

**MINUTES OF THE MEETING OF THE PUBLIC HEALTH
FUNCTIONS PROJECT TEAM
14 FEBRUARY 2006
10.00 – 1300
STORMONT HOTEL, BELFAST**

ATTENDEES:

Dr E Mitchell (Chairperson)

Dr B Smyth

Mr M Donaldson

Dr B Gaffney

Ms E O' Doherty

Mrs A McLernon

Dr R Smithson

Dr J Little

In Attendance:

Mr D Martin

Mrs D Kenny

Dr C Harper

Dr N Chada

Mr N McMahon

Mrs P Osborne

Mrs J Todorov (Secretariat)

1. Welcome/Apologies

Dr Mitchell welcomed everyone to the 2nd meeting of the Project Team. Apologies were received from Dr A M Telford and Mr W Francey.

2. Minutes of Previous Meeting

Dr R Smithson requested that paragraph 3 bullet point 1 should be amended to include the Local Commissioning Groups (LCGs) as well as Trusts.

The minutes were agreed subject to the above amendment.

ACTION POINT: SECRETARIAT TO AMEND MINUTES

3. Matters Arising

- **Publication of Review of Public Health Implementation reports.**

Members were advised that the Review of Public Health Function interim reports would be included on the Department's website as soon as possible. Members agreed that available reports should be placed on the website and that the Workforce Planning report could be added when the final version was obtained.

ACTION POINT: SECRETARIAT TO CLARIFY THE STATUS OF THE WORKFORCE PLANNING REPORT

- **Consultation on draft legislation to establish five new integrated HSS Trusts**

Members were advised that a link to the consultation document and the draft legislation had been included with the agenda for the meeting. Pat Osborne and Damien Martin undertook to consider the existing legislation referred to in the consultation document.

ACTION POINT: PAT OSBORNE & DAMIEN MARTIN

- **Project Initiation Document PID Paper 3/06**

The PID, as revised following the first meeting of the Project Team, has been submitted to the Reconfiguration Programme Board.

Members of the Project Team sought clarification on the following issues:

- Para 3.1 (2nd paragraph):- the date for the establishment of Trust Development Groups.
- The role and membership of the sub-group of the Performance Management Project Team dealing with research and information:

some members of the Public Health Functions Project Team have also been invited to participate in the sub-group.

- How decisions on specific human resources issues for the public health workforce will be made. Dr Mitchell advised that the exact position was not yet clear but it was expected that both this Project Team and the Human Resources Project Team would be involved.

Further clarification on some of these issues may be provided following the meeting of the Project Chairs, which is scheduled to take place on 16 February 2006.

ACTION POINT: DR MITCHELL TO FEEDBACK ON THE MEETING OF PROJECT CHAIRS

- **Role of the Project Support Group** **Paper 4/06**

Members indicated that they were content with role proposed for the Support Group.

Dr Little highlighted the importance of identifying as soon as possible the stakeholders to be engaged during the work of the Project. Dr Gaffney raised the issue of having academic public health representation on the Project Team. Dr Mitchell advised that further consideration could be given to these issues when considering the agenda item on communication and engagement with stakeholders.

- **Quality Assurance**

It was suggested that Professor Rod Griffiths, President of the Faculty of Public Health, would be an appropriate person to quality assure the group's proposals. It was recognised that he would not have a detailed knowledge of systems in Northern Ireland and that there would be a need to supplement his expertise in specific areas.

4. Process to Develop Public Health Models **Paper 5/06**

Dr Harper outlined the suggested approach in relation to the development of a preferred model for public health, in line with current project timescales. Members discussed the revised paper and made the following comments.

- Consideration should be given to the models and lessons from other parts of the UK and Ireland.
- The need for public health capacity at all levels of the new structures.

- It will be necessary to provide some detail on the size and scope of Public Health Functions as well as describing the overall model for public health.

