

NI MEDICAL AND DENTAL TRAINING AGENCY

Minutes of a meeting of the Agency Board held on 31 March 2005 at 2.00 pm in the Boardroom, 'Beechill House', 42 Beechill Road, Belfast.

PRESENT:

Members

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

Officers

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
Dr A McKnight (Director of Postgraduate General Practice Education)
Dr D Hussey (Postgraduate Dental Dean)
Miss ML Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager)
Miss R Campbell (Training and Personnel Manager)

1. **APOLOGIES**

Dr J Marley
Mrs A Eggert

2. **MINUTES OF LAST MEETING**

The minutes of the last meeting held on 3 December 2005, copies of which had been circulated were approved.

3. **MATTERS ARISING**

Dealt with in the agenda.

4. **ADOPTION OF AGENCY STANDING ORDERS**

4.1 **Standing Orders – NIMDTA (Paper B05/02)**

Members received and ratified paper B05/02 subject to the following amendments

Item 7.4.1

Meetings will normally be held at the Agency's office but may also be held in other venues in Northern Ireland.

Item 7.6.2

It was noted that all requests for inclusion in the agenda should normally be submitted within 10 days before the meeting. The discretion of the Chairman would be exercised if items were received in less than the specified period.

Item 7.10

It was agreed that unconfirmed minutes of the meeting should be circulated to members as soon after the meeting as possible.
Miss Roberts agreed to check that DHSSPS were happy to receive the unconfirmed minutes initially.

4.2 Schedule 1 – Audit Committee (Paper B05/03)

Members received and ratified Schedule 1.

4.3 Schedule 2 – Remuneration Committee (Paper B05/04)

Members received and ratified Schedule 2.

It was agreed that the Remuneration Committee should comprise all Board members. The Standing Orders would be amended to reflect this.

4.4 Schedule 3 – Declaration of Interests and Register of Interests (Paper B05/05)

Members received and ratified Schedule 3.

4.5 Schedule 4 – Tendering and Contract Procedure (Paper B05/06)

Members received and ratified Schedule 4.

4.6 Schedule 5 - Arrangements for Managing Reserved Matters (Paper B05/08)

Members received and ratified Schedule 5.

Mr Hutchinson stated that there was a need to clarify whether items authorised for disposal related to their cost or book value.

4.7 Schedule 6 – Scheme of Delegation (Paper B05/09)

Members received and ratified Schedule 6.

It was agreed that Directors should be able to approve expenditure outside the original budget plan, up to £1,000.

4.8 Schedule 7 – Standing Financial Instructions (Paper B05/10)

Members received and ratified Schedule 7 subject to amendment to para. 2.3 to include reference to the Chief Executive's role as "Accountable Officer". It was noted that Dr McMurray had been formally appointed by the Permanent Secretary as the Accountable officer for the Agency.

Mr Hutchinson pointed out that he had not received clarification on the transfer of assets and liabilities from the Council to the Agency.

5. COMMITTEES OF BOARD

5.1 **Audit Sub Committee – Appointment of Members**

It was agreed that Mr Albert Baird would be the Chairman of the Audit Committee. Dr Ronnie Atkinson and Mrs Anna Eggert had also agreed to serve on the Committee. The Board Chairman would not be a member of the Audit Committee.

Mr Hutchinson suggested that the NI Audit Office be advised of the composition of the committee and that some consideration should be given to the NI audit office timetable with regard to dates of meetings of the Audit Committee.

The servicing of this committee would be determined.

5.2 **Remuneration Sub Committee – Appointment of members**

It was agreed that the Remuneration Committee should comprise all Board members. .

It was agreed that the Remuneration Committee would consider whether their minutes or reports to the Board would be discussed under reserved business.

Dr McKnight questioned whether the scope of the Remuneration Committee would include senior administrative staff pay, as she was concerned that under 'Agenda for Change' staff in the Agency might not be remunerated appropriately. It was agreed that the Remuneration Committee's remit would encompass administrative salaries as well as medical and dental salaries.

5.3 **Other Sub Committees (Paper B05/11)**

Members received and discussed Paper B05. The Chief Executive stated that work was continuing to standardise the recruitment, composition, funding and servicing of the specialty training committees.

