

**Minutes of a meeting of the Board of the Agency held on Monday
21 August 2006 at 12.30 pm in the Boardroom, NIMDTA, Beechill
House, 42 Beechill Road, BELFAST BT8 7RL**

PRESENT:

Members

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

Officers

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
Ms M L Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager)
Dr A McKnight (Director of Postgraduate GP Education)
Dr D Hussey (Postgraduate Dental Dean)

In Attendance

Mrs P Dardis

1. **APOLOGIES**

Mrs A Eggert
Dr J Marley
Ms R Campbell

2. **ANNOUNCEMENTS**

The Chairman circulated a note received from Mrs Eggert thanking the Board and Senior Management for the flowers they had sent.

RPA (Review of Public Administration)

The Chairman and Chief Executive had received introductory correspondence from Dr David Sissling, the newly appointed Chief Executive designate of the Health and Social Services Authority.

The Chief Executive had written to Dr Paul Simpson (Chief Executive of the DHSSPSNI) urging that the Department, through RPA, ensure the future of training and education of Healthcare Professionals within the five super Trusts. In addition he had requested consideration be given to the possibility that special mention of the issue be made in the RPA Newsletter 'Making it Happen'.

3. **MINUTES OF THE MEETING HELD ON 29 JUNE 2006 (Paper B06/12)**

Minutes of the last meeting held on 29 June 2006, copies of which had been circulated prior to the meeting were approved.

4. **MATTERS ARISING FROM MINUTES**

Dealt with in the Agenda

5. **REPORT FROM THE AUDIT SUB COMMITTEE**

The Chairman of the Audit Committee reported on the business of the Audit Committee, which had met prior to the Board meeting. The annual accounts had been approved, subject to minor adjustments.

The Committee had agreed that the Accounts should be recommended to the Board for ratification subject to minor amendments and the decision regarding disclosure on Cash Equivalent Transfer Values (CETVs).

The Board adopted the accounts, subject to the minor adjustments, which would now be forwarded to the Department, after signature by the Chair and Chief Executive.

6. **DRAFT ANNUAL REPORT (Paper B06/13)**

Members received and ratified the draft annual report subject to the following minor revisions:

- Addition of an index
- For consistency, individual named CCT candidates to be removed. Hospital, General Practice and Dental CCT information should be included with congratulations on the Agency website.
- Information on the official opening of the premises in November 2005 by the Permanent Secretary, Dr Andrew McCormick, to be added
- Page 33, Resignations and Retirements amended to read: ... received with regret and acknowledge ...
- Addition of coloured photographs

Once revisions had been made, the report with the addition of the financial statements, would be forwarded for printing.

HR Manager

7. **FINANCIAL STATEMENTS FOR YEAR ENDED 31 MARCH 2006 (Paper B06/14)**

Dealt with under item 5.

8. **FINANCIAL UPDATE**

Mr Hutchinson, as had been requested at the Board meeting in June, presented a Funding Release Options Paper (B06/15) for

consideration.

The Board noted the recommendations, which if implemented would achieve the required cost savings with minimum impact on the activities of the Agency.

The Board confirmed that it was content to adopt the recommendations.

**Finance
Manager**

9. **REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper BO/16)**

The Board received and noted a tabled report from the Chief Executive which highlighted four main areas:

- Recruitment and Selection
- Modernising Medical Careers
- Postgraduate Specialty Schools
- Review of Public Administration

The Department and NIMDTA had officially signed up to the Medical Training Application Service (MTAS). MTAS is the new electronic recruitment and selection tool developed to recruit doctors to the new training grades set out in the Modernising Medical Careers (MMC) framework for postgraduate medical training.

The Chief Executive would pursue the issue of Postgraduate Specialty Schools further with the Department.

CEO

Dr McMurray tabled a first draft of a scoping paper for the Boards consideration. The final paper would be forwarded to Director of Modernisations' office for inclusion on the agenda for the inaugural meeting of the NIMDTA/NIPEC RPA Working Group. Dr McMurray agreed to forward the final paper to the Board.

10. **REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B06/17)**

The Board received and noted a tabled report from the Postgraduate Dental Dean. Dr Hussey announced that:

- Mr John Farmer, Adviser in General Dental Practice (Continuing Education) had recently retired. Interviews for Mr Farmer's post would take place in early September.
- Dr Hussey reported briefly on issues surrounding Modernising Dental Careers including planning for recruitment and selection for 2007/08 schemes
- Dr Hussey had received a draft of the report of the recent General Dental Council visit. The findings had been positive, and the recommendations were constructive and modest.

11. **REPORT FROM DIRECTOR OF POSTGRADUATE GP EDUCATION (Paper B06/18)**

The Board received and noted a report from the DPGPE. Dr McKnight highlighted five main issues:

- Vocational Training Scheme
- Retainer Scheme
- Returner Scheme
- Continuing Professional Development (CPD)
- Appraisal

Dr McKnight explained, there was as yet no funding for the Returner Scheme, although a trainee can provide their own and the Boards have provided some funding in the past.

The strategy document, 'Specialist Training for General Practice in Northern Ireland 2007/2010' had been discussed at the last meeting of the Department of Health's MMC Steering Group.

12. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES (Paper B06/19)**

The Board received and noted a report from the Administrative Director which covered eight main topics.

- Funding requirements for 2006/07 and 2007/08 -
- Business Plan 2007/08
- Review of Public Administration -
- Agenda for Change
- Review of the System of Medical Regulation – Sir Liam Donaldson's Report
- Changes in Immigration Rules
- Requests for information under the Freedom of Information Act (FOI)
- Statutory Equality Duties

Members received and ratified the annual review of progress 2005/06 on the Agency's Equality Scheme which would be forwarded to the Equality Commission.

13. **ANY OTHER BUSINESS**

There was no further business.

13. **DATE OF NEXT MEETING**

The following dates were agreed for 2007:

- 8 February 2007 (Boardroom, NIMDTA)
- 10 May 2007 (TBA)
- 2 August 2007 (Boardroom, NIMDTA)
- 8 November 2007 (Boardroom, NIMDTA)

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