



Minutes

Title of meeting	Public Health England Advisory Board	
Date	Wednesday 26 April 2017	
Present	Sir Derek Myers	Interim Chair
	Michael Brodie	Finance and Commercial Director,
	Paul Cosford	Director for Health Protection and Medical Director
	Yvonne Doyle	Director, London
	Rosie Glazebrook	Non-executive
	Richard Gleave	Deputy Chief Executive and Chief Operating Officer
	Sian Griffiths	Interim Deputy Chair
	Poppy Jaman	Non-executive
	Richard Parish	Non-executive
	Duncan Selbie	Chief Executive
In attendance	David Allen	Faculty of Public Health
	Lee Bailey	Director of Communications, PHE
	Viv Bennett	Chief Nurse, PHE
	Derrick Crook	Director, National Infection Service, PHE
	Andrew Furber	Association of Directors of Public Health
	Martin Hindle	Independent member, PHE Audit and Risk Committee
	Jaime James	Governance Manager, PHE
	Paul Lincoln	UK Health Forum
	Deborah McKenzie	Director, Organisational and Workforce Development, PHE
	Adrian Masters	Director of Strategy, PHE
	Vasanthini Nagarajah	Secretariat Assistant, PHE
	John Newton	Chief Knowledge Officer
	Gabrielle Owtram	Public Health England
	Simon Reeve	Department of Health
	Rachel Scott	Board Secretary, PHE
	Alex Sienkiewicz	Director of Corporate Affairs, PHE
	Rashmi Shukla	Director, Midlands and East, PHE
	Alison Tedstone	Chief Nutritionist, PHE

There were 2 members of the public present.

Announcements, apologies, declarations of interest

17/059 No interests were declared in relation to items on the agenda.

17/060 Sir Derek Myers welcomed Board Members and attendees to the open session of the PHE Advisory Board, his first as interim Chair. The Board recognised and paid tribute to the contribution of Professor David Heymann to both PHE and its predecessor organisation, the Health Protection Agency.

Sugar reduction and wider reformulation programme - update

17/061 The Chief Nutritionist advised the Board that:

- PHE had developed the approach to, and published guidelines for, the sugar reduction programme after an extensive series of engagement and discussion

with all sectors of the food industry, non-governmental organisations (NGOs), other government departments (OGDs) and devolved administrations (DAs). Key learnings from the salt reduction programme and the Public Health Responsibility Deal had been taken in to account;

- the PHE team had held 40 meetings with each of the market leaders in the nine categories and NGOs to inform its thinking. The initial target was a 5% reduction in the first year in those foods which contributed most to children's sugar intake, with a 20% reduction by 2020. PHE would publish two detailed assessments in March 2018 and March 2020 to advise government on progress;
- the guidelines also applied to the out of home sector and discussions were underway with them on how the high number of calories often present in dishes could be addressed. The programme did not though include sugary soft drinks, which were covered by the industry levy that had been included in the Finance Act recently passed by Parliament;
- in future, the programme would also be broadened to include other food products alongside the 9 highest sugar intake foods for children. These included ready meals, food consumed by the very young and drinks not included as part of the sugar levy, such as fruit based soft drinks.

17/062 Further reports would be provided at future meetings.

Minutes of the meeting held on 22 February 2017

17/063 The minutes (enclosure PHE/17/14) were agreed as an accurate record of the previous meeting.

Matters arising

17/064 The matters arising from previous meetings (enclosure PHE/17/15) were noted.

17/065 Following the discussion on *Improving the health of the public by 2040* at the February 2017 meeting, the work with the Academy of Medical Sciences had been included in the business plan for the current year.

Chief Executive's Update

17/066 The Chief Executive advised the Board that:

- a) the annual remit letter from Ministers and the business plan approved by them for 2017/18 had been published. With Professor Fenton's secondment to Southwark Council as their Director of Health and Wellbeing, PHE was in the final stages of refocussing its senior leadership, which would be published to staff and stakeholders shortly;
- b) preparatory work continued in advance of the peer review by the International Association of National Public Institutes (IANPHI), which would commence in late June;
- c) he had recently written a blog for NHS England on the importance of prevention and how PHE can support Sustainability and Transformation Plans. A particular area of focus was tobacco control and the commitments towards a tobacco free NHS.

