

MINUTES

**Minutes of the 75th Meeting of the Public Health Agency board
held on Thursday 21 May at 1:30pm,
in Fifth Floor Meeting Room, 12/22 Linenhall Street,
Belfast, BT2 8BS**

PRESENT:

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| Mrs Julie Erskine | - Acting 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 |
| Mr Brian Coulter | - Non-Executive Director |
| Mrs Judena Leslie | - Non-Executive Director |
| Mr Thomas Mahaffy | - Non-Executive Director |
| Alderman Paul Porter | - Non-Executive Director |

IN ATTENDANCE:

- | | |
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| Mr Robert Graham | - Secretariat |
| Mr Paul Cummings | - Director of Finance, HSCB |
| Mr Aidan Murray | - Assistant Director (<i>on behalf of Mrs McAndrew</i>) |
| Mrs Joanne McKissick | - External Relations Manager, Patient Client Council |

APOLOGIES:

- | | |
|-------------------------|-------------------------------------|
| Councillor William Ashe | - Non-Executive Director |
| Mrs Fionnuala McAndrew | - Director of Social Services, HSCB |

		Action
42/15	Item 1 – Welcome and Apologies	
42/15.1	The Chair welcomed everyone to the meeting and noted apologies from Councillor William Ashe and Mrs Fionnuala McAndrew.	
43/15	Item 2 - Declaration of Interests	
43/15.1	The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.	

44/15 Item 3 – Minutes of the PHA Board Meeting held on 19 March 2015

44/15.1 The minutes of the previous meeting, held on 19 March 2015, were approved as an accurate record of the meeting and were duly signed by the Chair.

45/15 Item 4 – Matters Arising

45/15.1 There were no matters arising.

46/15 Item 5 – Chair’s Business

46/15.1 The Chair circulated to members an update on Chair’s Business since the last meeting.

46/15.2 The Chair thanked all members for their support during her period as Acting Chair. She advised members that Mr Leslie Drew had been appointed as a non-executive member with effect from 1 July 2015.

47/15 Item 6 – Chief Executive’s Business

47/15.1 The Chief Executive also expressed his thanks on behalf of the Board for all the work undertaken by the Acting Chair.

47/15.2 The Chief Executive said that since the last meeting he had met with the Older People’s Commissioner as the OFMDFM Older People’s Strategy is due to be published shortly.

47/15.3 The Chief Executive said that yesterday he had attended the most recent meeting of the All Departmental Officials’ Group regarding the implementation of Making Life Better; he said that the meeting had been very positive.

48/15 Item 7 – Commissioning Plan 2015/16 (PHA/01/05/15)

This item was not discussed.

**49/15 Item 8 – Finance Update
PHA Financial Performance Report (PHA/02/05/15)**

49/15.1 Mr Cummings presented the final monthly Finance Report for 2014/15. He noted that there was not a spike of activity in the final month of the year, which had been a trend in previous years and he paid tribute to the work of Directors, Assistant Directors and other budget managers for achieving this. Other members echoed those views.

49/15.2 Mr Cummings sought members' approval for the PHA to use Bank of Ireland as its bank for the next seven years. This was approved by members.

**50/15 Item 9 – Governance and Audit Committee Update
(PHA/03/05/15)**

50/15.1 Mr Coulter said that the approved minutes of the meeting of 19 February 2015 were available for members.

50/15.2 Mr Coulter gave an overview of the meeting of 15 April. He said that the revised Assurance Framework, updated Incident and Near Miss Reporting Policy and suite of health and safety policies had been considered. Mr Coulter said that the updated Business Continuity Policy and Plan had been considered and that there had been a presentation by Mrs Hinds on the complaints procedure. He added that the draft Annual Report, Governance Statement and Audit Committee Report were considered as well as an update on the Report to those Charged with Governance, BSTP and fraud.

