

<b>Title of Meeting</b>	110 <sup>th</sup> Meeting of the Public Health Agency Board
<b>Date</b>	21 March 2019 at 1.30pm
<b>Venue</b>	Board Room, Gransha Park House, 15 Gransha Park, Clooney Road, Derry / Londonderry

**Present**

- Mr Andrew Dougal - Chair
- Mrs Valerie Watts - Interim Chief Executive
- Mr Edmond McClean - Interim Deputy Chief Executive / Director of Operations
- Mrs Mary Hinds - Director of Nursing and Allied Health Professionals
- Dr Adrian Mairs - Acting Director of Public Health
- Councillor William Ashe - Non-Executive Director
- Mr John-Patrick Clayton - Non-Executive Director
- Mr Leslie Drew - Non-Executive Director
- Ms Deepa Mann-Kler - Non-Executive Director
- Professor Nichola Rooney - Non-Executive Director
- Mr Joseph Stewart - Non-Executive Director

**In Attendance**

- Mr Paul Cummings - Director of Finance, HSCB
- Ms Marie Roulston - Director of Social Care and Children, HSCB
- Ms Nicola Woods - Boardroom Apprentice
- Mr Robert Graham - Secretariat

**Apologies**

- Alderman Paul Porter - Non-Executive Director
- Mrs Joanne McKissick - External Relations Manager, PCC

**16/19 Item 1 – Welcome and Apologies**

- 16/19.1 The Chair welcomed everyone to the meeting. Apologies were noted from Alderman Paul Porter and Mrs Joanne McKissick.

**17/19 Item 2 - Declaration of Interests**

- 17/19.1 The Chair asked if anyone had interests to declare relevant to any items on the agenda. No interests were declared.

**18/19 Item 3 – Minutes of previous meeting held on 21 February 2019**

- 18/19.1 The minutes of the previous meeting, held on 21 February 2019, were approved as an accurate record of that meeting subject to amendments.
- 18/19.2 In paragraph 10/19.9, Mr Clayton wished it to be recorded in the minutes that he had an interest in that matter as he knew the individual leading on that research. Mr Clayton also asked that his comment noting a retraction of £1.7m in Transformation monies be included as part of paragraph 7/19.4
- 18/19.3 Two minor amendments were also made, the word “it” was removed from the second line of paragraph 10/19.8, and the words “is also developing” were replaced by “has developed” in paragraph 5/19.2.

**19/19 Item 4 – Matters Arising**

- 19/19.1 The Chair asked if a report on the pilot referred to in paragraph 10/19.7 could be made available once completed. Dr Mairs said that this would be possible.

**20/19 Item 5 – Chair’s Business**

- 20/19.1 The Chair advised that he had shared with Dr Mairs an article relating to life expectancy, and how the rate of increase has decreased by 75%. He queried whether this was the situation in Northern Ireland. Dr Mairs said that he had spoken to Adele Graham in the PHA Operations directorate and that the situation here is similar to other parts of the United Kingdom.
- 20/19.2 The Chair informed members that in advance of this meeting, he had participated in a teleconference with representatives of the other UK countries which covered a range of subjects including EU Exit.
- 20/19.3 The Chair said that he will be chairing a meeting of the Disability Champions network where he hoped to raise the issue of employment agencies encouraging people with disabilities to apply for posts.

**21/19 Item 6 – Chief Executive’s Business**

- 21/19.1 The Interim Chief Executive informed members that PHA hosted a one day symposium around healthcare-associated infection, antimicrobial resistance and antimicrobial stewardship. She said that the event featured presentations from world renowned speakers, updates from the surveillance teams and the sharing of best practice and learning from work undertaken to date. She added that the expert-led sessions in this symposium highlighted and debated the key challenges for HCAI and antimicrobial resistance, whilst also provided evidence based practical solutions to address these challenges.