Updates from the Executive

17/067 The Chief Nurse advised the Board that:

- a) she and her team continued to work closely with WHO, for example, they had provided expert population health advice linking to the *All Our Health* work,

which was used as a case study;

- b) the team would take part in celebrating International Nurses Day on 12 May 2017; and
- c) PHE had held its inaugural quality and clinical excellence event, which had included awards for staff celebrating excellence and innovation as well as ensuring that this important work was embedded across the organisation.

17/068 The Director for Health Protection and Medical Director advised the Board that:

- a) the interviews for the Director of Environmental Public Health would take place later in the week;
- b) following the cross government exercise Cygnus to test arrangements for managing pandemic flu, the report setting out the learning and recommendations was in the process of being finalised. The exercise had involved teams from other government departments;
- c) he and his team were working to assure the ongoing effectiveness of the health protection system following Brexit;
- d) PHE's incident response arrangements were managing an increase in the number of Hepatitis A cases. PHE was part of an international alerting system which shared information on the spread of the outbreak.

17/069 The Chief Knowledge Officer advised the Board that:

- a) PHE had submitted its Information Governance Toolkit assessment to NHS Digital with a satisfactory marking across all domains. A programme of work was also in place to strengthen records management in response to a recent internal audit report;
- b) the disease registration team had contributed the data to the recently published research on cancer diagnosis in the British Journal of General Practice working with Cancer Research UK, the University of London and Cambridge University;
- c) work continued on the development of the Health of the Nation report, which would be published in the summer;
- d) plans for PHE's annual conference were progressing well and the programme had now been published online.

17/070 The Director of the National Infection Service advised the Board that the design of the service was being finalised following the staff consultation and the next stage would involve appointment to senior roles over the summer.

17/071 The Director, Midlands and East advised the Board that the West Midlands Combined Authority Mental Health Commission Action Plan, *Thrive West Midlands*, had been published at the end of January.

PHE Budget 2017/18

17/072 The Finance and Commercial Director introduced the PHE budget for 2017/18 (enclosure PHE/17/16). This had been agreed by the Management Committee and subsequently with the Department of Health. Formal delegation letters would be issued to all budget holders which would confirm good governance arrangements.

17/073 The focus for the following year would remain the delivery of savings and maintaining a sustainable system. A taxpayer value strategy had been developed to support this and a summary paper would be presented at a future meeting.

17/074 The move of the ring-fenced public health grant to 100% business rate retention would come into effect in April 2019. PHE had engaged with Directors of Public Health as part of early preparatory work and would develop this further during the year.

Finance Report

17/075 The Finance and Commercial Director advised that PHE had delivered a small underspend at the end of the 2016/17 financial year. The statutory annual accounts had been submitted to the NAO, PHE's external auditor, for review and would be considered at the June Audit and Risk Committee meeting.

17/076 The Board noted the update and thanked the finance and commercial team for their excellent work and rigour.

Global Health update

17/077 Professor Griffiths, Chair of the PHE Global Health Committee, advised that:

- a) Professor Daniel Bausch had joined as Director of the UK Public Health Rapid Support Team;
- b) scoping missions had taken place as part of the International Health Regulations (IHR) project and a business case was being prepared to outline future support. PHE was working closely with both the DH and DFID to align the project to other cross-government initiatives such as the Fleming Fund;
- c) PHE was maintaining its engagement with China and developing a strategy for future work.

PHE Harlow update

17/078 Detailed work continued on the design with a particular emphasis on security arrangements. Planning and procurement milestones remained on track and over 750 staff had either visited or were registered to visit the site as part of the early staff engagement programme.

Information items

17/079 The Board noted the following information updates:

- a) Minutes of the Audit and Risk Committee meeting held on 24 November 2016 (enclosure PHE/17/18)
- b) Board forward calendar (enclosure PHE/17/19)
The Board was scheduled to meet bi-monthly and a forward programme for the remainder of the year was being prepared.

Any other business

17/080 Professor Parish advised that that the Parliamentary Inquiry into Arts and Health was due to report in early June. This was a very comprehensive piece of work which would make a number of recommendations of relevance to PHE. A further report would be made to a future meeting.

17/081 The Chair thanked Rosie Glazebrook, who was attending her last PHE Advisory Board meeting, for her contribution to PHE over the past three years.

17/082 Two members of the public were present and raised the following:

- a) whether there would be any change to the annual remit letter following the general election that had recently been announced. The Chief Executive said that this would be known following the outcome of the election.
- b) When setting out PHE's work with local communities it would be useful to set out practical examples, particularly to demonstrate linking national decision making to local action.

17/083 There being no further business the meeting closed at 13.15