The Board agreed that the term 'Specialty Adviser' for Agency appointments should be replaced by 'Training Programme Director'. There should be a generic job description for all Training Programme Directors to reflect their roles and responsibilities i.e., allocation of trainees to training posts, supervision of programmes of training and regular formal assessment and feedback.

Training Programme Directors in the larger specialties would be remunerated to reflect the activity within the specialty and the number of trainees for whom they are responsible. Where appropriate the position of Training Programme Director may be shared between the two individuals.

The College Regional Adviser or Specialty Adviser in the case of the smaller specialties, should normally chair the committee.

The Committee of Chairmen and Advisers should be replaced by a committee of Training Programme Directors, who will meet on a regular basis to discuss issues in relation to postgraduate education and training, that can be shared across specialties.

It was agreed that proposals for a committee which was representative of all legitimate interests should be produced and brought to the next meeting as would proposals for dentistry and general practice..

6. **APPOINTMENT OF VICE CHAIRMAN**

The Committee agreed that Mrs Judith Eve should be appointed as Vice-Chairman of the Agency Board.

7. **APPOINTMENT OF SECRETARY TO BOARD**

The Chief Executive nominated Miss Roberts as Secretary to the Board.

8. **RATIFICATION OF POLICIES AND PROCEDURES (Paper B05/12)**

The Board received and ratified paper B05/12 which comprised the following policies:

Risk Management Policy

Incident Reporting Policy and Procedure

Risk Management Strategy

Complaints Policy - The Chief Executive nominated Miss Campbell as Complaints Co-ordinator.

Fire Safety Policy - Miss Campbell indicated that there would need to be staff training to comply with this policy.

9. **REPORT ON FINANCIAL POSITION 2004/2005**

Mr Hutchinson reported on the financial position 2004/2005.

He indicated that the budget was split between Junior Doctors salaries, General Practice, Operational, Study leave, Dental, and Capital Expenditure.

Capital - £914K of capital funding was initially allocated by the DHSSPS, but was subsequently reduced by £314K, leaving an allocation of £600K.

Junior Doctors Salaries - there was a projected £106k surplus due to the timescale of filling SpR posts.

GP VT budget - there was a projected £19k deficit in this budget. Mr Hutchinson confirmed that this was due to increased costs of maternity leave and sick leave.

Operational budget - there was a projected £117K deficit due to the provision made for the GP and Dental Educators pay award, which had not yet been implemented.

Study leave budget - there was a projected £198k surplus in this budget. Mr Hutchinson suggested that the level of allocation of £1k for SpRs and £750 for SHOs may be too high.

Dental budget - there was a projected £58k surplus in the GPT budget due to the allocation of whole year costs of posts starting in August.

He also confirmed that the projected balance based on current information was likely to be a small surplus of about 0.2%.

With regard to prompt payments 89% of payments had been processed within 30 working days. The reduced level was due to staffing difficulties within the finance office resulting from the re-location to Beechill Road.

10. **DRAFT BUDGET REPORT 2005/2006 (Paper B05/13)**

The Board received and approved paper B05/13.

Mr Hutchinson informed the Board that the budget represented the projected costs to the Agency of delivering the proposed range of educational activities. The allocation from the DHSSPS had not yet been received.

In drafting the budget the following assumptions were made:

2004/2005 DHSSPS allocation uplifted to reflect the following:

GP appraisal costs

Additional Postgraduate Dental Dean session

Associate Dean (5 sessions)

Whole year costs of Dental GPT scheme

Whole year costs of new training posts created in 2004/2005

Flexible training banding costs

The following uplifts have been applied:

Operational budget 3.225%

Junior doctors salaries budget 3%

GP V T budget 3%

Study leave 3%

The following pay awards have been applied:

Medical 3% (Old Consultant Contract)

Medical 3.225% (New Consultant Contract)

Administrative 3.225%

The salaries of all medical staff are based upon the old consultant contract, with the exception of the Chief Executive, Associate Dean and Postgraduate Dental Dean and no provision has been made for the new consultant contract or the proposed GP and Dental Educator salary scales. Neither is there provision for Agenda for Change.

In relation to the GP VT Budget Mr Hutchinson stated that the DHSSPS had asked for a review of this budget to reduce costs.

In relation to the Dental budget Mr Hutchinson was to discuss with Dr Hussey the administrative pressures due to additional workload.