(4.1) Criteria for Evaluation of Models

Paper 6/06

Dr Harper outlined the suggested criteria for the assessment of public health models. It was agreed that the criteria should be a description of the factors considered to be critical to the effectiveness of Public Health Functions. A number of amendments to the paper were agreed in relation to the principles and criteria.

- **Principles**
 - Inclusion of a description of the three domains of public health.
 - Reflection of integration, engagement and equity in relation to health outcomes.
- **Criteria**
 - Criteria.1 bullet point 1: add within a governance framework.
 - Criteria 2: reflect the issue of participation in decision making and the need for public health advocacy.
 - Criteria: 3: add bullet point on delivery of statutory functions.
 - Criteria 4: include bullet points on capacity for health protection functions and responsiveness.
 - Criteria 6: replace with new criteria on local knowledge and relationships.

Following a detailed discussion on the issue of weightings, it was recognised that there would be a need to weight the first 3 criteria more highly.

Dr Mitchell advised that the criteria and weighting would be revised following the meeting in light of the changes agreed.

ACTION POINT: DR MITCHELL

(4.2) Functional Mapping

Paper 7/06

Damien Martin advised that to ensure that the models of public health developed by the Project Team are comprehensive, joined-up & understood, support group members have been working with Project Team members to map functions, across

the three domains of public health, at the levels at which they could be delivered, taking into account the Review of Public Health and the RPA.

Dr Mitchell invited the members of the Support Group who had prepared a functional list to speak to their paper.

- **Service Development**

Dr Harper outlined the functional list as in the service development paper 07/07. Members discussed the functions at each level and changes were proposed in relation to:-

- the role of DHSSPS with regards to policy & advocacy;
- the role of the SHSSA across the programmes of care;
- public health capacity within Trusts.

Nigel McMahon advised that Willie Francey had suggested that account should be taken of the need to involve elected members in service development. It was suggested that this issue should perhaps be addressed by the Planning and Commissioning Project Team.

ACTION POINT: DAMIEN MARTIN

- **Workforce Planning, Training and Development**

Damien Martin outlined the functional list as detailed in the Workforce Planning, Training and Education paper 07/07. Members discussed the functions at each level and suggested that:-

- workforce planning and capacity for training and development should be recognised at all levels;
- additional roles for the DHSSPS were required;
- clarification on Trusts responsibility for population health was required.

Due to the shortage of time, Dr Mitchell advised that the remaining papers outlining the functional lists would be e-mailed to members and that this item would also be placed on the agenda for the next meeting.

ACTION POINT: DAMIEN MARTIN

5. Communication & Engagement Plan

Paper 8/06

Damien Martin emphasised that there were differing views on how the range of stakeholders could be communicated with and engaged as part of the project. It was recognised that the communication plan for the HSSPS would play an important role in this. However, the Public Health Project Team would also need to decide how to ensure, in an equitable manner, and within significant time constraints, how it will engage relevant stakeholders. It was agreed that this matter would be considered in more detail at the next meeting.

6. Dates of Future Meetings

- **10.00 am, 21st February 2006, Dunadry Inn, Templepatrick**
- **10.00 am, 28th February 2006, Dunadry Inn, Templepatrick**
- **09:30 am, 7th March 2006, (Provisional)**
- **10.00 am, 23rd March 2006, (Provisional)**

7. Any Other Business

Nigel McMahon updated members on the meeting with representatives from the Department of the Environment's Local Government Division and outlined the likely timescale for progressing the work of the Local Government Task Force.

Damien Martin advised members that a paper would be issuing shortly from the Department to provide more detail and clarity on the future roles and responsibilities of the Department and Health and Personal Social Services organisations. It was agreed that preliminary comments on the Public Health dimensions of this paper would be circulated to project team members.

ACTION POINT: DAMIEN MARTIN

Dr Little highlighted the need for consideration to be given to the legislation for crematorium medical referee service.

Dr Mitchell thanked everyone for their attendance and closed the meeting.

The meeting concluded at 1:15 pm