



Minutes of the 24th Meeting of the Public Health Agency board held at 1:00pm Thursday 16 December 2010, in the Bann Room, Farset International, 466 Springfield Road, Belfast, BT12 7DW

PRESENT:

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| Ms M McMahon | - | Chair |
| Dr E Rooney | - | Chief Executive |
| Mr E McClean | - | Director of Operations |
| Dr C Harper | - | Director of Public Health/Medical Director |
| Mrs M Hinds | - | Director of Nursing & Allied Health Professionals |
| Mrs J Erskine | - | Non-Executive Director |
| Mrs M Karp | - | Non-Executive Director |
| Cllr C Mullaghan | - | Non-Executive Director |
| Cllr S Nicholl | - | Non-Executive Director |
| Mr T Mahaffy | - | Non-Executive Director |
| Mr R Orr | - | Non-Executive Director |
| Dr J Harbison | - | Non-Executive Director (Arrived 3:00pm) |
| Mr P Cummings | - | Director of Finance |

IN ATTENDANCE:

- | | | | |
|--------------------|---|-------------------------------------|-----------|
| Miss K Braithwaite | - | Senior Operations Manager | (Item 7) |
| Mr S Wilson | - | AD Knowledge and Corporate Planning | (Item 13) |
| Mrs C McAuley | - | Secretariat | |

APOLOGIES:

- | | | |
|-----------------|---|---|
| Mrs F McAndrews | - | Director of Social Care and Children, HSC Board |
| Mrs M Hully | - | Chief Executive, Patient and Client Council |

Dr J Harbison had sent apologies indicating he would be arriving late due to an outstanding engagement.

122/10	Chair's Business	Action
	<p>The Chair welcomed members to the meeting.</p> <p>The Chair gave a verbal update on appointments she had attended since the last PHA board meeting (18/11/10) which are listed below.</p> <p>25.11.10 Meeting with Minister McGimpsey 02.12.10 Traveller Focus Week (Health) 10.12.10 Report on Migrant Health & Wellbeing</p>	
	<p>123/10 Chief Executive's Business</p> <p>The Chief Executive gave a verbal update on appointments he had attended since the last PHA board meeting (18/11/10) which are listed below.</p> <p>20.11.10 Families Voices Forum – CAFRE Loughrey Campus 23.11.10 Child Care Research Forum Conference 10.12.10 PHA Southern Office, Armagh 13.12.10 Arc Healthy Living Centre, Fermanagh 13.12.10 New Horizons, Certificate Presentation, Irvinestown</p>	
	<p>124/10 Minutes of the PHA board meeting held on 18 November 2010.</p> <p>Members agreed the minutes of the meeting of 18 November 2010 as an accurate record and the minutes were duly signed by the Chair.</p>	
	<p>125/10 Matters Arising</p> <p><u>110/10 Finance Report</u> Mr Cummings tabled the financial action plan to members.</p> <p><u>111/10 Staff Attitude Survey 2009</u> This item will be deferred to January/February PHA board meeting.</p>	<p>Mr McClean Mrs Hinds</p>

114/10 PHA Corporate Risk Register

This item will be deferred to the next meeting.

Mr McClean

117/10 Care of the Elderly

This item will be deferred to the next meeting.

Dr Harbison

126/10 Finance Report (PHA 01/12/10)

Mr Cummings talked members through the Finance Report.

He reported an underspend in salaries and wages had arisen resulting from vacancies and the recruitment process involved in filling those vacancies.

Members indicated that they wished to have further detail of PHA expenditure. Mr Cummings indicated that the data he could provide related to decisions already taken. If members wished to have earlier information on planned expenditure, this would be best facilitated through programme budget plans and proposals being brought to the PHA board. Dr Harper indicated that it was important not to introduce delays which would impede programme managers spending their budgets. It was agreed that details of expenditure proposals and significant slippage would be brought to the PHA board for information as an addition to the finance report.

Members noted the Financial report.

