

**Minutes of the 30th Meeting of the Public Health Agency Governance and Audit Committee held on 10 June 2015, at 9.30am
Fifth Floor Meeting Room, 12-22 Linenhall Street
Belfast, BT2 8BS**

Present:

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| Mr Brian Coulter | - Chair |
| Alderman Paul Porter | - Non-Executive Director |

In Attendance:

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| Mr Edmond McClean | - Director of Operations, PHA |
| Mr Paul Cummings | - Director of Finance, HSCB |
| Mr Simon Christie | - AD Finance, HSCB |
| Miss Rosemary Taylor | - AD Planning & Operational Services |
| Mr David Charles | - Internal Audit, BSO |
| Mr Brian Clerkin | - ASM |
| Mr Tomas Wilkinson | - NIAO |
| Mr Mark Anderson | - Sponsor Branch, DHSSPSNI |
| Ms Tara McBride | - Sponsor Branch, DHSSPSNI |
| Mrs Cathy McAuley | - Secretariat |

Apologies:

- | | |
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| Mr Thomas Mahaffy | - Non-Executive Director |
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43/15 Item 1 – Welcome and Apologies

The Chair welcomed everyone to the meeting and noted apologies. He welcomed Tomas Wilkinson (NIAO) and Tara McBride (DHSSPSNI).

Action

44/15 Item 2 - Declaration of Interests

The Chair asked if anyone had any interests to declare relevant to any items on the agenda. None were declared.

45/15 Item 3 - Chair's Business

The Chair referred to correspondence from NIAO re: Change in Director responsibilities.

46/15 Item 4 - Notes of previous Meeting – 10 June 2015

The minutes of the previous meeting, held on 15 April 2015 were

- approved.
- 47/15 Item 5 - Matters Arising**
- 7/16 – IA Annual Plan 2015/16
This matter has been deferred as no formal decision has been agreed by PHA and BSO.
- 35/15 – Governance Statement 2014/15
The governance statement has been amended to take account of accommodation issues with regards to property leases at Alexander House and Anderson House. PHA staff continue to work with DHSSPS, DFP Health Division, LPS and other HSC organisations.
- 48/15 Item 6 – Annual Accounts incorporating Governance Statement and Letter of Representation**
- Mr McClean presented the PHA Annual Report 2014/15 and the Governance Statement to members and summarised the report to members for recommendation for PHA board approval.
- Mr Christie presented the PHA Accounts for the year ended 31 March 2015 and summarised the report to members.
- Members recommended the annual report and annual accounts including the governance statement to the PHA board for approval.
- 49/15 Item 7 – External Auditor’s Report to those Charged with Governance (Draft)**
- Mr Clerkin presented the draft report to those charged with Governance to members for noting and gave a verbal summary of the report. Mr Wilkinson asked members to note that there may be an amendment to the report to include the potential impact to HSC organisations regarding the budgets. He advised that this amendment will not impact upon the approval of the annual accounts for 2014/15.
- Members noted the report.
- 50/15 Item 8 - Annual meeting with auditors (External and Internal) without officers present**
- Officers left the room for this part of the meeting.
- 51/15 Item 9 - Corporate Risk Register (at 31 March 2015)**
- Mr McClean presented the Corporate Risk Register for the approval.

**Mr McClean/
Mr Christie**

He confirmed 2 risks had been added:

- CR33: VOIP Telephone System
- CR34: £2.8m (15%) Reduced in Management and Administrative Funding.

He added that 2 risks have been removed;

- CR31: Shared Services (this has been de-escalated to the Operations Directorate Risk Register)
- CR32: Programme Budget Expenditure.

Mr McClean asked the GAC to approve the register as at 31 March 2015.

52/15 CR32: Programme Budget Expenditure

Alderman Porter expressed his concern regarding future potential budget reductions and suggested that this uncertainty could be included in CR34. Mr McClean said that senior management continue to work closely with the department to minimise adverse risks and if more information became available it would be reflected in the risk register.

53/15 CR26: Lack of market testing for roll forward contracts and lack of staff capacity to appropriately procure services

In respond to a question regarding temporary additional capacity to support this work Mr McClean advised that the PHA Scrutiny Committee had approved an extension of this post for a limited period of time.


54/15 CR33: VOIP Telephone System

Mr McClean advised that the Business Continuity arrangements of VOIP telephone system downtime (Health Protection Duty Room) continue to be monitored following a recent power cut in Belfast.

55/15 Members approved the Corporate Risk Register as at 31 March 2015.

56/15 **Item 10 – Information Governance Update and Action Plan 2015/16**

Miss Taylor presented the action plan to members for noting. Members noted the updated action plan. It was noted that the plan contained the essential actions to ensure that the PHA met its legal and statutory requirements in respect of information governance.

58/15	Item 11 – Data Protection/Confidentiality Policy	Miss Taylor
	Miss Taylor presented the Data Protection/Confidentiality Policy. Member recommended the policy for PHA board approval.	
59/15	Item 12 - Gifts and Hospitality Policy	Miss Taylor
	Miss Taylor presented the Gifts and Hospitality Policy for approval. Members recommended the policy for PHA board approval.	
60/15	Item 13 – Single Tender Actions for Goods and Services Procurement 2014/15	
	Mr McClean presented the report on STAs for Goods and Services Procurement 2014/15 for noting. He said that during this period 26 applications were submitted compared to 28 during 2013/14. He gave a brief analysis of the STA applications advising that of the 26 applications made, three did not require a rating and were subsequently withdrawn. Of the 23 applications given a risk status by PALs 19 were rated green, 1 rated green/amber, 1 rated amber and 2 were rated red.	
	Members noted the report.	
61/15	Item 14 – Audit Committee Self-Assessment Checklist	
	GAC approved the ACSA checklist for onward submission to the department once 2015/16 request is received.	
62/15	Date and time of the next meeting	
	Date: 14 October 2015 at 9.30am	
	Time: 9:30am	
	Venue: PHA Conference Room 18 Ormeau Baths Belfast BT2 8HS	
	Signed: 	
	Date: 14 October 2015	