

MINUTES

**Minutes of the 80th Meeting of the Public Health Agency board
held on Thursday 17 December at 1:30pm,
in Conference Rooms 3+4, 12/22 Linenhall Street,
Belfast, BT2 8BS**

PRESENT:

Mr Andrew Dougal	- Chair
Dr Eddie Rooney	- Chief Executive
Dr Carolyn Harper	- Director of Public Health/Medical Director
Mrs Mary Hinds	- Director of Nursing and Allied Health Professionals
Mr Edmond McClean	- Director of Operations
Councillor William Ashe	- Non-Executive Director
Mr Brian Coulter	- Non-Executive Director
Mr Leslie Drew	- Non-Executive Director
Mrs Julie Erskine	- Non-Executive Director
Mr Thomas Mahaffy	- Non-Executive Director
Alderman Paul Porter	- Non-Executive Director

IN ATTENDANCE:

Mr Robert Graham	- Secretariat
Mr Paul Cummings	- Director of Finance, HSCB
Mrs Fionnuala McAndrew	- Director of Social Care and Children, HSCB
Mrs Joanne McKissick	- External Relations Manager, PCC

APOLOGIES:

None

		Action
124/15	Item 1 – Welcome and Apologies	
124/15.1	The Chair welcomed everyone to the meeting. There were no apologies.	
125/15	Item 2 - Declaration of Interests	
125/15.1	The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.	

126/15 Item 3 – Minutes of previous meeting held on 19 November 2015

126/15.1 The minutes of the previous meeting, held on 19 November 2015, were approved as an accurate record of the meeting.

127/15 Item 4 – Matters Arising

127/15.1 There were no matters arising.

128/15 Item 5 – Chair’s Business

128/15.1 The Chair advised that non-executive members Paul Porter and William Ashe had been reappointed by the Minister to serve for a second four-year term.

128/15.2 The Chair said that he, and the Chief Executive, had attended the PHA Accountability Review meeting with the Permanent Secretary. He said that concern had been expressed regarding the potential delay in the production of the Corporate Strategy, but that there were mitigating factors including the time needed for public consultation and the publication of the next Programme for Government.

128/15.3 The Chair informed members that he had attended the most recent Board meeting of Public Health England, during which there was a session with young people to discuss their public health issues. He also held a series of meetings with the Chief Executives of the Faculty of Public Health; the Royal Society for Public Health; the Association of Directors of Public Health and the UK Health Forum.

129/15 Item 6 – Chief Executive’s Business

129/15.1 The Chief Executive began his business by reporting on the passing of Jeremy Clement from the Health and Social Care Board, who along with Sean Donaghy had delivered a presentation to the PHA Board in March 2015 on the new eHealth Strategy.

129/15.2 The Chief Executive advised members that he had spent time with staff at the Out of Hours service in Dalriada. He said that he had seen different models of OOH in recent visits. In Dalriada

nurses played a key role in patient calls. In relation to unscheduled care, he said that there has been a lot of momentum in this work recently.

129/15.3 The Chief Executive said that he had attended a recent Health Committee session on organ donation. He told members that over the last 12 months more than 50,000 new names had been added to the Organ Donor Register in Northern Ireland.

129/15.4 The Chief Executive informed members that he had met with the Minister and that the meeting had been very useful.

129/15.5 Mr Drew asked whether the increase in the number of names on the organ donation was attributable to social media. The Chief Executive said that PHA was using all forms of media in its campaigns.

130/15 Item 7 – Finance Update – PHA Financial Performance Report (PHA/01/12/15)

130/15.1 Mr Cummings presented the Finance Report and advised that the year-to-date position showed a deficit of £1.28m which is due to an overspend in non-Trust expenditure. He explained that this was a profiling issue, rather than an expenditure issue and that PHA has, this year, been able to issue funding more quickly in relation to some of its contracts.

130/15.2 Mr Cummings advised that there is currently a £290k underspend in the management and administration budget. He said that this showed that PHA has been able to achieve its savings targets, but he noted that next year there is an expectation that PHA will have to meet its full savings from its management and administration budget. He advised that PHA had received funding for VES.

130/15.3 The Chair asked whether the £290k savings could be maintained. Mr Cummings responded saying that he expected this figure to rise. The Chair asked about the expenditure peak towards the year-end. Mr Cummings explained that historically PHA would have spent allocated funding for contracts in the last two or three months, but he paid tribute to the work of managers for ensuring that money was being issued earlier in the year.

- 130/15.4 The Chair asked how the prompt payment performance compared to other organisations. Mr Cummings said that PHA would be one of the top performing organisations in the HSC in this regard.
- 130/15.5 Members noted the Finance Report.
- 131/15 Item 8 – Governance and Audit Committee Update (PHA/02/12/15)**
- 131/15.1 Mr Coulter said that the minutes of the meeting of 14 October were available for members for noting.
- 131/15.2 Mr Coulter gave members an overview of the meeting of 9 December. He began by saying that the Committee had considered the Corporate Risk Register, which has not changed. He advised that four of the five risks remain rated as “high”, these relate to accommodation, Lifeline, reduction in management and administration funding and property asset management. He said that the Committee will continue to monitor these as the risks have remained “high” for some time, however he acknowledged that some of these are outwith PHA’s control.
- 131/15.3 Mr Coulter said that the Committee had considered the Gifts and Hospitality Register, and a recent Internal Audit report on Complaints Management. He added that the Committee had also reviewed the Single Tender Action register and the revised Business Continuity Plan. With regard to the BCP, he advised that this had been updated to embed the learning from an incident which took place on 30 April 2015.
- 131/15.4 Mr Coulter said that the Committee had considered the professional assurance framework for nursing and midwifery which outlines PHA’s role and how it gives assurance to DHSSPS. He advised that the Committee had approved the framework.
- 131/15.5 Mr Coulter moved on to give an overview of the Audit Committee Chairs Forum meeting on 1 December. He said that it was a very structured meeting during which there was a series of presentations delivered by OFMDFM, NIAO, BSO Internal Audit and DHSSPS. He advised that the NIAO presentation had