- 21/19.2 The Interim Chief Executive advised that the HCAI/AMR event was attended by approx. 140 delegates from across Northern Ireland with representation from all five trusts, PHA, HSCB, RQIA, DoH, Queens University, Ulster University, Department of Agriculture, Department of Finance etc. and that key speakers were invited from World Health Organisation, Public Health England, Health Protection Scotland and HSC Republic of Ireland.
- 21/19.3 The Interim Chief Executive told members that the first national Family Nurse Partnership programme learning event was held on the 12th March at Riddel Hall, Stranmillis and that Dr David Olds, founder of the FNP programme and Anne Rowe, International Consultant spoke at the event. She said that the programme reflected on the evidence and research, listening to other international FNP communities' work and learning from clients stories. She added that over eighty people attended the event and the highlight of the day was three young parents telling of their lived experience of the programme.
- 21/19.4 The Interim Chief Executive advised that on 6<sup>th</sup> March, PHA hosted a 'Five Country Care Home Workforce Seminar' which was attended audience including care home nurses and provider, Trusts staff and staff from HSCB and PHA. She said that the keynote speaker was Karen Spilsbury from the University of Leeds and also in attendance at the event were officers from the Departments of Health in Scotland, Wales and Republic of Ireland who outlined their relative policy positions in respect of care home staffing. She advised that there was positive feedback and it is hoped to arrange another meeting in 6 months' time, possibly in Dublin.
- 21/19.5 The Interim Chief Executive informed members that during March, PHA was involved in several high-profile media initiatives on issues related to drug misuse. She said that at the launch of NISRA's data on drugs-related deaths, PHA's Michael Owen attended the press briefing and carried out interviews with BBC, UTV, Q Radio, Downtown/Cool FM, and the Press Association, covering issues from the dangers of polydrug misuse, the Take Home Naloxone programme, and highlighting support services available through the PHA website. She said that Mr Owen also took part in UTV's 'Up Close' panel discussion show on drugs. Covering areas of overall drug use, dangers of misusing drugs, Take Home Naloxone programme and highlighting support services, and that he also participated in a live broadcast interview from Extern on BBC Good Morning Ulster.
- 21/19.6 Mr Clayton asked if it would be possible to receive copies of the presentations made at the "Five Country Care Home Workforce Seminar". Mrs Hinds undertook to check if this would be possible.
- 21/19.7 The Chair asked if all of the organisations involved in addiction work together. Dr Mairs said that within Health Improvement, there are structures which ensure that all of the key players are working together.

He commended Mr Owen for his work in dealing with this difficult and controversial area of work. He added that those staff involved in drugs and alcohol would receive many queries from MLAs regarding the work being undertaken by the PHA.

**22/19 Item 7 – Finance Report (PHA/01/03/19)**

- 22/19.1 Mr Cummings advised that there had been little change since the previous Finance Report, but that over the last few weeks there has been significant work undertaken to ensure that PHA finishes the year in a break even position. He advised that the two main issues, which related to vaccines and the Lifeline contract, had been resolved. It has also been possible to secure some additional in-year funding from the Department of Health which has been used to address some small cost pressure areas, and to bring forward payment on research and development.
- 22/19.2 Mr Cummings reported an underspend in the management and administration budget, but he noted that the amount is similar to what will be required of PHA in terms of savings in 2019/20.
- 22/19.3 Mr Drew asked if the running costs of Lifeline remained steady or had increased. Mr McClean said that the programme was well within its budget, but there were some additional costs with the transfer of staff to Agenda for Change terms and conditions. Professor Rooney asked if the transfer of the Lifeline service to the Belfast Trust is temporary. Mr McClean confirmed it was and the focus now is to stabilise this service and integrate it with other mainstream HSC Mental Health Services. Councillor Ashe asked if project funding is being utilised for staffing costs. Mr McClean said that historically, even with the full and proper running of the Lifeline service, not all of the available budget was required and this was used to fund other preventative suicide and self-harm services.
- 22/19.4 Mr Clayton said that at the last Board meeting he had raised a concern about the retraction of Transformation funding, and he confirmed that he had written to Sharon Gallagher regarding this.
- 22/19.5 The Board noted the Finance Report.

**23/19 Item 8 – Update from Governance and Audit Committee (PHA/02/03/19)**

- 23/19.1 Mr Drew advised that at the most recent meeting of the Governance and Audit Committee, three of the papers which are due to be considered in this meeting were approved and he commended them to the Board.
- 23/19.2 Mr Drew gave an overview of other papers considered at the meeting beginning with the Corporate Risk Register. He advised that two risks had been removed from the Register, but that both may be reinstated

during 2019/20. He went on to say that the Committee was given an update on the process relating to obtaining assurances now that Controls Assurance Standards have been phased out.

23/19.3 Mr Drew advised that Internal Audit had not presented any new reports, but would shortly be carrying out an audit of Payroll Shared Services. He said that the recently appointed external auditors, ASM, had presented their strategy.

23/19.4 Mr Drew said that the Committee had received an update on the Information Governance Action Plan and that there is an ongoing issue in relation to the take up of staff training. He acknowledged that staff were very busy.

23/19.5 The Board noted the update from the Committee Chair.

**24/19 Item 9 – PHA Business Plan 2019/20 (PHA/03/03/19)**

24/19.1 The Chair welcomed Miss Taylor to the meeting to present item 9, 11 and 12.

