit. Mr Cummings explained that PHA receives an RRL, but it is allocated to Trusts, on PHA's behalf, by DHSSPS.
- 3.9 Mr Coulter said that the Governance and Audit Committee had considered the Report to those Charged with Governance, which provides assurance with regard to the application of financial assets. He added that the Committee had acknowledged the effort that had gone into the preparation of the accounts and the performance against budget. On behalf of the Committee, he thanked the staff for this outcome. Mrs Erskine expressed her thanks to the operational and finance staff.
- 3.10 The Chief Executive thanked both HSCB and BSO staff for their support throughout the year which has resulted in this improvement in financial performance.
- 3.11 The Chair proposed that the Annual Report and Accounts for 2014/15 be approved, this was **approved** by members.

#### **Item 4 – Any Other Business**

- 4.1 There was no other business.

#### **Date and Time of Next Meeting**

Date: Thursday 18 June 2015  
Time: 1:30pm  
Venue: Fifth Floor Meeting Room  
12/22 Linenhall Street

Belfast  
BT2 8BS

Signed by Chair:

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

Date: 20 August 2015