

Minutes

MEETING: Agency Board
DATE: Monday 21 September 2009
TIME: 1.00 pm
VENUE: Committee Room 2, Beechill House

Present

Members

Dr H McGuigan (Chairman)
Dr RJA Atkinson
Mr A Baird
Mrs J Eve
Dr J Marley
Mrs A Eggert

Officers

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
Ms M Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager)
Dr D Hussey (Postgraduate Dental Dean)
Ms R Campbell (Human Resources Manager)

In Attendance

Mrs P Dardis

1 APOLOGIES

Mr A Baird
Dr C Loughrey (Director for Postgraduate GP Education)

2 ANNOUNCEMENTS

2.1 Declaration of Members Interests – Items of Business

It was agreed that this would in future be a standing item for the Board Agenda.

2.2 General Practice/Dental Practice Inspection Visits

The Chairman brought the Board's attention to the schedule of

General Practice visits for 2009/10 which had been circulated prior to the start of the meeting. The Postgraduate Dental Dean informed the Board that a schedule of Dental Practice visits would also be forwarded as soon as available.

The role of Board members as observers on inspection visits was discussed. The Chief Executive agreed to formally raise the issue of Board participation and their status on inspection visits, including Hospital Deanery visits, with PMETB.

**CEO to
contact
PMETB**

3 MINUTES OF LAST MEETING (Paper B09/35)

Minutes of the last meeting held on 18 June 2009, copies of which had been circulated prior to the meeting were approved subject to:

Page 2, 6.2 to read ... beneficial to organise general awareness training for staff in relation to fraud and compliance with Departmental circulars and guidance ...

Page 6, item 10 – The Board received and noted the following documents ... Business Risk Register 2009/10 should read Corporate Risk Register 2009/10 ...

4 MATTERS ARISING

4.1 Risk Register Workshop – 17 September 2009 (3.2)

It was felt that the one-day Risk Register Workshop which had been held on 17 September had been very helpful and useful. The Workshop had been well attended.

4.2 Risk Registers (10.1.2)

Mr Keith Gardiner, Associate Dean for Secondary Care and the Agency lead for Quality Management was in the process of identifying the risks relating to the achievement of secondary care objectives. The Hospital Training Risk Register would be presented to the Board at a later meeting.

**Update for
future
meeting**

All other items would be dealt with in the Agenda.

5 REPORT FROM THE AUDIT SUB COMMITTEE (Paper B09/44)

The Chairman, Mrs Judith Eve presented a tabled report from the Audit Sub Committee. The Committee had met on a regular basis since March 2009 to consider issues arising from Internal and External Audit.

Members wished to acknowledge that the increased number of Audit meetings had produced a considerable additional workload on the administrative staff in particular the Administrative Director.

The next formal Audit meeting was scheduled for 20 October 2009 at 2.00 pm.

5.1 Standing Orders (Paper B09/36)

Members of the Audit Sub Committee had received and approved the revised Standing Orders at the meeting held on 18 September 2009. These had now been forwarded for consideration by the Board. The Board approved the revised Standing Orders which took into account the new composition of the Audit Committee and revised timeline for formal meetings.

5.2 Recommendation from Audit Committee

The Board agreed with the Audit Committee's recommendation that all staff should travel by the most economical means available in future. All business class flights would cease.

5.3 Mid-Year Assurance Statement

It was noted that the Chief Executive was required to provide a Mid-Year Assurance Statement to the Department by 23 October 2009.

5.4 Self Assessment Checklist

The Audit Committee were currently completing a self assessment checklist.

6 FINANCIAL UPDATE

The Board received and noted the budget update presented by the Finance Manager.

Mr Hutchinson informed the Board that the budget was within a breakeven position and areas of surplus would be offset by deficits.

6.1 Prompt Payment Compliance

Prompt payment compliance had been achieved for the period 1 April to 31 August 2009.

6.2 Junior Doctors Salaries

The budget included figures for new ISG posts effective from August 2009, funding for these posts had yet to be added to the allocation from the Department.

All trainee salary costs were based upon a 15.7% employers superannuation contribution rate, 7% of which was funded within the budget, the balance to be met by the Department. In the previous year funding had been allocated to the Trust via the Boards.

7 Revised Draft Annual Report 2008/09 (Paper B09/37)

The Administrative Director informed the Board that the Annual Report had been revised to reflect the new format requested by the Auditors. The Board agreed the draft Report subject to some further minor revisions. It would be forwarded to the Department and considered at the Accountability Review Officers meeting. The final version would be available via the website.