Mr Hutchinson reported that a decision had been made on the banding for flexible trainees, which would allow an increased number to avail of the scheme.

He also highlighted the potential cost implications (up to £340k) of implementing the new consultant contract and GP and Dental Educator payscales. There was no

indication yet from the DHSSPS as to whether this would be funded.

He estimated the budget income to be in the order of £39 million, and suggested that Senior Management should consider ways to generate additional funds for the Agency and at the same time make cost savings so that additional activities could be undertaken.

11. **BUSINESS PLAN 2005/2006 (Paper B05/14)**

The Board received and ratified paper B05/14.

The Board agreed to adopt as a Mission Statement: 'Excellence in learning ensuring outstanding patient care.'

Minor amendments were agreed to the statements elaborating the Mission Statement.

It was noted that proposed additional activities which could not be undertaken due to lack of funding. The following had not therefore been included in the business plan:

Enhanced Study Club activity

Dental VT assessment.

CPD for Professions complementary to dentistry.

Further development of CPD within General Practice

It was further agreed that all such initiatives would be discussed by Senior Management and prioritised for ratification by the Board.

12. **REPORT FROM CHIEF EXECUTIVE**

The Chief Executive informed the meeting that PMETB would be charging Deaneries for the cost of visits. The amount proposed ranged from £60k to £125k depending on the mechanism for calculating the costs.

He further stated it was becoming clear that a major issue for the Agency was the cost of funding doctors in difficulty. He informed the meeting that the GMC had indicated that this could be 5% of doctors in training at any one time.

Another issue was the gender split of the work force, now 70% female, which had implications for work force planning.

13. **REPORT ON ORGANISATION AND MANAGEMENT ISSUES**

Miss Roberts provided an update on Agenda for Change. She explained that the Agency would be working with the Central Services Agency and other Agencies to determine which of the new pay bands will apply to staff of the Agency. This will be done through a process of matching job descriptions against nationally agreed profiles or through job evaluation. A new timescale for the matching and assimilation of all staff onto the new Agenda for Change pay bands had been agreed as follows:

- Matching to be completed by December 2005
- Assimilation to be completed by March 2006

It was agreed that protection arrangements would apply for all staff appointed to the Agency prior to 1 December 2004.

14. **IMPLEMENTATION OF THE FOUNDATION PROGRAMME**
(PRESENTATION BY DR T McMURRAY)

The Chief Executive gave a presentation on the implementation of the Foundation Programme.

He stated that the Foundation programme was a two- year programme providing a structured learning environment to enable trainee doctors to acquire and demonstrate pre-defined standards of competency and help test career options through coached and co-ordinated training placements.

Foundation doctors would obtain solid skills in acute medicine, develop generic professional skills, gain experience in a number of specialties and would undergo competency-based assessment.

The first year of the programme, which is governed by the 1983, Medical Act would remain unchanged until 2007. It consists of 3 four-month placements.

The second year will be either 6 months, 4 months or 3 months placements. There will be opportunities in acute specialties and possibly General Practice (if funding is made available) which will be underpinned by a learning portfolio.

He informed the meeting that the Associate Dean would be producing a generic skills programme which would be likely to cover the following elements:

- Good medical care
- Maintaining good medical practice
- Working relationships with colleagues
- Relations with patients
- Teaching and training
- Probity
- Health

Funding for this programme would be top-sliced from the study leave budget.

In relation to the assessment process in the foundation programme he felt that formal examination would not be used at present, and it was unclear about the progression to specialty training. Some form of work based assessment would be introduced: a tool kit was due to be released shortly.

The following timetable had to be agreed by 15 June 2005:

F1 and F2 posts – only 204 F2 posts had been identified to date.

National Curriculum – already received.

National Operational Framework – currently in draft form.

Foundation Programme portfolio – about to be released.

Identified Foundation Programme Directors and educational supervisors.

It was reported that the Department had informed the Agency verbally that funding had been identified to support the implementation of the Foundation Programme

15. **ANY OTHER BUSINESS**

There was no further business

16. **DATES OF FUTURE MEETINGS**

The dates of future meetings were agreed as follows:

30 June 2005 – Lecture Theatre, Fern House, Antrim Hospital

1 September 2005 – Boardroom, Beechill House

24 November 2005 – Boardroom, Beechill House

26 January 2006 – Boardroom, Beechill House