

**Minutes of a meeting of the Board of the Agency held on Thursday
4 July 2007 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

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
Miss L Harbinson

1. **APOLOGIES**

Mrs A Eggert
Dr J Marley
Ms R Campbell (Human Resources Manager)

2. **ANNOUNCEMENTS**

RPA Roadshow – 21 May 2007

The Chairman informed the Board he had attended the RPA Roadshow which had taken place at the Agency. Dr David Sissling (Chief Executive Designate) and Mr David Bingham (Director of Human Resources Designate) of the Health and Social Care Authority (HSCA) had presented staff of the Agency with an update on the Review of Public Administration (RPA).

3. **MINUTES OF THE MEETING HELD ON 8 February 2007 (Paper B07/07)**

Minutes of the last meeting held on 8 February 2007, 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**

Mr Albert Baird (Chairman of the Audit Sub Committee) informed the meeting that the Audit Sub Committee had met earlier that morning. Internal Audit, Price Waterhouse Cooper and the Northern Ireland Audit Office had all been represented at the meeting.

The Committee had received and considered the Financial Statements for the year ended 31 March 2007. The Statements showed a small surplus of income over expenditure. The Audit Committee agreed that the Accounts should be recommended to the Board for ratification. The Board duly adopted the Accounts.

6. **DRAFT ANNUAL REPORT 2006/07 (Paper B07/09)**

Members received and noted a 1st draft of the annual report which was required to be submitted at the same time as the Financial Statements. Certain sections were still to be added including the Remuneration Report and disclosure of members interests

The following minor revisions and additions were to be made:

- Addition of an index
- The addition of a section on the Review of MMC in Northern Ireland
- The correction of several typographical errors on pages 4 and 13

7. **FINANCIAL UPDATE**

Financial Statements for year ended 31 March 2007 (Paper B07/10)

The Finance Manager, drew the Board's attention to the marked improvement, in his department's performance for prompt payments and added that with the increased volume of activity due to the centralised management of the study leave budget, he would be happy to achieve the same target next year.

The Chair and Board wished to record their thanks and congratulate Mr Hutchinson and his Finance Team on the production of the Financial Statements and their compliance within the new tighter timelines. The Board appreciated the pressure the Finance Team had been put under.

Budget Report 2007/08 (Paper B07/11)

The Finance Manager presented the Board with a draft budget report for 2007/08 for approval.

HR Manager

The projected budget showed a break even position and had been prepared based on a number of assumptions:

- RPA vacancy controls apply
- Study Leave for all remaining Senior House Officers will be centralised with effect from 1 August 2007
- Cost savings of £200k implemented in 2006/07 still apply
- Non-payment of the GP Registrar Car Allowance
- Reduction of the GP Registrar supplement for all contracts post 31 March 2007

The allocation from the Department is expected to be £44.495 million, representing an increase on the 2006/07 recurrent allocation of 3.67%. The increase can be attributed to the following:

- Inflationary uplift based upon a weighted average pay award of 1.81%
- Two additional SpR posts at the Belfast Trust
- Additional funding for Specialty Schools
- Additional funding for the Associate Deans

The Board agreed to accept the Budget as presented.

Mr Hutchinson further informed the Board that an allocations letter for the year 2006/07 had been received from the Department in May. However several of the calculations had not been applicable and had therefore not been drawn down. As yet no allocations letter had been received for 2007/08.

The Administrative Director informed the Board that the Department had written to the Agency at the end of June confirming the financial allocation awarded for the implementation of Modernising Medical Careers (MMC).

8. **REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper BO7/12)**

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

- Postgraduate Medical Education and Training Board (PMETB)
- PMETB/GMC Quality Assurance Pilot for the Foundation Programme
- Review of Public Administration

The Agency had received a draft report from PMETB following their Deanery wide visit in February. The report was generally laudatory and highlighted areas of good medical practice; it also identified areas in need of attention and improvement. Most of these have or are currently being addressed. The final report would be circulated at the next Board Meeting.

Since the PMETB Deanery wide visit in February, the Agency had

secured funding via the DHSSPS Implementation Support Group (ISG) for the support of a further fifteen 'Less Than Full-Time' Trainees. He also brought the Board's attention to the two quality management papers which had been circulated with his report and which was an ongoing issue currently being discussed with the relevant stakeholders.