32/15.3 Mr Coulter advised members that the Internal Audit update consisted of the Internal Audit plan for 2015/16, as well as the progress report on recommendations for 2014/15. He said that with regard to both Lifeline and the management of health and social wellbeing contracts, the Committee was satisfied with the progress being made. The Chair thanked everyone for their hard work in achieving this outcome.

51/15 Item 10 – PHA Assurance Framework (PHA/04/05/15)

51/15.1 Mr McClean said that the Assurance Framework had been brought up to date to reflect changes in terminology and

approach in terms of reporting.

51/15.2 Members approved the PHA Assurance Framework.

52/15 Item 11 – PHA Business Continuity Plan and Policy (PHA/05/05/15)

52/15.1 Mr McClean advised that the updated Business Continuity Plan and Policy had been considered by the Governance and Audit Committee. He explained that there had been a full review to bring the Plan into line with international standards. He emphasised the important of the Plan and said that the Plan would be regularly tested, in conjunction with HSCB and BSO.

52/15.2 Members approved the Business Continuity Plan and Policy.

53/15 Item 12 – Performance Management Report – Corporate Business Plan and Commissioning Plan Directions Targets for Period Ending 31 March 2015 (PHA/06/05/15)

53/15.1 Mr McClean presented the end of year report. The Chair thanked staff for all their hard work in achieving the year-end outcomes, but she noted that many of the targets rated “amber” were rated as such due to issues beyond PHA’s control.

53/15.2 Mrs Hinds said that the target relating to health visiting should improve as this has been identified as a priority in next year’s Commissioning Plan, however, it would take time until all of the newly recruited health visitors were in post.

53/15.3 In response to a query from Alderman Porter regarding next year’s plan, Mr McClean said that a draft set of targets would be prepared, but would not be approved until there was clarity on the breakdown of PHA’s 15% savings target.

53/13.4 Mr Coulter focused on the targets which were rated as “amber” throughout the entire year, and whether these should be rated “red”, citing the example of the target around HCAs. Dr Harper advised that the Trusts had continued to show improvement and were now facing more challenging targets, but that, for some, their performance was still among the top 25% of all Trusts across the UK. She said that it was important that these targets remained a priority so that Trusts keep a focus on this area.

53/13.5 Mr Coulter noted that attempts to reduce the amount of over-prescribing had not been successful. He added that smaller pharmaceutical companies may be more likely to respond to incentives to produce new antibiotics. Dr Harper said that appropriate use of antibiotics is an important element in tackling anti-microbial resistance. She said that more work needed to be done in this area.

53/13.6 Alderman Porter asked whether PHA should set more realistic targets. The Chief Executive said that PHA should set targets that are realistic, but more importantly would ensure that services are kept safe. He added that it was important not to pull back, but to maintain and keep up the good work in these areas. Dr Harper said that based on previous feedback, targets are set by taking into account previous performance and establishing where PHA would like to get to, and assessing how this can be achieved.

53/13.7 Mr Coulter asked for an update on Making Life Better. The Chief Executive said that although DHSSPS is leading this work, PHA will be responsible for its implementation. He advised that there is a workshop taking place on 26th May. Mr Mahaffy asked about DHSSPS role in pushing this work forward. The Chief Executive said that this strategy is seen as more than a health strategy and that there is great enthusiasm among all bodies to see the implementation take place.

53/13.8 Members noted the Corporate Performance Report.

54/15 Item 13 – PHA Response to Donaldson Report (PHA/07/05/15)

54/15.1 Dr Harper thanked those staff who had helped compile the PHA response to the Donaldson Report. She said that, in the main, PHA was supportive of most of the recommendations in the Report, but in some cases with caveats.

54/15.2 Mr Mahaffy queried why PHA had ticked the box to indicate that there would be no equality considerations to be taken into account in the event of any reconfiguration. It was agreed that a comment should be inserted to say that any final actions would have to be equality screened.

