

**Minutes of the Sixth Meeting of the Public Health Agency  
board held at 2.15pm on Thursday 20 August 2009 in Gransha  
Park House, 15 Gransha Park, Clooney Road, Londonderry,  
BT47 6FN.**

**PRESENT:**

Ms M McMahon	-	Chair
Mrs J Erskine	-	Non-Executive Director
Mrs M Hinds	-	Director of Nursing & Allied Health Professionals
Ms M Karp	-	Non-Executive Director
Dr J Little	-	Assistant Director Service Development & Screening Representing Dr Harper
Mr E McClean	-	Director of Operations
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
Miss D Beer	-	Secretariat
Ms H Fyfe	-	Secretariat
Miss R Taylor	-	Assistant Director Planning & Corporate Services
Mrs M Black	-	Assistant Director Health & Social Wellbeing Improvement

**APOLOGIES:**

Dr E Rooney	-	Chief Executive
Dr J Harbison	-	Non-Executive Director
Dr C Harper	-	Director of Public Health/ Medical

Mr T Mahaffy - Director  
Ms M Hully - Non-Executive Director  
- Chief Executive, Patient and Client Council

35/09 **Chairs Business**

**Welcome**

The Chair welcomed members to the meeting.

**Feedback on Commissioner Development Programme**

- a) The Chair referred to a workshop that she attended on Friday 14 August to discuss the Commissioner Development Programme. The Beeches Management Centre hopes to commence the programme late November when key appointments (including LCG's) should be in place.

36/09 **Chief Executive's Business**

- a) In the absence of the Chief Executive there was no business to declare.

37/09 **Minutes of the previous meeting held on 18 June 2009**

- a) Members agreed the minutes of the meeting held on the 18 June 2009 as an accurate record and the minutes were duly signed by the Chair.

38/09 **Matters arising from 18 June 2009**

- a) Mr McClean agreed to send members a comprehensive list of contact details for recent appointments. This list will be continually updated.

Mr McClean

39/09 **Minutes of previous special meeting held on 8 July 2009**

- a) Members agreed the minutes of the special meeting held on the 8 July 2009 as an accurate record and the minutes were duly signed by the Chair.

40/09 **Matters Arising from 8 July 2009**

**Health Promotion Agency Annual Accounts**

- a) The Health Promotion Agency (HPA) Annual Accounts 2008/2009 were approved by the board and subsequently submitted and certified by NIAO.
- b) The Accounts were forwarded to the DHSSPS at the beginning of August and will be led before the Assembly on 11 September 2009. Following this the Annual Report including the summary financial statement can be published.

**Report from NIAO to those charged with Governance**

- c) The 'Report from NIAO to those charged with Governance' will go to the next Governance and Audit Committee meeting for consideration in October.

**Approval of the Joint Commissioning Plan**

- d) A letter has been received (dated 10 July 2009) from the Acting Permanent Secretary approving the Joint Commissioning Plan. The DHSSPS have requested some additional information before the plan is published. The PHA are working with the HSCB on this.

41/09 **Financial Report (Paper PHA01/08/09)**

- a) Members received and noted the contents of paper PHA 01/08/09.
- b) Mr Cummings indicated that the PHA is operating largely within the previous financial arrangements of the legacy organisations. The Commissioning and Administration budget relates to staff and costs directly associated with the functions of the PHA.

- c) It was noted that potential deficits in Trusts may impact on the financial situation of the PHA and HSCB as DHSSPS may retract funding in order to assist Trusts.
- d) A £274,000 under-spend in the Salaries & Wages budget was noted, primarily due to vacant posts. However, work on finalising the PHA structure is still ongoing and this under-spend cannot be taken as a trend.
- e) Members were of the view that any underspends should be redirected (where ring-fencing allows) towards the achievement of Priorities of Action and other opportunities.

