

**Minutes of the Tenth Meeting of the Public Health Agency  
Governance and Audit Committee  
10 October 2011 at 10:00am  
Conference Room, PHA, 18 Ormeau Avenue, Belfast, BT2 8HS.**

**Present:**

- Mrs J Erskine - Chair
- Mr T Mahaffy - Non Executive Director
- Mrs M Karp - Non Executive Director
- Mr R Orr - Non Executive Director

**In Attendance:**

- Mr E McClean - Director of Operations, PHA
- Miss R Taylor - AD of Planning & Operational Services, PHA
- Mr S Christie - AD of Finance, HSCB
- Mrs C McKeown - Internal Audit, BSO
- Mr D Charles - Internal Audit, BSO
- Mr S Boyd - Pricewaterhouse Coopers
- Ms A Kane - Northern Ireland Audit Office
- Ms J Farley - Governance Manager, PHA (For Item 7)
- Dr G Waldron - Consultant in Public Health Medicine/Health Protection, PHA (For Item 9)
- Mrs C McAuley - Secretariat

**Apologies:**

- Mr M Pitt - Pricewaterhouse Coopers
- Mr P Cummings - Director of Finance, HSCB

<b>45/11</b>	<b>Declaration of Interests</b>	<b>Action</b>
	Mrs Erskine asked if anyone present had any interests to declare before the commencement of the meeting. None were declared.	
<b>46/11</b>	<b>Chair's Business</b>	
	Mrs Erskine welcomed members and noted apologies.	
	Mrs Erskine circulated two DHSSPS Circulars to members	

for information;

- HSC(F)39/2011DFP MOR on 5 & 6 reports of the PAC Session 2010/11: Measuring the Performance on NI Water & Procurement and Governance in NI Water.
- HSC(F)31/2011 Dealing with errors made in Annual Reports and Accounts laid in the NI Assembly.

#### **47/11 Minutes of the previous meeting**

The minutes of the previous meeting held on 3 June 2011 were agreed subject to minor amendments. Page 6, the word 'regularly' will be replaced with 'regularity' in last sentence of the last paragraph.

#### **48/11 Matters Arising**

##### 32/11 Escalation Policy

The Policy was approved by PHA board August 2011.

##### 33/11 Business Continuity and Emergency Preparedness

Agenda Item GAC/24/11 and GAC/25/11

##### 34/11 Information Governance Action Plan

Agenda Item GAC/23/11

##### 38/11 PHA Annual Report

The PHA board Annual Report has been approved and published.

##### 40/11 Statement on Internal Control

The Statement on Internal Control was amended accordingly and submitted within timescales.

#### **49/11 PHA Corporate Risk Register at 30 June 2011 (GAC/21/10/11)**

Mr McClean presented the Corporate Risk Register quarter ending 30 June 2011 for approval.

Mr McClean advised that further amendments have been

made to the corporate risk register at 30 September 2011, which is currently being finalised, taking account of GAC previous comments.

Members noted a number of risks were high, in response to this Mr McClean advised members of the proposed reduction in the number of risks in the next Risk Register. 5 new risks were identified which included corporate risk 13, Inadequate finance procurement and IT support. Mr Orr asked if the risk of unallocated funds and the avoidance of under spend should be added as a risk. Mr Christie responded to this question by advising that surplus funds were controlled by the DHSSPS. Mr McClean reassured members of the existing controls in place including reporting to PHA board and DHSSPS to manage this risk. Ms Kane also advised that this would not normally be included on a risk register.

Corporate risk 15, Failure of Trusts to meet Ministerial target access times for AHP services. Mr McClean advised that Mrs Hinds would be able to respond to this and should be covered through the performance monitoring report at the PHA board meeting 20 October 2011.

Mr McClean

The report was approved.

**50/11 Controls Assurance Update GAC/22/10/11**

Miss Taylor presented an update to members on the Controls Assurance Standards arrangements for 2011-12.

Miss Taylor advised members the compliance level has been raised to 75%. The DHSSPS advised that in addition to the core standards governance risk management and financial management, records management, fire safety and security management will also be subject to independent verification by internal audit. She advised a process was being adopted to take forward the controls assurance agenda for the PHA for the period 2011-12.

