

Minutes

MEETING: Agency Board
DATE: Thursday 16th December 2010
TIME: 2.30 pm
VENUE: Specialty Schools Room, Beechill House, NIMDTA

Present

Members

Mrs J Eve (Acting Chair)
Dr RJ Atkinson
Dr J Marley

Officers

Mr T Hutchinson (Finance Manager)
Dr D Hussey (Postgraduate Dental Dean)
Dr C Loughrey (Director for Postgraduate GP Education)
Ms R Campbell (Human Resources Manager)
Ms M Roberts (Administrative Director)

In Attendance

Mrs P Dardis/ Ms K Fullerton

1 APOLOGIES

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
Mrs A Eggert (Member)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

There were no announcements.

4 MINUTES OF LAST MEETING (Paper B10/43)

Minutes of the last meeting held on 23 September 2010, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

(14) Any Other Business

It was hoped to have a new Chairman of the Board in place by April 2011.

All other items dealt with in the Agenda.

6 REPORT FROM THE AUDIT SUB COMMITTEE

6.1 Minutes of the Meeting held on 1 November 2010 (Paper B10/44)

The Board received, noted and discussed the unconfirmed minutes which had been circulated previously to the Audit Committee members.

The Board discussed the membership of the Audit Committee and again agreed that, in accordance with the Audit Commission's guidance to identify skills within the Audit Committee, a member with a financial background would benefit the committee.

The next meeting of the Audit Committee had been confirmed for 27 January 2011.

6.2 ALB Audit Committee Chairs' Event – 24/11/10 (Paper B10/45)

Members received and noted the previously circulated correspondence from the Department. Mrs Eggert had represented the Audit committee at the event on 24 November. A formal response would be formulated and forwarded to the Department including confirmation of which Board member would attend the next event scheduled for 22 February 2011.

6.3 Mid Year Assurance Statement (Paper B10/46)

Members also received and noted the Mid Year Assurance Statement which had been forwarded to the Department within the required timeframe.

7 FINANCIAL UPDATE

Budget Report Update

The Finance Manager tabled a budget update based upon

information available at 15 December 2010 and the assumption that there would be no change in funding from the Department prior to the year end.

The report showed a projected year end surplus of approximately £201k which equated to 0.37%.

Mr Hutchinson informed members that prompt payment compliance for the year to date was 93% and was back on target to achieve the required 95%.

Members discussed efficiency measures currently being implemented across the Agency and the implications for delivery of business objectives.

Members discussed GP Recruitment for 2011/12 to the vocational training scheme and the potential reduction in posts to achieve savings. After considerable discussion of the financial and man-power planning implications of reductions, and the lack of policy direction from the Department the Board agreed that the number of posts should remain at sixty-five for the 2011/12 recruitment round.

8 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B10/47)

Members received and discussed the progress of Dental key performance indicators set against objectives for 2010/11. Attention was drawn to the following:

8.1 Vocational Training/General Professional Training

The Dental Department has now modified all recruitment and selection processes for the year ahead. The recruitment process encompasses an on-line application system.

An Advisor in Vocational Training has resigned and there are no plans to replace him due to the current financial climate. Existing Dental Advisors have been asked to consider how the rest of the programme can be delivered with reduced staff resources.

The Assessment Review Panel awards trainers by completing work based assessments. All trainers have met requirements.

8.2 Continuing Education Programme

The new lower fee structure has caused several speakers to withdraw their services for the CE Programme from April 2011.

Course Management system seems to have settled with only minor problems being detected now that staff/ users have become familiar with the process.

9 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION – (Paper B10/48)

Members received and discussed the progress of the General Practice key performance indicators set against objectives for 2010/11. Attention was drawn to the following:

9.1 Personal and Public Involvement (PPI)

Collaborative work has commenced with QUB in the delivery of PPI training from August 2011. A research proposal into the impact of PPI training is being worked up. The Board was pleased to note the Agency's participation.

9.2 E-Portfolio

E-portfolio is going well. The monitoring process is in place and all ST3 trainees have been appraised. Review of material is available via the NIMDTA website.

9.3 Leadership Curriculum

The Leadership Curriculum has been discussed by the Quality Management Group and work has commenced on further embedding the leadership curriculum in GP training, however it was noted that the resources available are limited.

9.4 Review of CPD Provision

A new business model has been implemented for CPD with a view to eventual self funding. Dr Loughrey informed members that they were in early negotiations with the University of Bath to work collaboratively to accredit CPD courses.

She further informed members that although agreement had been reached with the Department and the Health & Social Care Board (HSCB) to provide a GP Returner Scheme, there had been no agreement with HSCB regarding the funding of resources.

9.5 Revalidation of Medical Educators

The GP Department and the HR Manager are producing documentation to support the revalidation of Medical Educators.

The Confidence in Care Support Team has organised a demonstration of the Welsh online Appraisal Tool to take place on 20 January 2011 in the Boardroom at NIMDTA. It was expected to be attended by Responsible Officers.

10 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B10/49)

The Board received and discussed a report from the Administrative Director. Attention was drawn to the following and the accompanying documents received and noted.

- Senior Management Minutes – 21.9.10 & 26.10.10
- Performance Management Framework (Overview 1st Draft)
- Business Plan 2010/11 – Review of Hospital Key Performance Indicators
- Corporate Risk Register
- Corporate Risk Register Amendments Update
- Report on Complaints/Incidents/Accidents
- Business Continuity Plan
- Audit of Inequalities (Draft Consultation Document)
- Quality Management Group – Draft Terms of Reference
- CIC – Guidance on the Role of Responsible Officers – Closing the Gap in Medical Regulation (Final Draft)

10.1 Senior Management

Members received and discussed the minutes of Senior Management meetings.