42/09 **Addendum Joint Commissioning Plan**  
**(PaperPHA/02/08/09)**

- a) Mr McClean introduced paper PHA 02/08/09, Addendum to Joint Commissioning Plan, and explained that due to tight timescales, the Addendum was submitted to DHSSPS 14/08/09 in anticipation of approval from the board.
- b) Miss Taylor presented the paper to members.
- c) The Addendum sets out how the funds devolved from DHSSPS management to PHA and HSCB will be utilised in 2009/10.
- d) The HSCB and PHA have worked together with the DHSSPS to understand the commitments already made by the DHSSPS. There are some budget lines which require further clarification with the DHSSPS.
- e) Miss Taylor advised that a performance monitoring system will be set up with regular reports to the PHA board.
- f) Members approved the Addendum to the Joint Commissioning Plan.

43/09 **Corporate Business Plan Update (Paper PHA 03/08/09)**

- a) Members received and noted the draft of the Corporate Plan, Paper PHA 03/08/09. The draft plan reflects discussion at several workshops including that at the Farset centre attended by board members.
- b) A fundamental strategic goal for the PHA is to meet its core targets and accountabilities in improving health and social well-being and tackling inequalities; protecting the health of the public; supporting the commissioning process to address public health needs; and maximising the contribution of research and development to reducing premature illness and death from preventable disease and improving quality of life.
- c) Members discussed the draft objectives.
- d) Mrs Erskine suggested adding a column to include a tracking reference and show progress against each objective.
- e) Mr McClean clarified that the target dates for action currently listed on the document are mainly based on Priorities for Action or Benefits Realisation targets. It was suggested that it would be useful to identify the source of the targets.
- f) As it is important that the PHA 'own' the Corporate Plan it was suggested that it would be useful for members to spend time going through it in more detail. It was agreed that members will meet on 15 September 2009, 3pm to 9pm and the morning before the next board meeting on 17 September 2009. The venue will be confirmed.
- g) In the meantime members were asked to send any comments on the Corporate Business Plan to Miss Taylor.

Mr McClean

Mr McClean

Mr McClean

44/09 **Business Case for PHA accommodation (Paper PHA/04/08/09)**

- a) Members received and noted an update on the Business Case for PHA accommodation (Paper PHA 04/08/09) which outlines the project rational and objectives for the development of new PHA headquarters.
- b) It is envisaged that the Business Case will be finalised for approval by the board by December 2009. Following that it will be sent to the DHSSPS for approval.
- c) Members will be kept updated on developments.

45/09 **Shaping the Health Improvement Function of the Public Health Agency (Paper PHA05/08/09)**

- a) Mrs Black presented Paper PHA 05/08/09 for noting.
- b) Mrs Black explained this is a first draft of the proposal to seek member's views. The paper outlines the overall direction of the health improvement function of the PHA.
- c) Suggested actions focused on;
  - (1) Improving health and wellbeing and reducing inequalities
  - (2) Improving daily living conditions
  - (3) Tackling the inequitable distribution of power, money and resources and
  - (4) Measuring and understanding the problem and assessing the impact of action.
- d) The principles for informing this approach outlined in the document include community participation, a clear focus on outcomes, partnership working, use of best evidence, innovation, risk taking, evaluation and research and development.
- e) Members welcomed the paper.
- f) Mrs McAndrew said that HSCB Social Care and Community Development staff would be keen to work with the help of the PHA on this.

- g) A proposal to develop a model of integrated action at local community level in the paper and the need for bringing public sector organisations together with community and voluntary partners to address issues was suggested.
- h) A suggestion was made to link with communities through churches. Mrs Black advised that work done on social capital examined the role of churches in the community. They have involvement in mental health, sexual health and wellbeing. There is potential to extend this.
- i) Finding a balance between risk taking and evaluation was discussed. Whilst it is recognised that wherever possible evidence should be used to inform decisions, taking measured risks for positive outcomes is also necessary.
- j) Members agreed that it would be useful to bring papers on other core PHA functions at future meetings.

46/09 **Any other business**

- a) There was no other business.

**Date and time of next meeting**

The next meeting will be held on Thursday 17 September 2009, 2.15pm, PHA, Ormeau Avenue Unit, 18 Ormeau Avenue, Belfast, BT2 8HS

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