

92nd Meeting of the Public Health Agency Board

Thursday 20 April 2017 at 1:30pm

Conference Rooms 3+4, 12-22 Linenhall Street, Belfast

Present

Mr Andrew Dougal	- Chair
Mrs Valerie Watts	- Interim Chief Executive
Mr Edmond McClean	- Interim Deputy Chief Executive / Director of Operations
Dr Carolyn Harper	- Director of Public Health/Medical Director
Mrs Mary Hinds	- Director of Nursing and Allied Health Professionals
Councillor William Ashe	- Non-Executive Director
Mr Brian Coulter	- Non-Executive Director
Mr Leslie Drew	- Non-Executive Director
Alderman Paul Porter	- Non-Executive Director

In Attendance

Mr Paul Cummings	- Director of Finance, HSCB
Mrs Fionnuala McAndrew	- Director of Social Care and Children, HSCB
Miss Rosemary Taylor	- Assistant Director, Planning and Operational Services (for items 9–12)
Mr Robert Graham	- Secretariat

Apologies

Mr Thomas Mahaffy	- Non-Executive Director
Ms Deepa Mann-Kler	- Non-Executive Director
Mrs Joanne McKissick	- External Relations Manager, PCC

14/17 | Item 1 – Welcome and Apologies

14/17.1 The Chair welcomed everyone to the meeting. Apologies were noted from Mr Thomas Mahaffy, Ms Deepa Mann-Kler and Mrs Joanne McKissick.

15/17 | Item 2 - Declaration of Interests

15/17.1 The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.

16/17 | Item 3 – Minutes of previous meeting held on 16 February 2017

16/17.1 The minutes of the previous meeting, held on 16 February 2017, were **approved** as an accurate record of the meeting.

17/17 Item 4 – Matters Arising

8/17.2 Scheme of Delegation

17/17.1 Mr Coulter said that the Governance and Audit Committee had discussed the need for a Board workshop on this subject. Mr McClean said that this would be considered as part of a workshop in May/June looking at the PHA budget.

7/17.4 Screening Vacancies

17/17.2 The Chair asked if there had been any improvements in terms of the time intervals to get posts filled. Dr Harper said that she could not assess whether there has been any improvement in the time taken to fill vacant posts, but she advised that a lot of the vacant posts within the screening team had now been filled.

7/17.3 Lifeline Contract

17/17.3 Mr Drew asked whether, in the light of the current political climate, it was likely that the Lifeline contract would have to be extended further. Dr Harper advised that the current contract is due to expire in March 2018, and that it is therefore likely that it will be extended. The Chair recalled that the lead time for a new contract is between 9 and 15 months. Mr Cummings said that the power to determine the future direction could be delegated to the Permanent Secretary and that the issue of Lifeline was raised at a recent meeting at the Department.

18/17 Item 5 – Chair’s Business

18/17.1 The Chair presented his report to the Board. He began by saying that there needs to be greater co-operation between HSCB and PHA in the area of child dental health, and that there were huge potential health gains in this area. He alluded to the major programme on child oral health launched by Public Health England in September 2016.

18/17.2 The Chair said that he had attended an event relating to AAA Screening, and noted the positive response of the members of the public who were present who had been identified as higher risk.

18/17.3 The Chair said that he would be sending out the Board self-assessment shortly and would be asking members to comment on particular sections. He also said that the action plan from the Board effectiveness programme would be issued in due course.

18/17.4 The Chair informed members that Mr Thomas Mahaffy’s membership of the PHA Board was being extended for a further period. He said that the Minister has given approval for the Public Appointments Unit (PAU) to advertise three vacancies for the PHA, but expressed concern at the length of time before the PAU will be able to advertise.

