

**Minutes of the 29<sup>th</sup> Meeting of the Public Health Agency board held at 1:30pm, Thursday 19 May 2011, in the Bann Room, Farset International, 466 Springfield Road, Belfast, BT12 7DW**

**PRESENT:**

- 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 and Allied Health Professionals
- Mrs J Erskine - Non-Executive Director
- Mrs M Karp - Non-Executive Director
- Mr T Mahaffy - Non-Executive Director
- Mr R Orr - Non-Executive Director
- Dr J Harbison - Non-Executive Director
- Mrs M Hully - Chief Executive, Patient and Client Council

**IN ATTENDANCE:**

- Mr P Cummings - Director of Finance, HSCB
- Mrs F McAndrew - Director of Social Care and Children, HSCB
- Mr S Wilson - AD Communication and Knowledge Management
- Dr J Little - Assistant Director Service Development and Screening
- Mrs C Bloomfield - Health and Social Wellbeing Improvement Manager
- Mr M O'Neill - Community Development Coordinator, HSCB
- Ms J Jackson - Chief Executive's Office/Committee Manager
- Mrs H Quigley - Secretariat

**APOLOGIES:**

There were no apologies recorded.

		<b>Action</b>
49/11	<p><b>Chair's Business</b></p> <p>The Chair welcomed everyone to the meeting and asked if anyone had interests to declare before the meeting commenced. None were declared.</p> <p>The Chair drew Non-Executives attention to the NICON invitation</p>	

to a Seminar on the 31May 2011. She advised members if they wished to attend they should reply to the invitation as soon as possible.

The Chair informed members that the Away Day Agenda will be circulated by email when completed, within the next two weeks. Members were advised that the event has been carried over into the Friday morning rather than trying to complete within a full day.

The Chair told members that Cathal Mullaghan and Stephen Nicholl have indicated that they can join us for a farewell lunch on Friday 17June 2011.

The Chair updated members on a number of appointments and visits she had undertaken since the previous board meeting. Of particular note were the following:

- Belfast Mental Health Rights Project who are part of participation and practice of rights project, a Belfast-Dublin rights based initiative located in North Belfast and Ballymun.

She advised that participants are already involved with a range of voluntary organisations in the field of mental health and have come into this project to develop a rights-based approach to issues. The Chair explained that one of their queries was trying to understand who is responsible for what in mental health provision. They also recounted poor experiences of some service provision.

- Science and Drug Policy at QUB to hear Prof David Nutt.
- The Chair and the Chief Executive met with Maureen Edmondson, new Chair of PCC and Maeve Hully, Chief Executive, PCC.

## **50/11 Chief Executive's Business**

The Chief Executive updated members on a number of appointments and visits he had undertaken since the previous board meeting. Of particular note were the following:

- MIPB Meeting
- Pathways to Health Training Programme

- Organ Donation stand Balmoral Show
- Strategic meeting re Older People

Dr Rooney briefed members on the organ donation event at Balmoral. He advised it had been a great experience and that approximately 500 people signed up for the organ donor register.

**51/11 Minutes of the PHA board Meeting held on 21 April 2011**

Members agreed the minutes of the meeting 21 April 2011 as an accurate record of the meeting. The minutes were duly signed by the Chair.

**52/11 Minutes of the Remuneration Committee Meeting  
3 November 2010**

The minutes of the Remuneration Committee meeting held on 3 November 2010 were noted by members.

**53/11 Matters Arising**

Chair's Business

The Chair advised thanked the non-executives for completing appraisal forms in such quick time.

Performance Monitoring - MIPB Benefits

Mr McClean informed members that this is the last time that this report will be presented to the board. It is due to be replaced by the Post Project Evaluation.

Mr McClean to present PPE papers to a forthcoming June board meeting.

Mr McClean

**54/11 Finance Report (PHA 01/05/11)**

Mr Cummings advised members of the following issues:

- PHA baseline budget for 10/11 £74.6m
- Underspend Management and admin expenditure £64k
- £3.7m program funds returned to DHSSPS in year - £1.8m in March

The main reasons for this:

- Additional easements during year on service developments
- Additional easements during year on non-recurrent funding
- Contracts with Community and Voluntary sector implemented part year
- Contracts with Community and Voluntary sector ceasing during year
- Services with Trusts implemented part year
- Funding held for PHA pressures not required in full
- Funding held for campaigns not required in full

Mr Cummings advised PHA are carrying out an assessment of baseline expenditure plans for 2011/2012. It has been agreed to check if there is any scope for redirecting unallocated funding.

Mr Cummings advised members that as a Special PHA board meeting is scheduled in June to sign off the PHA board accounts he would not go into a lot of detail at today's meeting. He said an audit review was to be completed on Monday and he was very positive about this process.

Mrs Erskine thanked Mr Cummings for completing the End of Year Accounts. Mr Cummings thanked all staff involved for their significant role in completing this exercise.

