

**Minutes of a meeting of the Board of the Agency held on Thursday
7 February 2008 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 J Marley
Mrs A Eggert
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 for 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**

None Received

2. **ANNOUNCEMENTS**

Review of Public Administration (RPA)

The Board had previously been circulated with the Ministerial Statement for Health and Social Care Reform issued by the Permanent Secretary's office on 4 February 2008.

The Chief Executive informed the Board that the Minister's proposals would be issued for public consultation following approval by the Executive in the near future. The document would formally launch the commencement of a 12 week consultation and would be available as an item for discussion at the next meeting of the Board in April 2008.

P Dardis

The Administrative Director also informed the Board that although the Agency would not be merged with the new Regional Health and Social Care Board for the time being, they would still be expected to achieve efficiency savings. It was hoped that clarification would be received shortly from the Department.

The Chairman informed the Board that he would be meeting with the Public Appointments Department to discuss the extension of the Board Members appointments the following day.

Chairman

Accountability Review Main Meeting

The Chairman and Chief Executive had attended an Accountability Review Main Meeting on 24 January 2008 which had been postponed from November 2007. Attendees included the Acting Chief Dental Officer and Deputy Chief Medical Officer and the meeting had been chaired by Mr David Bingham.

The Accountability Review Officers Meeting had been held on 5 November 2007 prior to the Main meeting. It had provided an opportunity to consider the papers in more detail including the Financial Statements for the year ended 31 March 07, draft Annual Report 2006/07, Business Plan 2007/08 and draft Business Plan 2008/09.

The Chief Executive had pointed out that there was substantive and moderate compliance regarding the Controls Assurance Standards and had informed the meeting that recommendations to address the weaknesses had or were going to be implemented.

It has also been recommended that a reference be included in the draft plan that training should be tailored to address the lessons learned from serious adverse incidents.

3. **MINUTES OF THE MEETING HELD ON 8 November 2007 (Paper B08/01)**

Minutes of the last meeting held on 8 November 2007, copies of which had been circulated prior to the meeting were approved subject to the following addition.

Item 11. Report on Organisational and Management Issues

The Strategic Plan should inform the wording of the more detailed objectives of the Operational Plan.

**Admin
Director**

4. **MATTERS ARISING FROM MINUTES**

Item 5: Audit Sub Committee (Credit Cards Limit)

The Finance Manager informed the meeting this issue has been resolved.

All other items to be dealt with in the Agenda

5. **FINANCIAL UPDATE**

Financial Update 2007/08 and Draft Budget Report 2008/09

The Board received and noted the Financial Update and Draft Budget Report from the Finance Manager.

Mr Hutchinson informed the Board that funding had been returned to the Department from the 2007/08 budget due to delays in implementing the new specialty school structure and additional funding received for less than full-time training, resulting in a break even situation. He had spoken with the Department and it was expected this surplus would be returned to the 2008/09 budget.

Mr Hutchinson presented the Draft Budget for 2008/09 which was expected to meet the requirement to breakeven, and had been prepared based on a number of assumptions which may be subject to change including:

- RPA vacancy controls continue to apply to administrative staff
- Study leave budget remains centralised
- Cost savings implemented in 2007/08 still apply
- The GP Registrar Car Allowance not being paid. The resulting savings had been used to increase the number of GP Registrars in training.

The allocation from the Department was expected to show an increase on the 2007/08 budget and could be attributed to the return of funds allocated but unused in 2007/08 and the additional funding to meet the costs of changes in GP Vocational Training.

The Board agreed to approve the Draft Budget for 2008/09.

6. **REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper BO8/02)**

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

- PMETB Report to Northern Ireland Deanery - Final Decision and Conditions of Approval
- Quality Assurance of the Foundation Programme Visit
- Tooke Report
- Data Protection

Members also received the following for consideration:

- Draft Report of the QAFP Visit to the Northern Ireland Deanery
- Factual Accuracy Response to draft QAFP Report
- 'Aspiring to Excellence' – Final Report of the Independent Inquiry into Modernising Medical Careers (Tooke Report)
- Data Protection Arrangements – Correspondence to and from

the Information Management Branch, DHSSPS and Office of the Permanent Secretary

The Chief Executive informed the Board that the Agency continues to respond to the conditions and recommendations of the PMETB final report on the Visit to General Surgery in February 2007.

The Deanery had received and responded to the factual accuracy of the draft PMETB/GMC Quality Assurance Foundation Pilot (QAFP) Visit Report which had taken place in October 2007. Dr McMurray informed the Board that the final report should be received in the near future. Once received the final report would be forwarded to the Foundation School Board for action and the implementation of the recommendations. The Board congratulated the Chief Executive and Associate Dean for the Foundation Programme on the positive feedback and areas of good practice recognised by the draft report.

Dr Atkinson raised the issue of the lack of funding for ALS courses at Foundation level. Dr McMurray informed the Board that all Foundation doctors were provided with advanced life support simulation training as part of their generic skills. He further informed the Board that ST1 doctors and upward were eligible to apply for funding for ALS via their study leave budget. Foundation trainees were entitled to request study leave to attend ALS courses but would not be funded by the Agency.

The final report of the Independent Inquiry into Modernising Medical Careers (Tooke Report) had been released in January after a six week consultation. Dr McMurray had summarised the recommendations in his report to the Board. There were two new recommendations (46 and 47) added to the original report. The full report had been circulated with the Board papers.