- 54/15.3 Mr Coulter suggested a reference to PPI should be inserted into the response for Question 1 under Recommendation 1. It was agreed that the insertion of the word “involve” would suffice.
- 54/15.4 Mr Coulter queried why PHA did not strongly agree with the response to Question 1 under Recommendation 5 regarding RQIA. The Chief Executive said that while PHA welcomed the role of the regulator in this area, it was not the only solution to the issue of improving the services delivered by acute hospitals. Alderman Porter sought clarity on the response to the following question regarding outsourcing and whether the issue in question was the concept, or what form this would take. Dr Harper said that it would not be reasonable for a non-healthcare organisation to take on a regulatory role. The Chief Executive suggested that if outsourcing is being given consideration, the first step should be to review the original issue.
- 54/15.5 Mr Coulter welcomed the change in the clarification of Serious Adverse Incidents whereby not all child deaths are required to be reported as SAls. However, he was keen to ensure that the piece of work on “patient related incidents” is carried out. Dr Harper said that there are currently capacity issues in terms of dealing with the number of incidents and she said that before further work is carried out in the area of patient related incidents, caution was needed in terms of dealing with anonymous and non-anonymous issues as well as malicious and vexatious reporting.
- 54/15.6 Mrs Leslie noted that the Donaldson Report is part of a bigger agenda of reform and asked if the PHA response suggested introducing an operational model. Dr Harper explained that Transforming Your Care provides the high level strategic direction, but not the detail of what services should look like on the ground. There is therefore a need to develop an operational model that all stakeholders can sign up to.
- 54/15.7 Mrs Leslie queried the response of “neither” in relation to the question on alternative models of working for healthcare professionals. Dr Harper explained that the PHA response is recommending that future models should be based on analysis and on design principles to ensure lean, efficient services.
- 54/15.8 The Chair thanked staff for their input in pulling together the

response.

54/15.9 Subject to minor amendments, members approved the response.

55/15 Item 14 – DPH Annual Report (PHA/08/05/15)

55/15.1 Dr Harper presented the 2014 Director of Public Health Annual Report which she advised would be formally launched at the public health conference on 10 June 2015.

55/15.2 Mr Coulter said that the Report was very interesting and he suggested that in future years there could be a presentation to highlight the main findings. Dr Harper noted the suggestion.

55/15.3 Dr Harper advised that in addition to the main report, the core tables and other statistical information would be published on the PHA website. She added that next year's report would be a shorter one.

55/15.4 Members noted the DPH Annual Report.

56/15 Item 15 – Update on PHA Procurement Plan (PHA/09/05/15)

56/15.1 Mr McClean presented the update on the PHA procurement plan. He said that EU social procurement is quite a complex area with a lot of learning for PHA.

56/15.2 Mr McClean said that areas such as Lifeline, Early Years Interventions and Obesity will be the main focus over the next period. He advised that the new regulations do not apply to contracts under £625k in value. He added that a paper is currently being prepared detailing how HSCB and PHA can obtain support in dealing with these procurements.

56/15.3 Mr Coulter noted that procurement features on the PHA's Corporate Risk Register. He added that PHA was able to provide some additional capacity that the risk is in relation to this being short term and of a scale difficult to meet the demands presenting.

56/15.4 Alderman Porter noted the implications of funding being taken away from community projects. The Chief Executive noted the concerns and said that PHA has tried, where possible, to protect

groups that it funds, but organisations may turn to other funders.

56/15.5 Members noted the update on the Procurement Plan.

57/15 Item 16 – Child Development Programme Board Update (PHA/10/05/15)

57/15.1 Dr Harper said that the Child Development Programme Board continued to be a catalyst for change across a lot of organisations. Alderman Porter suggested that PHA should celebrate its achievements, and he made particular reference to the work in Early Interventions.

57/15.2 Members noted the update from the Child Development Programme Board.

58/15 Item 17 – Any Other Business

58/15.1 The Chief Executive expressed his thanks to all staff for their assistance in relation to the recent incident at Harland and Wolff.

58/15.2 The Chair thanked staff for their help and support during her period as Acting Chair.

59/15 Item 18 – 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



Date: 18 June 2015