10.1.1 Performance against Business Objectives

10.1.1.1 Performance Framework

Members received and noted the skeleton of the Performance Framework assigning roles and responsibilities to relevant individuals and committees. Mr Mark McCarey, the Corporate Governance Manager will formally present the framework to the February 2011 meeting of the Board.

Corporate
Governance
Manager

10.1.1.2 Business Plan 2011/12

Senior Management will be meeting to finalise the 2011/12 Business Plan with a view to presenting it to the Department at their Accountability Review Meetings scheduled for January and February 2011. The Business Plan will be submitted to the next meeting of the Board for approval.

10.1.2 Risk Management

10.1.2.1 Risk Registers

The Risk Management Committee has met on two occasions since the September Board meeting to review and update the Dental, General Practice and Hospital Training Risk Registers. Members received and discussed the Corporate Risk Register, risk map and amendment summary.

It was agreed that the Corporate Risk Register is fully managed and there are controls in place to maintain this.

10.1.2.2 Complaints/Incidents/Accidents and Information Requests

Members noted and discussed the report on complaints/incidents.

The Administrative Director updated the Board on the action being taken in response to the anonymous letter which had been sent to the Minister for Health on NIMDTA headed paper.

10.1.3 Information Governance

10.1.3.1 IT Assist

The Administrative Director had met with the Head of the DHSSPS IT Group to clarify the financial implications for NIMDTA of the service provided by IT Assist. It has been confirmed that the current arrangements would continue and NIMDTA would be fully consulted about any changes.

10.1.3.2 Data Storage Device Lockdown

It was reported that in line with NICS data security policies, changes will be made to computer and laptop configurations to restrict the ability to connect any data storage device other than encrypted Iron keys. NIMDTA's security procedures will change to reflect Departmental policy. These procedures will be brought to the next meeting of the Board for review and approval.

10.1.4 Health and Safety

10.1.4.1 Business Continuity Plan

The Board received, discussed and approved the Business Continuity Plan which had been revised to take account of new organisational arrangements.

10.1.4.2 Audit of Inequalities

Members received, discussed and approved the draft Audit of Inequalities consultation document subject to the addition of a contents page and pagination. The document would undergo a formal period of consultation with a view to a revised Equality Scheme being in place by May 2011.

Corporate
Governance
Manager

10.2 Quality Management Group

In compliance with the performance management framework, the Quality Management Group will report directly to the Board. Members considered and approved the terms of reference. Minutes from the meeting held on the 25 October 2010 will be forwarded for consideration at the February 2011 Board meeting.

10.2.1 Progress Update on the PMETB Visit to Deanery Report

An update on progress will be provided to the GMC by January 2011 in the Annual Deanery Report (ADR). A copy of the ADR will be available for discussion at the February 2011 meeting of the Board.

Administrative
Director

10.2.2 Deanery Visits

Members discussed the Deanery visits to the specialities of Medicine and Surgery.

10.2.3 Role of Responsible Officer and Revalidation

It was noted that revalidation was expected to commence from late 2012.

Members discussed the Departmental guidance on the Role of Responsible Officer. The Administrative Director informed members that NIMDTA remained concerned about its ability to deliver this statutory function with no additional resources.

10.2.4 Performance against Hospital Training Objectives

Members received and discussed the Hospital key performance indicators set against objectives for 2010/11. The Administrative Director updated members on progress made since the September Board meeting.

All five Trusts have now signed up to the Learning Development Agreement (LDA). The LDA will be reviewed annually.

11 REPORT FROM HUMAN RESOURCES MANAGER (Paper B10/50)

The Board received and discussed the report from the Human Resources Manager. Attention was drawn to the following and accompanying documents received:

- Grievance Policy
- Disciplinary Policy
- Flexible Working Policy
- Recruitment and Selection Policy
- Recruitment and Selection Procedure for Junior Medical and Dental Staff

11.1 Recruitment and Selection Policies

As part of the Quality Improvement agenda the Human Resources Manager and Associate Dean for Secondary Care had been reviewing the systems and processes in place for the recruitment and selection of junior doctors and dentists in training.

Members discussed and approved NIMDTA's Recruitment and Selection policy and procedures for the recruitment and selection of doctors and dentists in training.

Two recruitment and selection workshops have been provided for Heads, Deputy Heads of Specialty Schools and Training Programme Directors, responsible for recruitment and selection of junior medical and dental staff had been organised.

11.2 Revised HR Policies

The following policies were discussed and approved by the Board:

- Grievance Policy
- Disciplinary Policy
- Flexible working Policy

The revised policies had been reviewed by the Joint Negotiating Forum and suggestions made had been taken into account. These policies will be made available on the website and circulated to staff.

IT Officer

12. Correspondence/Reports/Papers Received

None Received

13 ANY OTHER BUSINESS

CIPFA Training Courses Programme for Spring 2011

The Chairman brought the members attention to the programme which had been circulated to members prior to the meeting. Anyone interested in attending any of the courses should contact the Corporate Services Office.

14 DATE OF NEXT MEETING

Monday 21st February 2011 @ 2.00 pm, Boardroom

DATES FOR 2011

Thursday 14 April 2011 @ 12.30 pm, Specialty Schools Room

Thursday 23 June 2011 @ 12.30 pm, Seminar Room