The Chief Executive informed the Board that the Information Management Branch of the Department and Permanent Secretary had written to all Boards, Trusts, Agencies etc. requesting an urgent review of Data Protection arrangements. The Agency had initiated a Review and awareness training would be provided for all staff. Information on the workshop would be forwarded to the Board Members.

7. **REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B08/03)**

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

Dr Hussey informed the Board that:

- A trainee on the vocational training scheme had been removed from a practice following an exploratory meeting. An independent investigation (without prejudice) was being arranged. A second trainee had been identified as in need of remedial training.
- Following the Minister's announcement in September 2007

regarding additional funding for Vocational Training the number of interested trainers and trainees had increased. Recruitment for Vocational Training and General Professional Training was in full swing and the increased interest had resulted in an increase of Practice Visits.

- Dr Hussey would discuss with the Dental Advisers the possibility of the Chairman and Board members attending Practice Visits as observers.
- The Dental Calendar for January – June 2008 had been circulated to all Dentists in Northern Ireland. The Calendar was also available on-line as a PDF file.
- Dr Hussey would be meeting with the acting CDO and 4 Directors of Dental Services on 11 February to discuss poorly performing dentists and the development of a strategy. He would also liaise with the newly appointed Associate Dean for Careers and Development to discuss this issue.

PGDD

PGDD

8. **REPORT FROM DIRECTOR OF POSTGRADUATE GP EDUCATION (Paper B08/04)**

The Board received and noted a report from the Director for Postgraduate General Practice Education. Dr McKnight highlighted five main issues:

- Recruitment
- Accommodation
- New Training Programme
- Appraisal
- Expanding Role for Appraisal in Professional Regulation of General Practitioners

Members also received the following accompanying papers for consideration:

- Athena Update
- Athena – GP Courses and Events (Feb – June 2008)

Recruitment had opened on 5 January and closed on 20 January 2008. There had been 259 applicants for a total of 65 GP ST1 posts.

Accommodation for GP training remains a problem. Dr McKnight had written to and continued to pursue this issue with the Department. It was anticipated there could be a shortfall for accommodation from August 2008 which may impact on the Foundation Programme.

The Board were unanimous in their praise of the Athena programme. It was suggested that an index of courses, at the front of the booklet, might be included in the future. Dr McKnight informed the Board that the programme was also available via the website and most participants use the on-line booking option. The production of the Athena booklet was expensive and in the interest of savings, in the

future, it might be preferable to post the booklet solely on the website.

Ninety-six percent of General Practitioners on the Performers' list completed appraisals in 2006/07 and it was anticipated the percentage would be the same for this year. The 4% not undertaken were due to extenuating circumstances. The Regulation and Quality Improvement Authority (RQIA) would be carrying out a Review of GP Appraisal in May 2008.

9. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES**
(Paper B08/05)

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

- Development of Specialty Schools
- Recruitment to Foundation and Specialty Training
- Review of Public Administration
- Compliance with Controls Assurance Standards
- Health and Safety Report
- Industrial Tribunal Case
- Complaints
- Staff Appointments

Ms Roberts updated the Board on the position regarding the new appointments to support the implementation of Modernising Medical Careers and the new Specialty School structure. All Head and Deputy Head of School appointments had been confirmed except for the Deputy Head of Obstetrics and Gynaecology and Emergency Medicine, both of which were to be re-advertised. Dr John Collins had been appointed to the position of Associate Dean for Careers and Personal Development and Mr Keith Gardiner as Associate Dean for Specialty Training (Secondary Care). Although both had accepted their offer of appointment, they would not be able to formally take up the appointments until their employing Trust had made suitable arrangements to cover the service deficit and were in a position to release them.

Ms Roberts informed the Board that all local graduates who applied to Northern Ireland as their first choice Deanery had been successful in gaining a place within the Northern Ireland Foundation School commencing August 2008.

The application process for recruitment to specialty training had opened on 5 January and closed on 18 January using an electronic application portal. Shortlisting had finished that day and interviews for Round 1 would commence on 11 February and conclude by 14 March. Round 2, where required would commence on 31 March.

The Chairman informed the Board that the Agency were in discussion with the Department to purchase the Intrepid Deanery Administration System, which they hoped would be in place for next years recruitment. A separate Business Case would be submitted to the Department.

Ms Roberts informed the Board that a date had been set aside by Senior Management to meet in March to discuss self assessing its compliance against the controls assurance standards. The Finance Manager would check with the External Auditors if the Agency needed Internal Audit to look at anything more than the three core standards

**Senior
Management
&
Finance
Manager**

The next meeting of the Health and Safety Committee was scheduled for March. Ms Roberts informed the Board that the Committee were required to report to the Board on an annual basis and the Chairman suggested that the minutes of the March meeting should be included on the Agenda for the next meeting of the Board in April.

**Admin
Director**

Members received and noted the following papers:

- Foundation Applicants Scores
- Specialty Recruitment 2008 (Figures)
- Specialty Recruitment Timeline 2008

Members also received the following tabled policy for consideration:

- Waste Management Policy

Ratification of the Waste Management Policy was deferred to the next meeting of the Board to allow sufficient time for the Board's consideration.

10. **ANY OTHER BUSINESS**

There was no further business.

11. **DATE OF NEXT MEETING**

Monday, 28 April 2008 (Boardroom, NIMDTA)

Future Dates for 2008:

Thursday, 26 June 2008
Thursday, 2 October 2008
Thursday, 4 December 2008

It was agreed to schedule future meetings at 12.30 pm with lunch being available from 12.00 noon.

Agreed that there would be no external venue sought for the remainder of the 2008 meetings of the Board.