**Admin
Director to
revise**

8 Report from the Chief Executive/Postgraduate Medical Dean (Paper B09/38)

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

- PMETB Deanery Visit (January 2010)
- Specialty and Foundation Recruitment 2009

Members received and noted the following documents:

- PMETB NI Visit to Deanery Schedule
- PMETB Visit 26 – 28 January 2010 – Roles and Responsibilities
- Table – Recruitment position on 5 August 2009

8.1 PMETB Deanery Visit – 26 – 28 January 2010

The Chief Executive informed the Board that he and members of the Quality Management Working Group had met with the PMETB officers on 9 September to agree the process and content of the forthcoming visit. PMETB had requested to visit the specialties of Obstetrics and Gynaecology and Trauma and Orthopaedics. They had also accepted the Agency's recommendation of visiting Clinical Radiology as a specialty that demonstrates best local practice.

A draft programme would be brought to the Board when available. It was expected that the visiting team would require to meet with the Chairman and Board on Day 1 of the visit.

8.2 Specialty and Foundation Recruitment

Dr McMurray gave the Board an update on Specialty and Foundation recruitment.

Foundation Recruitment

He informed the Board that further to the last meeting, 232 of the 234 F1 posts had been filled for the August 2009 intake. Vacancies had arisen as a result of finals fails but these gaps had been filled by trainees requiring an extension of training.

Specialty Recruitment

Dr McMurray brought the Board's attention to the spreadsheet which described the recruitment position on 5 August. Due to late withdrawals the number of vacant posts had risen to fifty-seven, a fill rate of approximately 95.8%.

Dr McMurray's report gave an overview of recruitment in Emergency Medicine, Obstetrics and Gynaecology, Paediatrics, Core Surgical Training and Core Medical Training and their fill rates at the beginning of August.

He wished to record his appreciation of Ms Gillian Diffin (Specialty Training Coordinator) and the Hospital Team for their continued hard work to make the recruitment process a success.

9 Report from Administrative Director (Paper B09/39)

The Board received and noted a report from the Administrative Director, which covered the following:

- Risk Management
- Records Management
- Health and Safety

9.1 Risk Management

The Board received, considered and approved the following documents and policy papers:

- Corporate Risk Register 2009/10
- Risk Management Action Plan 2009/10

- Policy on the Provision and Acceptance of Gifts and Hospitality
- Fraud Response Policy
- Fraud Response Plan

9.1.1 Review of Corporate Risk Register

The Administrative Director informed the Board that in keeping with the Agency's Risk Management Strategy and Assurance Framework, risk management was now a standing item on the Senior Management Agenda. Departmental Risk Registers had been considered by Senior Management and significant risks were included in the Corporate Risk Register. These were presented to the Board for its consideration.

Ms Roberts report highlighted the following risks:

- Risk 5 - failure to fill foundation and specialty training posts with suitable applicants
- Risk 6 - failure to identify and manage risks effectively
- Risk 8 - insufficient levels of staff and skill mix to support the delivery of postgraduate medical and dental education and training

Risk 5

In discussing Risk 5, it was noted that the Chief Executive would be meeting with the Minister for Health to discuss the recruitment strategy and explore the options to address the current shortage of Junior Doctors.

Ms Roberts expressed concern that the Swine Flu Pandemic had the potential of affecting the Foundation and Specialty recruitment and selection processes.

Risk 6

Ms Roberts informed the meeting that Internal Audit Reports and the draft Management Letter, which had been circulated to the Audit Committee, had identified a number of Priority One risks. A breakdown of how these were being addressed was included in her report to the Board.

Agenda for Change

The Finance Manager and Human Resources Manager withdrew from the meeting whilst the Board discussed the developments relating to the implementation of the auditors recommendation with

regard to Agenda for Change.

It was noted that legal advice clearly indicated that the Agency was unlikely to win an Industrial Tribunal case. In an attempt to find a solution for all parties concerned the Chairman undertook to set up a meeting with the Auditors, Acting Director of Human Resources (DHSSPS) and June Turkington, Legal Directorate (BSO).

Ms Roberts undertook to produce a report summarising the series of events in chronological order.

Risk 8

The Board discussed the concerns relating to the ability of the Agency to meet its core business objectives due to continuing increased workloads and the potential for exposure to swine flu.

Possible solutions were discussed including the consideration of further appointments to the Corporate, Finance and Human Resources Departments.

The Chairman enquired as to whether anyone was qualified to deputise for the Finance Manager in times of absence. It was noted that the next most senior Finance member of staff was the Finance Coordinator, whose post required to be re-evaluated.

The Administrative Director stressed the need to appoint an additional post within the Human Resources Department to provide support to Senior Management in implementing the Investors in People Standard and to the Hospital Team in the recruitment and selection of doctors to training posts.

The Board supported Senior Management in taking this forward.