- 18/17.5 The Chair advised that he had undertaken the Outcomes Based Accountability training which he found to be very useful. He said that he had attended the HSCB/PHA staff engagement workshops which were instructive and informative. He also said he was present at a NICON meeting where there was a robust discussion on the elective care plan.
- 18/17.6 Mr Drew said that he had also attended the Outcomes Based Accountability training and queried if the adoption of the training will be consistent across all government departments. The Chair agreed with Mr Drew's concern. Mr McClean said that in the main, the OBA training is being delivered by two organisations, the National Children's Bureau, and David Burnby, and that their approaches are broadly similar. He noted that the training was an introduction, and that there is a need for organisations to go deeper with how it is implemented. Mr Coulter asked whether Councils have received the training. Councillor Ashe said that some Councils have undertaken the training. He added that following the training, it will take time for Councils to change their systems, and that when they are collecting data in future, it is important that all of the different information systems can work together.
- 19/17 Item 6 – Chief Executive's Business**
- 19/17.1 The Chief Executive said that the most recent meeting of the Transformation Implementation Group (TIG) had taken place on 5 April and she gave an overview of some of the updates that had been given at that meeting.
- 19/17.2 The Chief Executive reminded members that following the publication of the Bengoa Report and the Minister's vision document, a public consultation had been launched on the reconfiguration criteria. She said that the consultation had closed in February 2017 with 252 responses received. She went on to say that the main headlines emanating from the consultation report were that respondents were generally content that the criteria were suitable, but there were some concerns, for example in areas such as accessibility and staff retention.
- 19/17.3 The Chief Executive said that the TIG meeting received an update on the HSC restructuring and the workstreams, of which she is the lead for one, which relates to the development the operating model for the refocused PHA. She advised that, in relation to that, there had been two staff workshops held with HSCB and PHA staff at which over 300 staff had participated and put forward their ideas. She said that she had been unable to attend the workshops due to illness but she had written out to all staff thanking them for their contributions.
- 19/17.4 The Chief Executive advised that at the TIG meeting, Dr Anne Kilgallen had delivered a presentation on a way forward for the development of an Innovation and Improvement Institute.

- 19/17.5 The Chief Executive informed members that the senior management teams of both HSCB and PHA, and senior representatives from HSC Trusts had attended a 2-day workshop at the Department of Health looking at the financial outlook. She said that Mr Cummings would reference this in his report to the Board.
- 19/17.6 The Chair said that he had also attended the two staff development workshops, and that although he was initially apprehensive, he was reassured and uplifted by the frankness and honesty of the discussions, and the ideas being put forward. He thanked Mr McClean and Mr Michael Bloomfield for their contributions, and to Mrs Irene Hewitt who facilitated the events with a very effective approach to garnering information from the groups.
- 20/17 Item 7 – Financial Performance Report (PHA/01/04/17)**
- 20/17.1 Mr Cummings presented the Finance Report for the period up to 28 February and he said that while the Report is indicating a large surplus, he was confident that a break-even position would be achieved at the year end. He advised that some of the underspends had materialised into hard spend and that it is difficult to get the budget profile exactly right. He added that the management and administration budget is close to break even, and that the prompt payment performance is excellent.
- 20/17.2 Mr Drew said that it was good news that break-even would be achieved, and he thanked Mr Cummings and his staff for their work. He asked if all of the funding had been allocated to the areas for which it was originally intended. Alderman Porter raised the same issue. Mr McClean confirmed that the funds had been used in the areas for which they were intended and he added that PHA had been able to use additional non-recurrent funding to enhance some of their contracts with the community and voluntary sector.
- 20/17.3 Councillor Ashe commended the prompt payment performance, but sought assurance that there are checks and balances in place before payments are authorised. Mr Cummings said that PHA staff will receive invoices as appropriate to their delegated limits, and they verify that the payments are made against goods and services ordered.
- 20/17.4 Mr Cummings moved on to give an overview of the financial challenge facing the HSC as a whole for 2017/18. He explained that in the absence of an Assembly there is no confirmed budget in place, and that assuming normal savings levels, there is a shortfall of approximately £300m. He said that proposals were being considered for how savings could be made across three key areas – acute, family health services and social care. He added that any proposals would have to be signed off by a Minister, but that it would be impossible for these proposals to realise a saving of £300m. From a PHA perspective, he said that PHA has responded to the Department's correspondence seeking proposals for

