

**Minutes of a meeting of the Board of the Agency held on Thursday
30 November 2006 at 2.00 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
Dr J Marley

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)
Ms R Campbell (Human Resources Manager)

In Attendance

Mrs P Dardis
Miss L Harbinson

1. **APOLOGIES**

Mrs A Eggert

2. **ANNOUNCEMENTS**

There were no announcements

3. **MINUTES OF THE MEETING HELD ON 21 August 2006 (Paper
B06/20)**

Minutes of the last meeting held on 21 August 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 Board received and noted Paper B06/21, draft minutes of
meeting of the Audit Sub Committee held on 21 August 2006.

Mr Baird (Chair of the Audit Sub Committee) informed the Board he had no further comments to add to his verbal report given at the last meeting.

6. **FINANCIAL UPDATE**

The Board received and noted a Financial Update from the Finance Manager.

Mr Hutchinson gave an overview of the Agency's projected income and expenditure account for the year ended 31 March 2007 which included:

- Operational Budget
- Junior Doctors Salaries
- GP VT Budget
- Dental GPT Budget
- Study Leave
- GP Appraisal

The Operational and GP VT Budget showed a deficit which would be offset by the projected surplus overall.

Mr Hutchinson proceeded to give the Board an analysis of the operational budget as of 31 October 2006.

Mr Hutchinson informed the Board he was awaiting the allocations letter for the new financial year.

7. **REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper BO6/22)**

The Board received and noted a report from the Chief Executive which included an update on:

- Postgraduate Medical Education and Training Board (PMETB)
- Review of Public Administration
- Modernising Medical Careers

Dr McMurray updated the Board on the confirmed visit by PMETB scheduled to take place over four days in early February which would specifically assess the training offered for General Surgery across Northern Ireland. A pre-meeting had taken place in mid November at which PMETB had set the timetable and agreed Daisy Hill, Belfast City and Altnagelvin Hospitals would be inspected. The visitors would meet with both Trainees and Trainers. They had also requested to meet with representatives from the Agency including the Board, DHSSPS and HSSA.

Dr McMurray informed the Board that both he and Dr McKnight (DPGPE) had undergone training with PMETB and he was part of the external panel due to visit the Scottish region in early December.

Dr McMurray further informed the Board that the Agency had agreed to participate in a GMC/PMETB Quality Assurance Pilot for the Foundation Programme. There would be approximately eight Deaneries piloted in the United Kingdom in 2007.

Dr McMurray tabled a draft workforce development report received via the Director of Modernisation's office. The report would be discussed at the next meeting of the DHSSPS/NIMDTA/NIPEC Working Group scheduled for 1 December 2006.

Dr McGuigan had also written to Dr McMahon on 28 November 2006 enclosing a short paper with his personal thoughts on the assimilation of the Agency and its responsibility within the Health Authority from April 2008. His paper would be circulated to the Board.

P Dardis

The Chairman expressed the unanimous support of the Board for the efforts of the Postgraduate Dean on behalf of the Agency in respect of the Review of Public Administration.

Dr McMurray proceeded to update the Board on Modernising Medical Career's. His report highlighted four main areas: Run Through Training, Recruitment and Selection, E-Portfolio and the Generic Skills Programme. Dr McMurray, Ms Roberts and Mr Hutchinson were scheduled to meet with Mr David Bingham and representatives from his staff on 13 December. He agreed to continue to pursue the issue of Postgraduate Specialty Schools with the Department.

Dr McMurray informed the Board Miss Gillian Diffin had recently been appointed as Specialty Training Co-ordinator in the Hospital Training Department and had the onerous task of taking run-through training forward. He wished to record his appreciation of Miss Diffin, her Team and the Hospital Training Department.

8. **REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B06/23)**

The Board received and noted the report from the Postgraduate Dental Dean which highlighted four main issues:

- Continuing Professional Development
- Vocational Training/General Professional Training
- Modernising Dental Careers
- Hospital Dentistry

Dr Hussey announced Mr David McCarter had been appointed to the position of Adviser in General Dental Practice (Continuing Education) to replace Mr John Farmer who had recently retired.

Dr Hussey updated the Board on the progress of the final report of the recent General Dental Council visit. It would be placed on the GDC website shortly for public access. Dr Hussey agreed to forward a copy for the next meeting of the Board if available.

D Hussey

Dr Hussey agreed to arrange to have a list of Dental Practice Visit

D Hussey

dates forwarded to the Chief Executive's Office for circulation to the Board when available. Dr McGuigan had attended several practice visits in 2006.

Dr Hussey informed the meeting a Medical Dental Careers Strategy Group was to be set up with the support of the Department to take forward the implementation of this initiative.

9. **REPORT FROM DIRECTOR OF POSTGRADUATE GP EDUCATION (Paper B06/24)**

The Board received and noted the report from the Director for Postgraduate General Practice Education which highlighted four main issues:

- Foundation Placements in General Practice
- Recruitment to the Vocational Training Scheme 2007
- Continuing Professional Development
- GP Appraisal

Dr McKnight updated the Board on the Foundation placements and announced they were progressing well.

This was the first year General Practice had been involved with the MTAS process. General Practice had recruited to fifty places on the VT Scheme last year and this may rise to fifty-five, though unconfirmed at this time. The new process required additional training of staff.

Dr McKnight informed the Board that PMETB had now accepted the new curriculum produced by the College. The curriculum also had the support of MMC and Copmed.

Dr McKnight gave an update on the 2006/07 GP Appraisal process. As of 22 November 70% of appraisals were either completed, booked or pending, a total of 70% as compared with 9% last year.

12. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES (Paper B06/25)**

The Board received and noted a report from the Administrative Director which covered seven topics:

- Funding Requirements for 2006/07 and 2007/08 to include Recruitment and Selection, Specialty School Structures and Specialist Training in General Practice.
- Business Plan 2007/08
- Review of Public Administration
- Agenda for Change
- Controls Assurance
- Industrial Tribunal Case
- Grievance

Members received and ratified the following:

- Business Plan 2007/08 which would be included on the Agenda for the next NIMDTA Main Accountability Review Meeting scheduled for October 2006 and now deferred until January 2007
- Health and Safety Committee – Terms of Reference
- Waste Management Policy
- Environmental Policy
- Business Risk Register

Members also noted the Summary of Objectives and Outcomes for 2006/07 – Interim Review of Progress

10. **ANY OTHER BUSINESS**

The Chief Executive and Human Resources Manager updated the Board on the outcome of a recent investigation by the Northern Ireland Commissioner for Complaints. The Board were reassured to note the Human Resources Department and Agency had been completed exonerated by the Ombudsman. The outcome would be forwarded to the Board.

P Dardis

The Chairman reported that Mrs Eve and himself had attended recent GP Practice and Deanery Visits and had been impressed with the level of training provided.

11. **DATE OF NEXT MEETING**

Thursday, 8 February (Boardroom, NIMDTA)

Future dates for 2007:

10 May 2007 (Altnagelvin Trust)

2 August 2007 (Boardroom, NIMDTA)

8 November 2007 (Boardroom, NIMDTA)