9.1.2 Compliance against Controls Assurance Standard

The Board noted the Risk Management Action Plan, which was included in the Administrative Director's report. The Agency continued to work towards achieving the required level of compliance and were awaiting the report from Internal Audit on the further audit of risk management compliance which had been conducted at the end of August.

9.1.3 Key Performance Indicators

The Board discussed, and approved the key performance indicators listed in the Administrative Director's report.

Admin Dir to provide

Senior Management to take forward

9.2 Records Management

9.2.1 Key Performance Indicators

The Board discussed and approved the key performance indicators listed in the Administrative Director's report.

9.2.2 Compliance against Controls Assurance Standard

The Board noted the Records Management Action Plan. Ms Roberts informed the Board that several further revisions had been made to include the appointment of the Chief Executive as the Agency's Personal Data Guardian.

A further Audit of records management compliance had been conducted in September and the Agency awaited the report from Internal Audit.

9.3 Health and Safety

Health and Safety Compliance

The Administrative Director informed the Board that following the health and safety risk assessment audit conducted by WYG Environmental (NI) Ltd in November 2008 a number of improvements had taken place. These were addressed in her report to the Board.

10 Report from Human Resources Manager (Paper B09/40)

The Board received and noted the report from the Human Resources Manager which covered the following:

- Resourcing and Recruitment
- Recruitment and Selection Procedure
- Tender for Services
- Appraisal

Members received and noted the following document:

- Recruitment and Selection Procedure

10.1 Human Resources Risk Register

The Human Resources Risk Register is currently being revised and would be brought to the Board at a future meeting.

10.2 Recruitment and Selection Procedure

The Board discussed the draft organisational policy presented by Ms Campbell.

Ms Campbell informed the Board that the policy was due to be forwarded for comment to Mr Donal Collins (Employment Development Officer) with the Equality Commission. Dependent on the advise received, revisions would be made and the policy brought to the Board for consideration at a future meeting.

For future meeting

10.3 Appraisal

Personal Development Plans were being 'rolled out' to administrative staff within the Agency.

11 Report from Postgraduate Dental Dean (Paper B09/41)

The Board received and noted the report from the Postgraduate Dental Dean which included an update on:

- Vocational Training/General Professional Training
- Continuing Professional Development for Dental Care Professionals
- Continuing Education Programme
- Hospital Dentistry

11.1 Vocational Training/General Professional Training

Induction had taken place at the start of August for the VT and GPT Schemes. There had also been further recruitment to fill two posts after two potential trainees had withdrawn. The GPT post had successfully been recruited to but the VT post would remain vacant.

Dr Hussey had met with the Acting CDO to discuss Foundation training and taking the recruitment process forward for 2010/11. The conversion of SHO posts to DF2 posts had also been discussed and Dr Hussey undertook to attain confirmation in writing from the Department.

PGDD to follow up

11.2 Continuing Professional Development for Dental Care Professionals

Amanda Jackson and Elaine Fugard had been appointed to the DCP Tutor posts working two and half days a week. They were currently ascertaining training needs required.

Dr Hussey informed the Board that there was a substantial workload organised for the autumn across the Province.

11.3 Continuing Education Programme

It was hoped that an on-line payment system would be added to INTREPID by December. The courses calendar which had been circulated biannually was no longer being produced.

11.4 Hospital Dentistry

Induction had been completed for the 2009/10 intake of SHO posts. There were several unfilled posts which would be re-advertised as Locum posts.

Recruitment to the FTTA post in Orthodontics had been unsuccessful and the post was currently lying vacant.

The three NTN's in Orthodontics had successfully passed their examinations and would be moving into high street practice.

Recruitment to the two new training posts in Oral Surgery had been successful.

12 Report from Director for Postgraduate General Practice Education (deferred to next meeting)

Apologies had been received from the DPGPE who had been nominated by the Agency to attend and complete the Personal and Public Involvement in Health and Social Care in Northern Ireland postgraduate course. PPI was a Departmental driven initiative and there was a requirement for the Agency to produce a draft scheme by the end of the year.

13 Correspondence/Reports/Papers

The Board received and noted Papers B09/42 and B09/43 which were listed under the agenda.

Paper B09/43, correspondence from the DHSS Director of Planning & Performance, the requirement for the Chief Executive to provide the Department with a Mid-Year Assurance Statement would be discussed at the next Audit Meeting.

14 Any Other Business

There was no further business.

15 Date of next meeting

Monday 23 November 2009 @ 12.30 pm in the Seminar Room

Future Dates

Thursday 14 January 2010 @ 12.30 pm – Seminar Room

Thursday 11 March 2010 @ 12.30 pm - Boardroom