- savings for 2/5/10/15% and pointed out that staffing levels are already so tight that no further savings could be made from management and administration costs. Mr Cummings added that PHA's Sponsor Branch was in agreement, and that there was scope for the savings to be realised from other areas of core funding.
- 20/17.5 Mrs Watts echoed Mr Cummings' assessment of the seriousness of the financial situation. In response to Alderman Porter's question regarding the nature of the proposals, she said that they were mainly coming from Trusts. Mr Cummings said that it would be impossible to fund any new service developments. Alderman Porter asked whether the £300m reflected the shortfall based on last year's budget, or on top of what the actual overall spend was. Mr Cummings said that it was both, and that in reality the figure was larger than £300m.
- 20/17.6 The Board noted the Finance Report.
- 21/17 Item 8 – Presentation by Sustrans on Active School Travel Programme**
- 21/17.1 The Chair welcomed Caroline Bloomfield, Health and Social Wellbeing Improvement Senior Manager, PHA; Gordon Clarke, Chief Executive, Sustrans and Beth Harding, Active School Travel Manager, Sustrans to the meeting, and he invited Ms Bloomfield to introduce the presentation.
- 21/17.2 Ms Bloomfield informed members that the Active School Travel Programme is jointly funded by PHA and the Department for Infrastructure, and that Sustrans won the contract to deliver the programme.
- 21/17.3 Ms Harding began the presentation by outlining the aims and role of Sustrans before focusing specifically on the Active School Travel Programme. She explained that the programme initially ran for a three year period from 2013 to 2016, but is now continuing to 2021 and she gave an overview of the programme methodology, which consists of five stages – organisation and policy, raising awareness, empowerment, action and moving forward.
- 21/17.4 Ms Harding advised that during the first stage 191 schools (175 of which are primary schools) participated. This has now increased to 229 schools in 2016/17, and she added that the target group is pupils in P5-P7. In terms of future developments, Ms Harding said that Sustrans would wish to work with the Department for Infrastructure to see more safe routes to schools. She added that Sustrans would like to see more facilities for parking bicycles and scooters at schools and to extend the programme in Belfast to pre-schools, nurseries and Surestart projects.
- 21/17.5 The Chair thanked Ms Harding for the presentation and asked her for an overview of the situation with regard to schools in areas of greater deprivation. Ms Harding explained that there is a target that 45% of

- schools on the programme are from schools in areas of deprivation. She added that the main issue for these schools is no access to bikes, and so a bicycle recycling scheme is one area being explored. Mr Clarke added that he would like to see “bike to work” schemes extended to bikes for children for school, but he would also like to see more recycling.
- 21/17.6 Mr Drew said that it is very encouraging to see this type of scheme, and that it is an excellent example of partnership working. He felt that anything that has these types of health benefits for children should be encouraged.
- 21/17.7 Councillor Ashe asked how the schools are selected. Ms Harding explained that there is an application process, but only 60 schools can be accepted onto the programme each year. She advised that the applications are scored, but there has to be a mix of urban and rural schools and schools pooled from across all Council areas. Ms Bloomfield added that all schools are encouraged to participate. Councillor Ashe said that Councils are discarding bicycles on an almost daily basis. Mr Clarke said that there is an immediate need for bicycles, and that Sustrans are willing to explore a range of options for obtaining bicycles.
- 21/17.8 Mr Coulter asked about the contribution from the Department for Infrastructure. He said that in his local area, the lack of footpaths around one particular school means that children are putting their lives at risk on a daily basis, and more concerning is that a new community area is regularly locked up because of the risk of vandalism. He said that the Department for Infrastructure needed to address this urgently. Mr Clarke said that there is evidence of this initiative working well on its own, and with other infrastructure projects, but he agreed that there should be a co-ordinated approach to deal with issues like those outlined by Mr Coulter. He said in Scotland, there are 20mph zones around schools, or in some instances car-free zones.
- 21/17.9 The Chair asked about the financial commitment from the Department for Infrastructure. Ms Bloomfield said that both PHA and the Department fund £200k.
- 21/17.10 Mrs McAndrew asked about the pilot initiative at pre-schools. Ms Harding said that it was being mooted as an idea at this stage.
- 21/17.11 The Chair thanked Ms Bloomfield, Ms Harding and Mr Clarke for attending the meeting and for their presentation.
- 22/17 Item 9 – PHA Corporate Plan 2017-21 (PHA/02/04/17)**
- 22/17.1 The Chair noted that members had had the opportunity to debate extensively the content of the revised Corporate Plan at the Board workshop on 7 April.
- 22/17.2 Mr McClean introduced Miss Rosemary Taylor and explained that Miss