127/10 Audit of Inequalities and Equality Scheme (PHA 02/12/10)

Mr McClean presented the paper 'Audit of Inequalities and Equality Scheme' and he introduced Miss Karen Braithwaite to members.

Miss Braithwaite talked members through the report outlining the work which has been undertaken in carrying out the Audit of Inequalities and Action Plan 2011-13.

The Equality Scheme document is based on the Model Equality Scheme provided by the Equality Commission for NI and is tailored for the PHA.

Miss Braithwaite said a 12 week public consultation period (17 December 2010 – 18 March 2010) would be held for the Equality Scheme and the action plan. Following discussion it was agreed the consultation period would be changed to 1st January 2011 to 31 March 2011.

Miss Braithwaite confirmed that the Equality Coalition had been included in the process of taking forward the development of the Equality Scheme.

It was also agreed that the dates for consultation would be amended to allow for holiday periods.

Members approved the 12 week public consultation period.

This item will be brought back to the April 2011 PHA board meeting.

Mr McClean

128/10 Register of Members' Declared Interests (PHA 03/12/10)

Mr McClean presented the Register of Members' Declared Interests to members as declared in November 2010.

He advised members as set out in the PHA Standing Orders the Code of Conduct and Code of Accountability required all members to declare interests which are relevant and material to the PHA.

Mr McClean advised a further declaration of interest had been received from Mrs Erskine and the register would be updated to include this.

Mr McClean

Members noted the register.

129/10 Health Care Acquired Infections Monthly Report (PHA 04/12/10)

Dr Harper reported to members HCA1 report – November 2010 to members for noting.

Dr Harper summarised the report as follows:

- CDI & MRSA Progress Charts
- Performance Exception Reports x2
- HCAI SAIs
- Quarter 3 Surveillance Reports
- Changing the Culture 2010 – Action Plan and RAG Rating

Members discussed issues including recent RQIA inspections of Nursing and Residential homes and the facility of staff training.

The Chair thanked Dr Harper for her report.

Members were content to note the report.

130/10 Care of the Elderly

This item will be deferred to the next meeting.

Dr Harbison

131/10 Focus of Health Inequalities Month

Dr Harper verbally updated members on the Focus on Health Inequalities Month. She advised that there were 78 events held and an estimated 2,500 people attended various events.

She said it was enormously challenging for staff and the branding of the PHA logo had provided a regional identity, which had helped to raise the profile of the PHA.

Dr Harper's advised members there was good media coverage of the events which were being held in the daily newspapers, on the radio and website hits.

Dr Harper

Members congratulated all staff involved who had contributed in

the organising of the Focus on Health Inequalities Month events.

Members agreed that this event would be held annually during the month of November.

132/10 Feedback from Belfast Healthy Cities Series of Seminars

Mr Orr verbally updated members on the recent Belfast Healthy Cities Series of Seminars, topics and speakers. The series of seminars was held over a five day period.

The Chair thanked Mr Orr for his very informative update.

133/10 PHA board Meetings April 2011 – March 2012

The Chair tabled dates for the PHA board meeting for April 2011 –March 2012.

134/10 Any other Business

PHA Staff Christmas Events

The Chair verbally updated members of the forthcoming PHA Staff Christmas events as listed below:

- 16/12/2010 - Tower Hill, Armagh - Christmas lunch
- 20/12/2010 - 4th floor, Linenhall Street, Belfast – 3pm
- 22/12/2010 - Granhsa, Londonderry – Christmas Breakfast
- 24/12/2010 - County Hall, Ballymena
- 24/12/2010 - Ormeau Avenue, Belfast – Children’s Party

Smoking Campaign 2011

Mr McClean tabled the Smoking Campaign 2011 document and introduced Mr Stephen Wilson to members.

Mr Wilson verbally updated members on the Smoking Campaign 2011 which included the background, objectives and the launch.

The Chair thanked Mr McClean and Mr Wilson for the very information presentation.

135/10 Date and Time of Next Meeting

20 January 2011
1:30pm
Conference Room
18 Ormeau Avenue
Belfast
BT2 8NX

Signed by Chair _____

Date _____