

**Minutes of a meeting of the Board of the Agency held on Thursday
8 February 2007 at 2.00 pm in Committee Room 2, 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 M Crawford (deputising on behalf of Dr A McKnight)
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
Dr A McKnight (Director of Postgraduate GP Education)

2. **ANNOUNCEMENTS**

The Chairman welcomed Dr Maureen Crawford, deputising on behalf of Dr McKnight.

The Chairman announced that he and the Chief Executive had attended an Accountability Review meeting with representatives from the Department in January 2007. The Chairman informed the Board it had been a positive meeting.

3. **MINUTES OF THE MEETING HELD ON 21 August 2006 (Paper B07/01)**

Minutes of the last meeting held on 30 November 2006, copies of which had been circulated prior to the meeting were approved.

4. **MATTERS ARISING FROM MINUTES**

Dealt with in the Agenda

5. **AUDIT SUB COMMITTEE**

The Finance Manager and Chairman of the Audit Sub Committee, Mr Albert Baird informed the Board that the Department had recently circulated new timelines to the Agencies for the submission of the Accounts and Annual Report. To accommodate the new faster closing process the Board and Audit Sub Committee would need to bring the August 2007 Board meeting forward to the beginning of July.

The Board agreed the August meeting should be cancelled and rearranged for 4 July. The Audit Sub Committee would meet at 11.30 am followed by a meeting of the Board at 2 pm to sign off the Accounts.

P Dardis

6. **FINANCIAL UPDATE (Paper B07/02)**

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

Mr Hutchinson gave an updated overview of the Agency's overall 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
- MMC

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

The Board noted a breakdown of the study leave budget as at 31 January 2007. Mr Hutchinson informed the Board that it was expected that as from August next year study leave would also be centralised for all Senior House Officers.

The Administrative Director informed the Board that the Service Level Agreement for the Provision and Recruitment and Selection Services administered on behalf of the Agency by the Central Services Agency due to expire at the end of March 2007 would be terminated.

The Agency would be picking up the expenses associated with Junior Doctors travel to interview, although it was impossible to know at this stage the actual cost involved.

Mr Hutchinson informed the Board there were approximately one

hundred and nine invoices outstanding for more than ten months, some of these over two years.

It was noted that Trust administrative support amounting to funding for three full-time administrative posts had been agreed by the Department.

Mr Hutchinson informed the Board he was still awaiting the final allocations letter for the 2006/07 financial year and the allocations letter for the new financial year and had spoken recently to the Department.

7. **REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper BO7/03)**

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

- Postgraduate Medical Education and Training Board (PMETB)
- Postgraduate Medical Education and Training Board/General Medical Council (PMETB/GMC) Quality Assurance Pilot for the Foundation Programme
- Review of Public Administration
- Modernising Medical Careers
- Doctors in Difficulty (DID's)

Dr McMurray updated the Board on the progress of the PMETB Deanery Visit taking place over four days from 6 – 9 February 2007. Representatives from the Board, Deanery and Department had met with the PMETB team on day-one which would be followed by a feedback session on the final day of the visit.

Dr McMurray gave a further update on the PMETB/GMC Quality Assurance Pilot for the Foundation Programme. Two one-day visits had been arranged and would follow a similar format to the current visit. As with the current PMETB visit the Agency had been asked to provide a large dossier of supporting information.

Dr McMurray tabled a synopsis of the PMETB/COPMeD Trainee Survey. PMETB in collaboration with COPMeD had undertaken the first ever national survey of doctors in training in the United Kingdom in 2006. The survey ran between May and July 2006 and detailed results were sent to every Deanery during December 2006. Deaneries are now required to use the information provided to identify areas for action and action plans would be forwarded to PMETB. Dr McMurray would keep the Board updated.

Dr McMurray tabled the final version of the workforce development paper discussed at the last meeting of the DHSSPS/NIMDTA/NIPEC Working Group and forwarded via the Director of Modernisation's office to the Chief Executive (Designate) of the Health and Social Services Authority (HSSA). The paper would now be considered by the HSSA Implementation Group. Dr McMurray and Ms Roberts had

CEO

represented NIMDTA on the now defunct Group and the Chairman and Board wished to congratulate and thank them for their efforts on behalf of the Agency.

Dr McMurray proceeded to update the Board on Modernising Medical Careers. His report highlighted three main areas: Run Through Training, MTAS and E-Portfolio.

He wished to bring the attention of the Board to the substantial additional workload MTAS had placed on the administrative staff of the Agency and record his appreciation, yet again, to the members of the Human Resources, Hospital Training and General Practice Departments for their significant contribution to the process.

Ms Roberts and Ms Campbell both reiterated this and stressed the long hours, including evenings and weekends administrative staff continued to work.

Consultant and Human Resource representatives from Trusts had been seconded to help with the shortlisting and interview process. Their contribution to the recruitment process was much appreciated.