**51/11 Information Governance GAC/23/10/11 & GAC/24/10/11**

Ms Joan Farley joined the meeting. Ms Farley took up position as Governance Manager on 3 May 2011.

Miss Taylor presented the PHA Information Governance Action Plan to members and gave a verbal update. She advised a PHA wide Information Governance Steering Group has been established and the inaugural meeting took place on 29 September 2011.

Miss Taylor advised the inaugural meeting of the Records Management Working Group is scheduled for 13 October 2011.

Discussion followed regarding development of e-learning platform for all staff and mandatory awareness training.

The report was noted.

Ms Farley left the meeting.

**52/11 Business Continuity Planning GAC/24/10/11**

Mr Mc Clean presented the Business Continuity Planning Update to members for noting.

Mr McClean advised members that all HSC organisations are required to have Business continuity management arrangements in place that enable an organisation's to manage a business disruption. He advised members that while the PHA has a BCP in place it does not meet the BS25999 standard. Mr McClean advised that in developing a new BCP, PHA has made appropriate arrangements and plans are in place. AMT has approved the establishment of a project team with representation from all Directorates along with HSCB and BSO to take this work forward. The new BCP will be prepared and tested by 31 March 2012.

The report was noted.

**53/11 Emergency Preparedness GAC/25/10/11**

Dr Waldron joined the meeting.

Dr Waldron presented the Emergency Preparedness & Response Annual report of PHA/HSCB/BSO to members. The first report was informal and subsequent reports would be annual. Following discussion members agreed Emergency Preparedness would be placed on the agenda at least twice a year with more regular updates if required.

Following discussion Mrs Erskine asked if group staff training was the same as mandatory awareness training. In response to this question Dr Waldron advised he recognised the issues of different members of staff at different levels needing different input, and greater understanding of the roles they will play in a major incident. Mrs Erskine said statistics show 48% of staff do not attend training and this is a cause for concern. Dr Waldron agreed to bring statistics of staff attending training to a future meeting of the GAC committee.

Dr Waldron

The report was noted.

Dr Waldron left the meeting.

**54/11 Internal Audit Progress Report (GAC/26/10/11)**

Mrs McKeown gave a progress report on the internal audit reports since the last GAC meeting.

Following discussion regarding PHA Voluntary Organisations Expenditure Visits, members agreed the report from Internal Audit to the Voluntary Organisations would come to PHA staff first and then be presented to the Voluntary Organisations.

Mrs McKeown

Members noted the report.

**55/11 Internal Audit Mid Year Assurance Statement  
GAC/27/10/11**

Mrs McKeown presented the Internal Audit Mid Year

Assurance Statement and summarised the report to members for noting.

Members noted the report.

**56/11 PHA 2010/11 Report to those charged with Governance GAC/28/10/11**

Ms Kane presented the PHA 2010/11 report to those charged with governance to members.

Ms Kane highlighted paragraphs 4 and 5 to members as an area of concern re Submission of final accounts to DHSSPS.

Following discussion it was agreed this report would be raised at the next PHA board meeting on 20 October 2011.

Mrs Erskine

**57/11 Finance**

**Progress Report on Implementation of Recommendations of the RCTTWG External Auditors Report GAC/29/10/11**

Mr Christie presented the PHA progress report to those charged with governance to members and summarised the report to members.

The report was noted.

**58/11 Single Tender Actions GAC/30/10/11**

Mr Christie updated members on the permanent secretary's letter on Procurement Practice including single tender actions (STAs).

The report was noted.

**59/11 Fraud Update GAC/31/10/11**

Mr Christie gave a verbal briefing of the report which detailed no new cases of actual or suspected fraud since the last report to the GAC Committee.

The report was noted.

**60/11 Mid Year Assurance Statement GAC/32/10/11**

Miss Taylor presented the Mid Year Assurance Statement to members for approval.

Members approved the statement for submission to the PHA board.

**61/11 Date, time of next meeting**

8 December 2011, at 10 am  
Conference Room  
18 Ormeau Avenue  
Belfast  
BT2 8HS

Signed by Chair \_\_\_\_\_

Date 8 December 2012