



**Minutes of a meeting of the Board of the Agency held on Monday  
28 April 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  
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

1. **APOLOGIES**

Mr A Baird  
Dr J Marley

2. **ANNOUNCEMENTS**

The Chairman announced that the Director for Postgraduate General Practice Education would be retiring at the end of July 2008. He extended the best wishes of the Board to Dr Agnes McKnight and took the opportunity to thank her for her work on behalf of the Agency and in particular General Practice.

**Membership of the Board**

The Chairman informed the Board that the Agency had received written confirmation from the Permanent Secretary that the Minister had approved his reappointment as Chair of the Board for a further year from 1 April 2008 to 31 March 2009.

The Chairman had also met with the Public Appointments office to discuss the extension of the Board Members appointments. It was

noted that Mrs Eve and Mr Baird's appointments were due to expire in August 2008 followed by Dr Marley, Dr Atkinson's and Mrs Eggert's in January 2009. All members had indicated to the Chair their willingness to have their appointments extended to 31 March 2009 in the first instance.

3. **MINUTES OF THE MEETING HELD ON 7 February 2008 (Paper B08/06)**

Minutes of the last meeting held on 7 February 2008, copies of which had been circulated prior to the meeting were approved.

4. **MATTERS ARISING FROM MINUTES**

Item 2: Announcements – Accountability Review Main Meeting

The Chairman and Chief Executive informed the meeting that the Deputy Chief Medical Officer would like the Agency to investigate the possibility of developing Multi-Disciplinary Learning around serious adverse incidents.

Item 3: Minutes of the meeting held on 8 November 2007 (Paper B08/01). Mrs Eggert requested an update on the progress of the Strategic Plan.

The Administrative Director informed the meeting that revisions would be made taking into account the action plans arising from the recent PMETB visits and implementation of the Specialty Schools structure. It had been agreed by Senior Management that there needed to be further consideration by the Agency of their long term strategy. A Strategic Plan would be produced for 2009/12. The Chief Executive further informed the Board that a strategic planning day would be organised later in the year for Senior Management to take the development forward.

All other items to be dealt with in the Agenda

5. **PROPOSALS FOR HEALTH AND SOCIAL CARE REFORM (Paper B08/07)**

Members of the Board discussed in detail the consultation document for the Proposals for Health and Social Care Reform which had been circulated with the Board papers.

The Chair, Mrs Eggert and Dr Hussey had represented the Agency at the recent HSC Reforms Consultation workshop held on 17 April which was aimed at Agency staff. The Agency through the Finance Manager, had also supplied a question for the workshop in relation to the shared services organisation and its functions.

Following detailed discussion of the content of the questionnaire, it was agreed that a response would be forwarded on behalf of the Agency by the Chair and Chief Executive giving a detailed response in particular to question 12. The deadline for the return of the consultation response questionnaire is 12 May 2008. A copy of the

**CEO/Chair**

Agency response would go to the next meeting of the Board in June.

6. **FINANCIAL UPDATE**

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

All calculations/projections had been based upon information/assumptions available as at 25 April 2008 and projected a surplus of £121k giving a breakeven position within the Department's definition of half a percent of turnover.

Mr Hutchinson informed the Board that calculations included a write back of the GP Car Allowance which had been ploughed back into GP Registrar training. He was also awaiting clarification from Pensions on payments to GPs and which payments were pensionable.

Mr Hutchinson further informed the Board that the Agency had achieved approximately 91% prompt payment compliance for 2007/08 which was marginally down on 93% achieved in 2006/07. It was noted that Internal Audit required 95% compliance. Considering the increase of 7% in the volume of transactions and the loss of an experienced member of Finance staff earlier in the year he was satisfied by his department's performance. He further pointed out that if there had not been an increase in the volume of transactions the prompt payment compliance target would have been met.

Mr Hutchinson informed the Board that he was still awaiting clarification from the Department on the required efficiency savings of approximately £75K required under the Review of Public Administration (RPA).

He was also awaiting confirmation from HPSS pensions of a possible increase to 14% of the employer contribution costs.

As of the date of the Board meeting the Agency had as yet not received any formal notification from the Department on the funding of the new GP Vocational Scheme.

The Board agreed to accept the Financial Report.

7. **REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper BO8/08)**

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

- Quality Assurance of the Foundation Programme Visit Report
- Tooke Report

The Chief Executive informed the Board that the Deanery had now received the final report from PMETB/GMC on the QAFP visit which took place in October 2007. The report which took the form of a

covering letter and enclosed action plan, inviting a response within twenty-eight days, included one requirement and several recommendations. Dr McMurray, after detailed discussions of the requirement and recommendations with the Board, concluded that it was a positive report with no significant issues which could not be addressed within the required timeframe. A response would be forwarded by the Chief Executive by the closing date of 7 May and would be considered at the next meeting of the Foundation School Board. The Deanery response would also go to the next meeting of the Board in June.

**CEO**

The Board had been provided with the Secretary of State for Health's response to the final report of the Independent Inquiry into Modernising Medical Careers (Tooke Report). Dr McMurray had summarised the response in his report and informed the Board that whilst the response focused on the position in England there was a recognition that many of the recommendations would impact, either directly or indirectly on the devolved administrations. A key principle of our local Review (The Hayes Report) stated that 'the future training of medical staff in Northern Ireland must continue to operate in, and be fully compatible with, a national framework'. The Department would send a formal response to the final recommendations to the Tooke Inquiry.

