



Minutes of the Inaugural Meeting of the Board of the Northern Ireland Medical and Dental Training Agency held on Friday 3 December 2004 at 9.30am in the Boardroom, Beeches Management Centre, 12 Hampton Manor Drive, Belfast

PRESENT

Members

Dr H McGuigan (Chairman)
Mrs J Eve
Mr A Baird

Officers

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
Dr A McKnight (Director of General Practice Education)
Mr D Hussey (Postgraduate Dental Dean w.e.f 1 January 2004)
Mr K Alexander (Adviser in General Dental Practice)
Miss M Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager)
Miss Roisin Campbell (Training and Personnel Manager)

By Invitation – Board Meeting Only

Mr A O'Brien (KPMG)

PRE-BUSINESS

Presentations, setting out the Agency's strategic direction and scope of work, were made to the members by senior staff.

1. WELCOME

The Chairman welcomed the members and officers to the first meeting of the Board. He also welcomed Mr David Hussey who had been appointed as Postgraduate Dental Dean with effect from January 2005, and the external auditors.

2. APOLOGIES

Apologies were received from Mr Ian Saunders

3. STANDING ORDERS AND FINANCIAL INSTRUCTIONS

The Board received and discussed Paper B 1/04.

The Chairman suggested a few minor changes to the Standing Orders and suggested that any further comments or suggestions should be forwarded to Miss Roberts for amendment and ratification by the Board at its next meeting. He also

suggested that relevant officers should review its standing financial instructions to ensure that they were up-to-date and compliant with DHSSPS guidance.

Miss Roberts referred to the requirement for the Agency's Standing Orders to include a Scheme of Delegation and undertook to produce a draft for discussion and ratification by the Board.

*Action: MR to amend Standing Orders to include Scheme of Delegation.
Relevant officers to review Standing Financial Instructions.*

4. NIC ANNUAL REPORT 2003/04

The Board received and noted Paper B 2/04.

5. FINANCIAL STATEMENTS FOR YEAR ENDED 31 MARCH 04

The Board received and approved Paper B 3/04.

Mr Hutchinson drew attention to the analysis of income and expenditure and explained any significant variances from the previous year.

It was noted that the NI Audit Office was now responsible for auditing the Agency's accounts and would appoint external auditors for 2004/05.

6. MANAGEMENT LETTER FOR YEAR ENDED 31 MARCH 2004

Mr O'Brien tabled the management letter for 2003/04. He confirmed that KPMG would be in a position to certify the accounts once confirmation had been received from the Department that NIMDTA had assumed all the operations, assets and liabilities of the former Council and that the Chief Executive had been designated as the Accounting Officer for the Agency. He added that the Accounts had been prepared on that basis.

He also drew the Board's attention to page 7 of the management letter relating to expenditure accruals. He pointed out that accruals amounting to £49k had been provided for items that did not relate to 2003/04 and suggested that in future the Agency should ensure that only those items relevant to the period in question are included.

7. APPOINTMENTS

It was noted that the interviews for the remaining 3 Board members would take place on 10 December 2004.

8. ANY OTHER BUSINESS

There was no further business.

9. DATE AND ARRANGEMENTS FOR FUTURE MEETINGS

A residential meeting will be held with Board members and officers on 17/18 February 2005.

The first public meeting will be held in March 2005.

10. CLOSE

The meeting closed at 12.30pm.