24/19.2 Miss Taylor reminded members that PHA is required to produce an annual Business Plan based on its current Corporate Plan. She said that following the recent workshop a copy of the draft Plan was circulated to Board members and to the Department of Health. She highlighted the key changes, namely three new actions at the end of sections 3, 4 and 5.

24/19.3 The Chair asked about the origin of the objective leading to homelessness. Dr Mairs said that this has come from the Department of Health. Mr McClean explained that there are various strands of work relating to homelessness being carried out across PHA and HSCB and that Mrs Hinds recently convened a meeting of all parties to ensure this work was integrated fully. Ms Mann-Kler asked if there were up to date figures available regarding homelessness. Mrs Hinds said that she did not think that data were available and she commented on the high instances of “sofa surfing”. Mr Clayton said that he was pleased to see that homelessness was in the Plan, but he felt there needed to be a discussion, perhaps at a Board workshop, around poverty.

24/19.4 Professor Rooney asked about the impact of last year’s Business Plan and how PHA can determine what difference it has made. Miss Taylor said that PHA is trying to introduce a more outcomes-based approach, but that some objectives are more easily measured than others. She said that a report on last year’s objectives will come to the Board in June. Professor Rooney suggested that the objectives may be too wide, hence it is more difficult to measure success. The Chair added that during the period of the Corporate Plan, the organisation should take stock to consider how quickly, or not, it is achieving the objectives in its Plan. He also added that the Board should keep a keen focus on

outcomes.

24/19.5 Members **APPROVED** the draft PHA Annual Business Plan for 2019/20.

**25/19 Item 10 – Review of PHA Standing Orders and Standing Financial Instructions (PHA/04/03/19)**

25/19.1 Mr McClean presented the review of Standing Orders and advised that the substance of the document was largely unchanged.

25/19.2 Mr Cummings advised that the Standing Financial Instructions had also undergone minor alteration.

25/19.3 The Board **APPROVED** the revised Standing Orders and Standing Financial Instructions.

**26/19 Item 11 – PHA Business Continuity Plan (PHA/05/03/19)**

26/19.1 Miss Taylor said that the Business Continuity Plan is an essential part of PHA's core governance. She said that the Plan is reviewed regularly and an annual desktop exercise undertaken with senior managers.

26/19.2 In terms of amendments to the Plan, Miss Taylor said that these were mostly minor, and she assured members that the Plan will continue to be kept under review in the context of EU Exit and cyber security.

26/19.3 The Board **APPROVED** the PHA Business Continuity Plan.

**27/19 Item 12 – Data Protection Impact Assessment Policy and Guidance (PHA/06/03/19)**

27/19.1 Miss Taylor explained that under GDPR, organisations need to have a Data Protection Impact Assessment Policy (DPIAP). She said that it is a complex area, but that PHA has developed a suite of documents to guide staff through the process. She added that both she and Karen Braithwaite can also assist staff if required. She finished by saying that the Policy and Guidance have been approved by both the Information Governance Steering Group and the Governance and Audit Committee.

27/19.2 Mr Drew said that the guidance is a very useful way of helping staff, but he said that it is important that there is training provided and to ensure that the policy is adhered to. Mr McClean agreed that the challenge for organisations is to ensure that this is not merely seen as a bureaucratic exercise.

27/19.3 Mr Stewart complimented the work done in developing this final version of the policy.

27/19.4 Ms Mann-Kler noted that staff are now potentially required to consider a range of impacts when developing plans – equality, rural screening and

now Data Protection Impact and asked if there was any information that could be taken from one to another, or if there could potentially be a clash in terms of the impacts. She also asked if training would be available. Miss Taylor said that there is no particular training on DPIA, but that Information Asset Owners and Information Asset Assistants sit on the Information Governance Steering Group and can assist. She added that a database is starting to be built up of DPIAs so staff can access this.

27/19.5 Mr Clayton said that he was heartened that the process is not seen as bureaucratic and he felt that having the database will help staff. He said that there was a challenge, particularly with regard to equality impact assessments. Mr McClean said that his only major concern is being able to access relevant information on what inequalities there may be. Dr Mairs made the same point, but he also felt that while these impact assessments are relevant, they place a burden on staff. Ms Mann-Kler asked if there was a central repository of information held by the Equality Commission, but Mr McClean said that although this question has been fed back, it is still up to organisations like the PHA to find out the information it needs for its screenings.

27/19.6 The Board **APPROVED** the Data Protection Impact Assessment Policy and Guidance.

**28/19 Item 13 – Any Other Business**

28/19.1 There was no other business.

**29/19 Item 14 – Details of Next Meeting**

*Thursday 18 April 2019 at 1:30pm*

*Fifth Floor Meeting Room, 12/22 Linenhall Street, Belfast*

Signed by Chair:



Date: 18 April 2019