

**Minutes of the Eighth Meeting of the Public Health Agency board held at 2.15pm on Thursday 15 October 2009, in the Connor Room, Belfast City Hall, Belfast, BT1 5GS**

**PRESENT:**

Ms M McMahon	-	Chair
Ms M Hinds	-	Director of Nursing & Allied Health Professionals (deputising for Dr Rooney)
Dr C Harper	-	Director of Public Health Medicine
Mr E McClean	-	Director of Operations
Mrs J Erskine	-	Non-Executive Director
Dr J Harbison	-	Non-Executive Director
Ms M Karp	-	Non-Executive Director
Mr T Mahaffy	-	Non-Executive Director
Mr C Mullaghan	-	Non-Executive Director
Mr S Nicholl	-	Non-Executive Director
Mr R Orr	-	Non-Executive Director

**IN ATTENDANCE:**

Mr P Cummings	-	Director of Finance, HSC Board
Mrs F McAndrew	-	Director of Social Care and Children, HSC Board
Ms M Hully	-	Chief Executive, Patient and Client Council
Mr S Wilson	-	Assistant Director, Communication & Knowledge Management
Ms H Johnston	-	Project Manager, Public Health Agency
Ms S Wylie	-	Head of Environmental Health, Belfast City Council
Mr D McCammick	-	Chief Executive, Antrim Borough Council
Dr A Mairs	-	Consultant in Public Health Medicine, Public Health Agency

- Ms R Taylor - Assistant Director, Planning & Corporate Services
- Ms M Magee - Communications Manager, Public Health Agency
- Ms H Fyfe - Secretariat

**APOLOGIES:**

- Dr E Rooney - Chief Executive

**55/09 Chairs Business**

The Chair welcomed members to the meeting.

The Chair gave an update of all the appointments she had attended since the last PHA board meeting (17/09/09). She advised that these meetings had provided valuable insights into a wide range of “on the ground” work.

**56/09 Chief Executive’s Business**

Ms Hinds, Acting Chief Executive, thanked members and colleagues for their support during Dr Rooney’s period of absence.

Ms Hind advised she had met with the Minister and he was delighted with the work of the PHA.

Ms Hinds also thanked Ms Wylie for organising the venue in Belfast City Hall for today’s meeting.

**57/09 Minutes of the Previous Meeting held on 17 September 2009**

Members agreed the minutes of the meeting on 17 September 2009 as an accurate record and the minutes were duly signed by the Chair.

**58/09 Matters Arising**

There were no matters arising.

**59/09 Addressing Health and Wellbeing Inequalities:  
Joint working with District Councils - Update**

Mr McClean introduced this item by giving an outline of overall progress in the development of health improvement pilots with local partners.

Mr McClean introduced Mrs H Johnston, Ms Wylie and Mr McCammick who would give updates in relation to joint working in addressing health and wellbeing inequalities in their respective areas.

Ms Johnston outlined significant developments across Northern Ireland with local Council Partners in terms of the development of joint health improvement initiatives.

Both Mr McCammick and Ms Wylie indicated that they were working closely with the PHA to develop and take forward initiatives reflecting the invitation set out in the Minister's letter of 16 December 2008.

Ms Wylie, Head of Environmental Health in Belfast, welcomed the opportunity to work with the Agency in developing landmark partnership arrangements which would build on significant achievements to date.

Ms Wylie addressed areas of concern to the Council in particular issues of obesity, alcohol, supporting vulnerable or frail older people and addressing health inequalities.

Mr McCammick, Chief Executive of Antrim Borough Council, outlined some of the practical challenges

that local government will be facing as they process through reorganisation. A key opportunity will be for both the PHA and local government to build on successful partnerships, and develop new local government powers of well-being and community planning to better address long standing causes of poor health and well-being.

The Chair thanked Ms Johnston, Ms Wylie and Mr McCammick for their input to the meeting.