Dr McMurray updated the Board on the progress of Specialty Schools. Funding had been approved by the Department which would allow the posts of Head and Deputy Head of Schools to be advertised. The Department had also confirmed funding for the two posts of Associate Deans for secondary care and pastoral support.

The PMETB/GMC quality assurance pilot for the Foundation Programme had been postponed until the Autumn.

Dr McMurray informed the Board that the Department had established a Review Panel to look at the recent recruitment and selection process (MTAS). The Agency had been asked to produce a report to be considered by the panel which was being chaired by Professor JR Hayes. A first draft was being circulated to the Board.

**CEO/Admin
Director**

9. **REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B07/13)**

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

Dr Hussey informed the Board that since the last meeting in February 2007 all major recruitment issues had been dealt with.

- Dr Hussey updated the Board on recruitment and selection for Dental Vocational Training and Dental General Professional Training 07/08. There are thirty-six funded posts available, twenty-six of which had already been appointed. It was hoped that a more attractive package may be negotiated with the Department in the future to encourage Dental Trainer applicants.
- A total of twenty-three Senior House Officer posts were available for appointment in the 2007/08 recruitment round which had commenced in March 2007.
- Mr Neil Armstrong had been appointed to the post recently vacated by Mr Barry Mark (Adviser for Vocational Training). The post has been re-designated Adviser for Vocational Training with responsibility for Modernising Dental Careers.
- Ms Alison Johnston had been appointed to the post of Adviser for Vocational Training, Mr David McCarter to the post of Adviser for Continuing Education and Mr Adrian Millen to the post of Associate Adviser for Continuing Education.

- The Associate Adviser for General Professional Training had recently resigned and the post would be advertised in the near future.
- Dr Hussey had attended a meeting with the English Deaneries to discuss the implementation of Modernising Dental Careers (MDC). Though there has been some difficulty over funding, the curriculum has been agreed and would be based on vocational assessment followed by a second year in Hospital, Community or Primary Dental Care. Scotland and several English deaneries have begun piloting schemes.

10. **REPORT FROM DIRECTOR OF POSTGRADUATE GP EDUCATION (Paper B07/14)**

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

- GP Appraisal
- Continuing Professional Development
- Higher Professional Education
- Vocational Training
- Induction, Refresher and Remedial Training

Dr McKnight had also circulated the Board with a breakdown of the final figures for GP Appraisal for 2006/07 (correct as of 20.6.07), summative assessment results for the 2005/06 intake, MRCGP examination results for 2006 and recruitment statistics for the General Practice Vocational Training Scheme from August 2007.

The Athena programme and Master Classes continue to be well attended and updated the Board on the General Practice Department collaboration with StreamOn to deliver two further modules of education under the Edcast Medical initiative supported by an award from the DETI.

11. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES (Paper B07/15)**

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

- Funding Allocation Update 2007/08: to include Specialty Schools
- Recruitment and Selection
- Review of Public Administration
- Agenda for Change
- Complaints
- Industrial Tribunal Case
- Controls Assurance
- Management Training
- Equality
- Staff Appointments

Members received and ratified the following:

- Fraud Response Policy
- Fraud Response Plan
- Information Technology Policy
- Risk Register
- Risk Management Strategy
- Recruitment and Selection Policy
- Absence Policy
- Health and Safety Policy
- Policy on Security

Members also received and noted the following papers:

- Implementing Modernising Medical Careers in Northern Ireland
- Specialist Registrar Management Programme 22 – 25 May 2007 - Comments

The annual review of progress 2006/07 on the Agency's Equality Scheme would be presented to the next meeting of the Board and in the interim will be signed off by the Chair and Chief Executive for submission to the Equality Commission by their deadline at the end of August.

12. **ANY OTHER BUSINESS**

There was no further business.

13. **DATE OF NEXT MEETING**

Thursday, 8 November 2007 (Boardroom, NIMDTA)

Dates for 2008:

A provisional date of Thursday 7 February 2008 was agreed subject to the availability of the Director for Postgraduate General Practice Education and Postgraduate Dental Dean.

P Dardis