**55/11 Community Development Strategy incorporating a Performance Management Framework (PHA 02/05/11)**

Mrs McAndrew introduced Mr Martin O'Neill, HSCB and Ms Caroline Bloomfield, PHA before giving a presentation on the draft Community Development Strategy incorporating a Performance Management Framework to members.

The presentation emphasised that the strategy took an asset based approach to Community Development and that there were two streams:

- One focused on strengthening communities;
- The other focused on service provision by the larger community or voluntary sector.

Each should have its own distinct objectives.

Mrs McAndrew explained the Agency held pre-consultation workshops over the past few months with all Trusts and have engaged widely with the community/voluntary sectors.

She also advised members that the strategy incorporates an asset based approach which focuses on:

- What makes us strong
- What makes us healthy
- What factors make us more able to cope in times of stress
- What agencies need to do to improve the health and wellbeing

After considerable discussion members approved the paper subject to further editing of the final document.

#### **56/11 Final Draft Joint PHA/HSCB PPI Strategy (PHA04/05/11)**

Mrs Hinds advised the above paper was developed by Public Health Agency, in partnership with the Health and Social Care Board, to guide the respective organisations in regards to Personal and Public Involvement.

The Strategy has the support of the Regional Health and Social Care Personal and Public Involvement Forum, which all Health and Social Care organisations in Northern Ireland are members.

Mrs Hinds advised that the Strategy development process has included a range of activities, from a review of the policy environment for Personal and Public Involvement in relation to health and social well-being, to consultation with Health and Social Care staff, the Community and Voluntary sector and members of the public.

The consultation has been taken forward by means of a number of interviews with key stakeholders, workshop opportunities for staff, community / voluntary sector representatives and the public.

Mrs Hinds informed members that the Joint PHA/HSCB Strategy had already been presented at the PHA Workshop on 13 April 2011. It is due to go to the HSCB and if approved by both will go out for consultation.

Members agreed the PPI strategy should go out for consultation.

## **57/11 Performance Monitoring Report - Period Ending March 2011**

Mr McClean advised members that the "Performance Monitoring Report" provides a summary of the PHA's performance against PfA targets 2010/11 and the wider corporate targets that have been set in the Business Plan 2010/11.

Action is underway to address the needs.

### PfA Targets

There are 34 targets of which 21 are green, 9 amber and 4 red. The status for two PfA targets moved from Amber to Green, one from Amber to Red and one from Green to Amber.

The red targets are:

- Plan to take forward obesity prevention strategic framework (PfA target / corporate priority 2.2, page 8)
- Reducing the rate of suicide to 14.5 per 100,000 of the population (PfA target / corporate priority 2.4, page 16)
- The development of an action plan for implementing the Mental Health & Wellbeing Promotion Strategy (PfA target / corporate priority 2.4, page 20)
- Bowel screening programme (PfA target / corporate priority 2.8, page 23)

### Corporate Targets

There are 28 targets of which 20 are green, 7 amber and 1 red. One Corporate Target moved from Amber to Green and another from Green to Amber. The red target is:

- Ensuring no patient waits for more than 9 weeks from referral to commencement of AHP treatment'. (corporate target 3.15, pg 49).

Mr McClean advised members of action been undertaken to deal with those areas that fall under the red category.

Members approved the document.

**58/11 Cervical Screening Report**

Dr Little talked members through the NI Cervical Screening Programme Annual Report. She said the report describes the activity and performance of the Northern Ireland Cervical Screening Programme in 2009/10. It contains an overview of how the programme is organised, presents data and statistics compiled from the standardised data returns, reports on performance against national standards and describes significant trends in the programme over recent years.

She said reports are published annually for the programme, and where possible, the content and format is in line with national documentation.

Members approved the document.

**59/11 HCAI Monthly Report**

Dr Little talked members through the HCAI report.

It was noted that the Northern Trust CDI/MRSA targets were not achieved they were the only Trust to be in breach of both 2010/11 HCAI targets.

The Chief Executive, HSCB had issued letter to NHSCOT asking for an action plan which was received and states HSCB will lead monitoring of an implementation plan.

**60/11 Register of Sealing**

Mr McClean advised The Public Health Agency's Standing Orders require that if the Seal of the Agency is fixed to any documents, that a report of the sealing should be made to the next formal board meeting.

On 14 April 2011 the seal of the Agency was applied to the Nurse Family Partnership Program Assessment and Implementation Agreement.

**61/11 Any Other Business**

Mr Wilson attended the meeting to provide a brief on the F.A.S.T. Stroke Campaign. He advised that the Public Health Agency (PHA) is launching the F.A.S.T. public information campaign on Thursday 2 June 2011 to raise awareness of stroke signs and symptoms, and what to do if you think someone is having a stroke.

Mr Wilson also confirmed that the new Corporate PHA website is now accessible. He thanked all those staff who were involved in establishing it.

**62/11 Date, Time and Venue of next meeting**

**Date:** 16 June 2011  
**Time:** 1:30pm  
**Venue:** The Bann Room  
Farset International  
466 Springfield Road  
Belfast  
BT12 7DW

Signed by Chair:



Date: 19 May 2011