8. **REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B08/09)**

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

Dr Hussey informed the Board that:

- Further to the last meeting of the Board, a vocational trainee had been removed from a Practice following an independent investigation. This had resulted in the trainer being removed from the Scheme for 2007/08. He also confirmed that targeted training was being provided for a second trainee who had been identified as in need of remedial training. The trainee would now complete his training over two years as opposed to one.
- Recruitment and selection of trainers and trainees had been completed for 2008/09. Twenty-eight VT and four GPT training places had been filled out of a possible forty. Dr Hussey responded to the Boards enquiry as to why all forty places had not been filled, explaining this was due to lack of available trainers. The Vocational Training Scheme had attracted a lot of interest from within the rest of the UK and applications had been received from 11 other dental schools.
- The issue of the low number of female trainers appointed this year as a result of the low number of female applications was discussed. Dr Hussey informed the Board that this would be investigated and the issue addressed.

- Dr Hussey informed the Board that following representation to the Permanent Secretary's Office several years ago for four additional Specialist Registrar posts he had been informed that funding for the final two had been approved. Written confirmation would follow from the Department and Dr Hussey agreed to pursue this. The posts had been identified as Orthodontic and Paediatric Dentistry and would be advertised shortly.
- Senior House Officer posts had been advertised and interviews were scheduled for May 2008. Short-listing had taken place for a total of twenty-three posts.
- Over sixty-five dentists had registered with the study groups and a record number of nineteen General Dental Practitioners had recently sat the first part of the Membership of the Joint Dental Faculties (MJDF) (Royal College of Surgeons England) examination.
- Dr Hussey informed the Board of the resignation of Dr Adrian Millen (Associate Adviser in Continuing Education).
- He further informed the Board that the Dental Department had dealt with several parliamentary questions in connection with the Vocational Training Scheme.

9. **REPORT FROM DIRECTOR OF POSTGRADUATE GP EDUCATION (Paper B08/10)**

The Board received and noted a report from the Director for Postgraduate General Practice Education. The report which was a draft of the submission to the annual report, covered the following issues:

- Appraisal
- Continuing Professional Development
- General Practice Specialty Training
- Induction, Refresher and Remedial Training
- General Practice Retainer Scheme

Dr McKnight informed the Board that the Retainer Scheme continues to be very popular with a waiting list for a total of forty-five places.

Upon enquiry from the Board, Dr McKnight confirmed that she continued to pursue the issue of accommodation for GP training which remains a problem. She was meeting with the Department the following week and hoped to take the issue forward. The Board wished to record their support of Dr McKnight in her endeavours to resolve the issue.

10. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES**  
**(Paper B08/011)**

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

- Recruitment to Foundation and Specialty Training
- Development of Specialty Schools
- Procurement of Training Database (Intrepid)
- Review of Public Administration (RPA)
- Health and Safety Report
- Freedom of Information/Data Protection Request
- Complaints

Members received and accepted the following:

- Policy in Relation to the Management of Doctors and Dentists in Difficulty

The policy would now be circulated to all stakeholders.

Members also received and ratified the following:

- Waste Management Policy
- Policy on Security

Both policies had previously been ratified by the Board. The Waste Management policy had been revised to take into account the Agency's waste disposal procedures and guidance on minimising waste. The Policy on Security had been revised to take account of issues highlighted by the review of its data protection arrangements.

Members received and noted the following papers:

- Accepted Posts at end of Round 1
- Specialty Training Recruitment 2008 – Round 2
- Minutes of the Health & Safety Committee – 31.3.08

The Administrative Director updated the Board on recruitment to date to the Foundation and Specialty Training. All local graduates who applied to the Northern Ireland Foundation School as their first choice Deanery had been successful in gaining a place. Following Round 1 recruitment into Specialty Training a total of three hundred and seventy-three offers had been accepted to date. Recruitment into Round 2 had opened on 31 March and closed on 7 April for a total of forty-seven posts which consisted mainly of FTSTA posts. Interviews had commenced on 24 April and would conclude by 9 May.

A workshop had been held on 9 April 2008 for the Heads and Deputy Heads of Specialty Schools at which a number of action points had emerged. These would be factored into the Agency's Business and Strategic Plans.

Ms Roberts informed the Board that it had been agreed that the

Agency should pursue the procurement of the Intrepid System. A business case would be submitted to the Department for funding.

Ms Roberts also informed the Board that following issues highlighted by the review of its data protection arrangements, the Agency had organised general awareness training in Freedom of Information and Data Protection. Several half-day workshops had already taken place. The training is considered mandatory for all staff on the Agency payroll.

Ms Roberts further informed the Board that she had recently approached the Department with a request to obtain exemption from vacancy controls to enable the Agency to recruit to five permanent administrative posts including the appointment of an Information Manager.

11. **REPORT FROM HUMAN RESOURCES MANAGER (Paper B08/12)**

The Board received and noted the report from the Human Resources Manager.

Ms Campbell updated the Board on recruitment of staff to the Agency.

She informed the Board that although the Agency continues to have a low level of sick absence, Senior Management would be looking at the current reporting mechanisms in place.

She further informed the Board that all Agency staff would shortly be issued with a Staff Satisfaction Survey. The electronic survey would be collated by the Beeches Management Centre. The results will be made available to the Board and Senior Management.

**HR Manager**

A new appraisal system for administrative staff is being developed in line with the KSF framework requirements under Agenda for Change (AFC).

12. **ANY OTHER BUSINESS**

The Board received and noted the tabled document from the Department 'Priorities for Action 2008/09' which had been approved by the Minister.

The Chairman noted Mrs Eggert's request that in future Board papers should be received five working days prior to the meeting excluding weekends.

**P Dardis**

13. **DATE OF NEXT MEETING**

Thursday, 26 June 2008 @ 12.30 pm (Boardroom, NIMDTA)

Confirmed Future Dates for 2008:

Thursday, 2 October 2008 @ 12.30 pm in Boardroom, NIMDTA  
Thursday, 4 December 2008 @ 12.30 pm in Boardroom, NIMDTA

***DRAFT***