

NI MEDICAL AND DENTAL TRAINING AGENCY

Minutes of a meeting of the Agency's Board held on
Thursday 2 October 2008 at 12.30 pm in the
Boardroom, NIMDTA

PRESENT:

Dr H McGuigan
Dr J Marley
Dr R Atkinson
Mrs A Eggert
Mr A Baird

Dr T McMurray
Dr C Loughrey
Dr D Hussey
Miss M L Roberts
Mr T Hutchinson
Miss R Campbell

1. **APOLOGIES**

Mrs J Eve

2. **ANNOUNCEMENTS**

It was noted that Mrs J Eve and Mr A Baird had been
reappointed to the Board for a further term of office.

The Chairman welcomed Dr Claire Loughrey who had been
recently appointed to the role of Director of GP Education to her
first meeting of the Board.

3. **MINUTES OF LAST MEETING**

The minutes of the last meeting held on 26 June 2008 copies of
which were circulated prior to the meeting were approved
subject to the following amendment:

Page 3 financial ...required to make...'

4. **MATTERS ARISING**

Dealt with in the Agenda.

5. **AUDIT REPORT**

Mr Hutchinson reported that he was putting systems in place to

address the areas identified in the Auditor's Report to include making payments by BACS instead of cheques, having a monthly invoice from the main catering supplier and tightening up the process for authorisation of invoices. While this would take some weeks to address it would make a substantial difference.

It was pointed out that the Agency could not obtain the Disaster Recovery Plan and that NI Audit had in a previous meeting agreed to obtain the plan.

It was noted that the Civil Service IT group had rejected the IT findings in the audit report.

It was agreed for the Board to meet 4-5 times per year and for Senior Management to meet 10 times per year.

6. **FINANCIAL UPDATE**

Mr Hutchinson presented an income generation model for consideration. It was agreed that the Agency require an online booking and payment system.

Mr Hutchinson reported that the Agency had considerable cost pressures at present of £4.8 million due to the increased costs associated with the extension of GP training and the additional pension costs, which had not been funded as yet by the DHSSPS.

Mr Hutchinson indicated that £100k was available for non recurrent items but might have to be used for efficiency savings.

He informed the meeting that the current level of prompt payments was 95% by value and 78% by volume, but that this would be substantially higher with the mechanisms being put in place to address weaknesses in the current system.

7. **CHIEF EXECUTIVE REPORT**

The Chief Executive reported that the Chief Medical Officer had been made aware of the current problem with access to educational resources at Trust level.

Dr McMurray wished to commend all those involved at the Agency in delivering an excellent regional induction programme in August for F1 doctors.

He indicated that the PMETB revised standards needed to be in place by December 2008, with reports from each specialty on how they were meeting the standards. The Quality Assurance

process was being put in place to identify areas which needed to be addressed within certain specialties.

8. **REPORT FROM POSTGRADUATE DENTAL DEAN**

The Postgraduate Dental Dean reported that the GDC had visited Belfast and the Permanent Secretary of the Department had hosted a reception for them. The Deanery had also hosted the COPDenD meeting in the Province; a reception had taken place at Parliament Buildings.

He stated that the Agency had been requested by the DHSSPS to deliver training for Dental Care Professionals (DCPs) and had received £120k to deliver this training. He indicated that he proposed to appoint a DCP on a project basis for 6 months and a full time Band 4 Administrator.

It was noted that Professor Burden would be organising a tour of the Dental School for Board members.

It was noted that the recruitment process for VT and GPT had just started and 13 potential trainers had attended an information evening.

9. **REPORT FROM DIRECTOR OF GP EDUCATION**

The Director of General Practice's proposals to restructure her Department by appointing a Deputy Director and two Associate Directors for CPD and Appraisal were approved by the Board.

She indicated that she was required to produce an action plan for the RQIA review by the end of October 2008.

10. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES**

The Administrative Director reported that the Agency had held a strategic planning meeting and business planning meeting, and that the 2009/2010 business plan needed to be agreed to be presented at the accountability meeting in January 2009.

She was pleased to announce that the Agency had received funding for the Deanery database Intrepid and that it would be purchased and implemented over the forthcoming months.

She stated that if the Agency were to purchase a new website this would have to be submitted as a tender.

It was agreed that the Chairman and Dr Atkinson would attend

the workshop on Controls Assurance for Board members.

She pointed out that a risk assessment was scheduled to take place and that once this was completed the Health and Safety Policy would be revised and submitted to the Board at the next meeting.

It was noted that the Agency did not have to produce an energy certificate.

Data protection and I T security

The Administrative Director reported that encryption software had not yet been provided by IT Group for all laptops. She raised some concern about the recent policy by the IT Group to remove all emails every 3 months.

Members received and discussed NIMDTA's IT Policy and Security Operating Procedures. Mrs Eggert was concerned that as NIMDTA had no control over its IT system, it may be unwise to develop its own policy in relation to IT security and suggested that NIMDTA should come under the jurisdiction of the Department for the purposes of IT.

The Board agreed that staff should comply with the security requirements as defined within the Department's IT Security Policy.

Agenda for Change

The Administrative Director reported that the overpayment calculations had been completed. The Chief Executive tabled the letter he proposed to send to staff. Concern was expressed regarding the negative effect that this would have on staff morale. It was noted that the Department required the Agency to seek such repayments.

It was agreed that Heads of Departments would meet with staff.

Annual review of equality

The Administrative Director reported that the annual review of progress by the Agency had been submitted to the Equality Commission.

COMPLAINTS

It was noted that a complaint had been received from a GP who had subsequently submitted a further complaint to the Ombudsman.

It was noted that a trainee had also been referred by occupational health to the GMC.

11.

HR REPORT

The Human Resources Manager informed the meeting that she would be representing the Agency at workshops for HR and Payroll staff in procuring a HR and Payroll information system for the whole of the HPSS.

There would be a terms and conditions audit conducted by Internal Audit and she was revising policies and procedures within the Agency.

12. **ANY OTHER BUSINESS**

There was no further business.

13. **DATE OF NEXT MEETING**

The dates for further meetings were agreed as follows:

19 February 2009
18 June 2009
1 October 2009
3 December 2009