Dr McMurray informed the Board that a workshop, led by Dr Colin Kenny (Associate Director of General Practice Education), was due to be held at the Agency on the evening of 15 February. The workshop would focus on the issue of doctors and dentists in difficulty and it was hoped to initiate the establishment of a unit in the future to deal with the underperformance of doctors and dentists in training. The London Deanery already has an established unit for this purpose.

E-Portfolio had been piloted in Scotland and introduced by the Agency in August 2006 for the Foundation Programme as a means of collecting and maintaining evidence of progress throughout training. He felt the process had been very successful. Ms Angela Carragher, Associate Dean for Foundation, represented the Deanery on the national E-Portfolio Group.

8. **REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B07/04)**

The Board received and noted the report from the Postgraduate Dental Dean.

- Dr Hussey announced the retirement of Mr Barry Mark, Adviser in General Dental Practice (Vocational Training). An advertisement would be placed and the new Adviser for Vocational Training would have responsibility for Modernising Dental Careers.
- He informed the Board he would be meeting with the Chief Dental Officer in March to discuss moving forward with Modernising Dental Careers.
- Dr Hussey updated the Board on recruitment and selection to

the GPT and VT programmes currently underway. There were forty places in total an increase of thirteen places from last year.

- Dr Hussey further informed the Board that Dentistry would be trawling for one OMFS ST1 post through MTAS. Shortlisting and Interview dates had been arranged.
- Dr Hussey was arranging to have a list of Dental Practice visits circulated to the Board. Board members would attend the visits in an observer capacity. Dental Practices were being certified for a two-year period.
- Dr Hussey reported that fourteen representatives from Northern Ireland had attended the recent Celtic COPDend meeting in January. He felt it had been a positive and informative meeting.
- Dr Hussey tabled the final report from the recent General Dental Council Visit. It had now been placed on the GDC website. The report had made six main recommendations, two to the Department and four to NIMDTA. The Chairman congratulated Dr Hussey on the outcome of the Report.
- Dr Hussey reported that the Dental Faculties of the Scottish Colleges recent visit in January 2007 to approve the GPT posts had been positive with some reasonable recommendations being made.

D Hussey

9. **REPORT FROM DIRECTOR OF POSTGRADUATE GP EDUCATION (Paper B07/05)**

The Board received and noted the report from the Department of General Practice which highlighted three main issues:

- GP Appraisal
- Vocational Training Scheme 2007
- Continuing Professional Development

The Finance Manager had informed the Board that as at end of January a total of 90% of GP Appraisals were either completed or booked. Dr Crawford confirmed that some Appraisers were in higher demand by Appraisees. Recent agreement at the Central Board of Management to continue to give Appraisees a choice of Appraisers but not in rank order will allow some management of the workload.

Dr Crawford informed the Board that the Department had agreed to an increase in numbers for General Practice training. An additional five from August 2007 with a further increase of five in the following two years making a total of sixty-five from August 2009.

Dr Crawford further informed the Board that it had been agreed that the General Practice component of the three year training programme for those recruited from August 2007 should consist of

eighteen months. This would require additional administrative support. Ms Roberts informed the Board that the Agency had been asked to produce a business case in support.

Dr Crawford reported that the Educational Consortium had met in January 2007 at NIMDTA. The agenda included the report from a meeting held at the Dunadry in October 2006 entitled, 'What is the future of Continuing Professional Development for Primary Care in Northern Ireland?' It was agreed to circulate the paper to the Board.

Dr Crawford further reported on the StreamOn collaboration with the General Practice Department. The Department of Enterprise in Northern Ireland had allocated £25k to the General Practice Department for development of two modules.

P Dardis

12. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES (Paper B07/06)**

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

- Funding Allocation Update: to include Medical Training Application Service (MTAS) and Specialist Training in General Practice.
- Recruitment and Selection
- Review of Public Administration: to include RPA Working Group, Human Resources Sub-Group, Draft Health and Personal Social Services (Reform) (Northern Ireland) 2006 and Human Resources Framework
- Agenda for Change
- Grievance

Ms Roberts informed the Board that the Department had agreed to contribute to the cost of the national web-based application process (MTAS).

Ms Roberts had been co-opted as a member of the newly formed sub-group of the HSSA Implementation Group. The working group had been formed to develop a Human Resources plan for the transfer of organisations into the HSSA. This was still in the early stages and Ms Roberts would keep the Board updated.

Admin Dir

Ms Roberts informed the Board that the Agency was still awaiting the outcome of the consistency checking process before staff could be assimilated onto the new AFC pay scale. This must be completed for all organisations by April 2007.

The Agency had successfully responded to allegations made by a doctor in training that it had failed to take reasonable steps to accommodate her request for flexible training.

10. **ANY OTHER BUSINESS**

There was no further business.

11. **DATE OF NEXT MEETING**

Wednesday, 4 July 2007 (Boardroom, NIMDTA)

Dates for 2007:

10 May 2007 (Altnagelvin Trust) – to be cancelled and replaced with informal lunch at 1.00 pm (NIMDTA)

8 November 2007 (Boardroom, NIMDTA)