- Taylor had prepared this revised Plan based on the comments received at the workshop. He said that if members were content, then this Plan would be forwarded to the Department of Health for its consideration.
- 22/17.3 Mr Drew thanked Miss Taylor and her team for preparing for what he described as a succinct and user friendly plan.
- 22/17.4 Alderman Porter asked if it would be possible to obtain information on how many people download the Plan from the website. Mr McClean said that it is possible to get this information.
- 22/17.5 The Board **APPROVED** the PHA Corporate Plan for the period 2017/21.
- 23/17 Item 10 – PHA Assurance Framework 2017-19 (PHA/03/04/17)**
- 23/17.1 Miss Taylor advised members that the PHA Assurance Framework is reviewed twice annually, and is brought to the Board once a year. She highlighted the main changes which have been made and explained that the section titles are now aligned with the new Corporate Plan. She added that the revised Framework had been approved by the Governance and Audit Committee at its meeting last week. Mr Coulter said that the Committee was content to recommend approval.
- 23/17.2 The Board **APPROVED** the PHA Assurance Framework.
- 24/17 Item 11 – PHA Corporate Business Continuity Plan (PHA/04/04/17)**
- 24/17.1 Miss Taylor said that the PHA Corporate Business Continuity Plan had been tested as part of the Department of Health’s Exercise Cygnus, and that no changes were required to be made, however some minor changes in terminology were required to ensure the Plan was up to date.
- 24/17.2 She added that the revised Plan had been approved by the Governance and Audit Committee at its meeting last week. Mr Coulter said that the Committee was content to recommend approval.
- 24/17.3 The Board **APPROVED** the PHA Corporate Business Continuity Plan.
- 25/17 Item 12 – PHA Data Protection / Confidentiality Policy (PHA/05/04/17)**
- 25/17.1 Miss Taylor explained that the Data Protection and Confidentiality Policy had been given a “light touch” review in anticipation of the changes in Data Protection legislation which will come into effect in 2018. She said that any changes made had been minor, and that these changes had been approved by the Governance and Audit Committee. Mr Coulter said that the Committee was content to recommend approval.
- 25/17.2 The Board **APPROVED** the PHA Data Protection / Confidentiality Policy.

- 26/17** | **Item 13 – Governance and Audit Committee Update (PHA/06/04/17)**
- 26/17.1 | Mr Coulter advised members that the minutes of the meeting of 3 February were available for noting.
- 26/17.2 | Mr Coulter moved on to give members an overview of the meeting that took place on 12 April. He began by saying that members had discussed the transfer of the Child Death Overview function to PHA, and what impact this would have, given the current climate. Dr Harper said that the Chief Social Services Officer and his staff had been engaging with PHA to look at the nature of the work and the staffing required.
- 26/17.3 | Mr Coulter said that the Committee had approved the three papers which have just been approved by the Board, namely the Assurance Framework, Corporate Business Continuity Plan and the Data Protection and Confidentiality Policy. He also said that the Committee had considered the Information Governance Action Plans for 2016/17 and 2017/18.
- 26/17.4 | Mr Coulter gave an overview of the Internal Audit reports that had been considered by the Committee in the areas of finance, procurement and contract management, and learning from SAIs. He added that Internal Audit had verified the Controls Assurance Standards scores for PHA. With regard to the follow-up on previous Internal Audit recommendations, Mr Coulter said that 81% of recommendations had been fully implemented, and 15% partially implemented. He expressed concern with regard to the recommendations relating to the audit on Connected Health, but noted that the due date had not yet passed. The Chair asked whether any of the recommendation were outwith the control of PHA and Mr Coulter said that this was the case in one instance.
- 26/17.5 | Mr Coulter said that the Committee had approved the Internal Audit charter and had received a report on a benchmarking exercise carried out with NHS Wales. He added that there had been an update by Finance on Fraud and that the Committee had considered the draft Annual Report and Governance Statement.
- 26/17.6 | Mr Coulter noted that the Committee had been due to consider the Emergency Preparedness Report, but that Dr Waldron had been unable to attend. He expressed concerns at some gaps within the Report, and suggested that this merited discussion at a future Board meeting.
- 26/17.7 | Mr Coulter finished his update by advising that the Committee had noted the SBNI Declaration of Assurance.
- 26/17.8 | The Chair thanked Mr Coulter and the Committee for its work. Mr Coulter thanked Miss Taylor for her work in supporting the Committee.
- 26/17.9 | The Board noted the update from the Committee chair.

27/17 Item 14 – Update on Community Planning (PHA/07/04/17)

- 27/17.1 Mr McClean said it was important for members to see the journey that Councils are on in terms of developing their Community Plans. He advised that PHA, HSCB and LCGs have been actively involved as statutory partners and that to date 5 of the 11 Plans have been launched, and that there are common themes across the Plans.
- 27/17.2 Mr McClean noted that it is important that, if using Outcomes Based Accountability, Councils develop meaningful indicators which relate to the needs of the population. He said that over the next 18 months, the focus will move from the launch of the Plans to the thematic nature of the work. He hoped that there would not be different approaches across each of the Councils.
- 27/17.3 Mr Coulter said that it was useful to get an overview of the current situation, but suggested that there should be a Board workshop to further explore the indicators and their meaning.
- 27/17.4 The Board noted the update on Community Planning.

28/17 Item 15 – Any Other Business

- 28/17.1 There was no other business and the meeting concluded at 3:15pm.

29/17 Item 16 – Date and Time of Next Meeting

Tuesday 13 June 2017 at 1:30pm

Conference Rooms 3+4, 12/22 Linenhall Street, Belfast

Signed by Chair:



Date: 13 June 2017