**60/09 Corporate Plan**

Mr McClean advised that the Corporate Plan would be brought back to the next board meeting for approval.

**EMcC**

**61/09 Financial Report**

Mr Cummings advised members there was little change in the PHA financial position since the last meeting. He said contingency plans are expected from the Trusts which will result in a paper coming back to the board.

It was agreed it is essential the PHA, BSO and HSCB work together to achieve a common objective.

Mr Mahaffy expressed concern that the key health promotion and tackling health inequality objectives of the PHA would be adversely affected if, in the future, the organisation was subject to budget cuts, similar to those impacting the rest of the HSC system.

**62/09 PHA Governance**

Miss Taylor advised that the “Interim Assurance Framework 2009-10” and the “Controls Assurance

Workplan 09-10” paper had been brought to the Governance and Audit Committee on 06/10/09.

After discussion members approved the Interim Assurance Framework, recognising that it will be further developed over the coming months and noted the Controls Assurance Workplan.

**63/09 Responses to Consultation on Proposed PHA Staffing Structure**

Ms Hinds referred to the Workshop which had taken place on the morning of the PHA board meeting. She advised another workshop is planned for early November.

A paper summarizing responses will be produced for the Chief Executive on his return to work.

**MH**

Ms Hinds invited Mr Cummings and HR staff to attend the next workshop in early November.

**MH**

**64/09 Equality – Annual Review of Progress 2008-2009 & Summary Annual Report for PHA 08/09**

Mr McClean outlined the purpose of the document which was primarily to report on legacy Health Promotion Agency activities in order to meet Equality Commission guidelines.

Mr McClean indicated that a more comprehensive action plan to embed Equality and Good Relations at the heart of PHA business would be developed in 2009/10. This would be brought to the board in draft for consideration.

**EMcC**

**65/09 Cardiovascular Health and Wellbeing Service Framework**

Dr Harper introduced Dr Mairs.

Dr Mairs provided a brief summary of this report. Members noted the detail of the report and agreed to approve it.

**66/09 H1N1 Swine Influenza update**

Dr Harper introduced Dr Doherty.

Dr Doherty provided a comprehensive outline of planning and developments in relation to swine flu to date, including the operation of an “information Hub” and the wider Health Protection Duty Room.

She advised that the vaccine will be available to prioritised groups of staff commencing 21/10/09 and people with underlying health problems commencing 26/10/09.

**67/09 The Local Supervising Authority Midwifery Officer’s Annual Report 1April 08 – 31 March 09**

Ms Hinds introduced Ms Verena Wallace, who gave an overview of the report to Members.

Ms Karp asked to have further information on means of encouraging breastfeeding. Dr Harper said she would ask her Assistant Director Health Improvement to address this in a workshop for Members.

Members thanked Ms Wallace for a very informative presentation.

**CH**

**68/09 The report of the Outbreak Control Team of the investigation of an outbreak of listeriosis in the Belfast Health and Social Care Trust during May to November 2008**

Dr Harper advised that this investigation was complicated and had been carried out in a very thorough manner as was evident from the report.

Members noted the content of the report.

**69/09 Agreed Standards and Criteria for Information Sharing for Agencies Working with Families and Children in NI**

Ms McAndrew outlined the background to this report and in raising it with the PHA board considered that it would be a useful and practical basis for ensuring good practice and consistency in approach.

Members agreed the contents of the paper subject to a number of minor changes.

**70/09 Any other Business**

**New Bloodspot Contingency Arrangements**

Dr Harper advised members contingency arrangements has been put in place to ensure efficient delivery of samples to laboratories in the event of a postal strike.

**71/09 Date and Time of Next Meeting**

The next meeting will be held on **Thursday 2.15pm, 19 November 2009, Mossley Mill, Newtownabbey** with the proviso that an exceptional meeting may be arranged in advance if

required.

Signed: \_\_\_\_\_ (Chair) Date: \_\_\_\_\_