highlighted that the financial management in place in the HSC over the last 5 years had been the tightest since World War 2.

131/15.6 Mr Coulter advised that in her presentation, the Head of Internal Audit had highlighted the areas which were most common for limited assurances being given. These included procurement, HRPTS, information governance, GP out of hours and complaints. With reference to procurement, he said that DHSSPS had suggested that an early conversation with them could mitigate many of the issues that get raised at a later stage.

131/15.7 Mr Drew commended the work of staff in the preparing the Business Continuity Plan which he said was of an exceptional standard. Mrs Erskine reinforced these views.

131/15.8 The Chair proposed that there should be a Board workshop on risk in the future as this was a matter not solely reserved for the Audit Committee.

131/15.9 Members noted the update from the Committee Chair.

132/15 Item 9 – Service Framework for Respiratory Health and Wellbeing 2015-2018 (PHA/03/12/15)

132/15.1 Dr Harper advised that this respiratory health and wellbeing framework was one in a suite of frameworks that DHSSPS has developed which outlines how patients can expect care. She said that DHSSPS had written to HSCB and PHA asking that an implementation plan be developed and be formally submitted to DHSSPS by 18 December. She went on to say that the priorities for this plan were (1) to fill any information gaps, (2) to establish a baseline position for KPIs and (3) outline the monitoring and reporting arrangements for progress against the KPIs.

132/15.2 Mr Coulter noted that the Framework is for the period 2015/18 and asked whether this means that the implementation will be delayed. Dr Harper assured members that the work was ongoing in parallel and any gaps were being flagged up through the commissioning process.

132/15.3 The Chair said that the Framework was very comprehensive and he asked whether additional funding was required to implement it. Dr Harper explained that the framework looks more at

standardisation, sharing good practice and new ways of working in the current financial climate.

132/15.4 Members approved the Implementation Plan for the Service Framework.

133/15 Item 10 – Personal and Public Involvement (PPI) Update Report (PHA/04/12/15)

133/15.1 Martin Quinn joined the meeting and delivered a presentation to members which provided an overview of recent developments within PPI.

133/15.2 Mr Quinn said that PHA is continuing in its role as the lead HSC organisation for PPI and has facilitated over 50 requests for help and guidance. He referred to the recent PPI research paper that had been published which suggested that there should be a non-executive PPI champion.

133/15.3 Mr Quinn said that PPI continues to be embedded into the work of PPI in areas such as procurement, business plan, corporate plan and contracts.

133/15.4 Mr Quinn advised that a training programme has been developed with a combination of e-learning and taught modules. He shared some of the clips from the site with members.

133/15.5 The Chair asked whether PPI should be included in job descriptions. Mr Quinn said that there had been discussions with the Director of Human Resources regarding this. In response to the Chair's query as to whether existing job descriptions can be amended, Mrs McAndrew said that she did not see that this should be an issue or a problem.

133/15.6 The Chair asked for more clarity on some of the PPI-related issues that PHA has had to resolve. Mr Quinn said that to borrow an analogy from the Chief Executive, PHA wished to mark its own homework before marking others and that PHA had been working to improve its own monitoring and how it captures PPI-related information. He added that this should not be seen as a wholly bureaucratic process. Mrs Hinds added that many staff could be undertaking PPI-type activity in their daily work, but not recognising this. Mr Quinn also said that PHA should ensure

that PPI is more prominent on its website. He added that the e-learning programme should only take 20 minutes to complete.

133/15.7 The Chair asked how people could be motivated to get involved in PPI. Mr Quinn said that this was a challenge, but he said PHA was looking at ideas such as the Knowledge Exchange.

133/15.8 Mr Coulter asked whether there was a specific requirement for organisations who are competing for PHA contracts to demonstrate PPI in their work. Mr Quinn said that it would be difficult to tie down given the vast range of PHA contracts, but it could be built into the monitoring process. He added that within R&D, they have begun to include this in their application forms.

133/15.9 The Chair asked whether PPI could be a component of CPD. Mrs Hinds said that it could be put in every professional's personal development plan.

133/15.10 The Chair thanked Mr Quinn for the presentation.

133/15.11 Members noted the update on PPI.

134/15 Item 11 – Any Other Business

134/15.1 There was no other business.

135/15 Item 12 – Date and Time of Next Meeting

Date: Thursday 21 January 2016

Time: 1:30pm

Venue: Conference Rooms 3+4

2nd Floor

12/22 Linenhall Street

Belfast

BT2 8BS

Signed by Chair:



Date: **21 January 2016**