

# Minutes

**MEETING:** Agency Board

**DATE:** Monday 23 November 2009

**TIME:** 12.30 pm

**VENUE:** Seminar Room , Beechill House, NIMDTA

## **Present**

### **Members**

Dr H McGuigan (Chairman)  
Dr RJA Atkinson  
Mr A Baird  
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)  
Dr C Loughrey (Director for Postgraduate GP Education)  
Ms R Campbell (Human Resources Manager)

### **In Attendance**

Mrs P Dardis/Mrs K Fullerton

## **1 APOLOGIES**

Mrs J Eve

## **2 DECLARATION OF MEMBERS INTERESTS**

Mrs Eggert informed the meeting that she had joined the Board of the Women's Resource and Development Agency (WRDA). There was no conflict of interests.

### **3 ANNOUNCEMENTS**

#### **3.1 Reappointment to the Board**

All members of the Board had now been reappointed for a further term. It was agreed that Mrs Judith Eve would continue in the role of Vice Chairman of the Board.

#### **3.2 Retirement of Mr Albert Baird**

The Chairman officially announced the retirement of Mr Albert Baird, founder member of the Agency Board. He wished to thank Mr Baird for his valued contribution to the Board and Audit Committee of which he had formerly been Chairman.

Mr Baird thanked the Chairman for his comments and expressed his admiration of the Senior Management Team of the Agency.

### **4 MINUTES OF LAST MEETING (Paper B09/45)**

Minutes of the last meeting held on 21 September 2009, copies of which had been circulated prior to the meeting were approved subject to:

Page 1, Mr Baird to be omitted from the present list and Dr Atkinson's initials to read Dr RJ Atkinson

Page 3, item 6.1 Prompt Payment Compliance ... the Board wished to record their thanks to the Finance Manager and his team for their continued efforts.

### **5 MATTERS ARISING**

#### **Inspection Visits (2.2)**

The Chairman informed the Board that the Chief Executive had, as requested, raised the issue with PMETB, of the Board members participation and externality status on inspection visits.

PMETB had indicated that Deaneries must be able to demonstrate that external advisers are independent of the Programme, School or Deanery, have the relevant expertise and no conflicts of interest. The Board agreed to raise this issue again when they met with PMETB during the forthcoming inspection visit to the Province due to take place in January 2010.

***Board to  
raise with  
PMETB***

All other items would be dealt with in the Agenda.

## **6 REPORT FROM THE AUDIT SUB COMMITTEE**

### **6.1 Minutes of the Meeting held on 20 October 2009**

A copy of the minutes, previously circulated to the Committee, were tabled to the Board. Board members of the Audit Committee felt it had been a positive and productive meeting.

### **6.2 Provision of Fraud Awareness Training**

The Administrative Director informed the Board, that Fraud Awareness training for staff would now take place on 25 November and 11 December. The session planned for 18 November had been cancelled.

### **6.3 Audit Committee Forum – Events 2009/2010**

Mrs Eggert had attended the 'Fraud Risk – Ensuring that Audit Committees Play an Active Role' workshop held on 16 November organised by CIPFA/KPMG. The workshop was the second in a series of four and she encouraged members to register to attend the remaining workshops, if available. CIPFA had agreed to circulate an electronic copy of the presentation from the workshop on 19 November which she would forward for information.

*Mrs Eggert*

## **7 FINANCIAL UPDATE**

The Board received and noted the budget update presented by the Finance Manager which had been circulated prior to the meeting.

### **7.1 Prompt Payment Compliance**

Prompt payment compliance had been achieved for the period 1 April to 31 October 2009. The performance target by the end of the financial year was 95% of payments to suppliers within thirty days.

### **7.2 Junior Doctors Salaries**

Funding was still awaited from the Department for the new ISG posts effective from August 2009.

### **7.3 GP Vocational Training**

Mr Hutchinson updated the Board on the GP Vocational Training budget and the cost pressures which would be faced from 2010/11.

#### **7.4 Salaries**

There was a surplus in the Salaries budget. It was planned to increase the number of GP Appraisers in early 2010.

#### **7.5 GP Appraiser**

The GP Appraiser budget operates with an underlying deficit due to the increased numbers on the GP performers list.

#### **7.6 Financial Statements 2008/09 (Paper B09/46)**

The Board received and duly adopted the revised Financial Statements which would now be signed off by the Chairman and Chief Executive.

### **8 Report from the Chief Executive/Postgraduate Medical Dean (Paper B09/47)**

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
- Role of the Responsible Officer and NIMDTA

Members received and noted the following documents:

- PMETB Visit Programme – January 2010
- Northern Ireland Deanery – Quality Manual
- Table – Proposed Specialty Training Recruitment 2010
- Confidence in Care – Discussion Paper (Responsible Officer Model in NI)

#### **8.1 PMETB Deanery Visit – 26 – 28 January 2010**

The Chief Executive confirmed that the Board members were scheduled to meet with the PMETB inspection team on Tuesday 26 January at 9.30 am.

The Deanery had provided PMETB with extensive documentation by the required deadline at beginning of November. Among the documentation provided was the Northern Ireland Deanery Quality Manual, a guide for the visitors describing the Agency's role. The Board discussed the content of the manual and agreed it was a well written and comprehensive document.

## **8.2 Specialty and Foundation Recruitment**

Dr McMurray gave the Board an update on Specialty and Foundation recruitment. He had provided a timeline for both Foundation and Specialty recruitment for 2010 in his report to the Board.

## **8.3 Confidence in Care – The Role of the Responsible Officer and NIMDTA**

Dr McMurray informed the Board that both he and the Director for Postgraduate General Practice Education were part of the working group that had been set up by the Department. He gave the Board an overview of the progress of discussions to date.

The Board wished to record their support for the Chief Executive becoming the Responsible Officer for doctors in training. It was acknowledged that this could not be achieved unless the role of the Responsible Officer was fully resourced.

## **9 Report from Postgraduate Dental Dean (Paper B09/48)**

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

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

### **9.1 Vocational Training/General Professional Training**

Dr Hussey discussed his concerns with the Board as to how the recent advice from the Department on the use of Hotels and Residential events would impact on this year and next year's training.

He informed the Board that several information evenings for the Vocational Training Programme for 2010/11 had taken place.

He had now received confirmation from the Department of their agreement to re-badge the SHO posts to Dental Foundation (DF2). The curriculum had already received approval across the United Kingdom and a pilot Foundation Scheme would go to the Department for consideration.

## **9.2 Continuing Education Programme**

Dr Hussey informed the Board that the Continuing Education Programme had been finalised. A printed single sheet summary will be provided for every registered Dental Practitioner.

## **9.3 Continuing Professional Development for Dental Care Professionals**

The two DCP tutors were currently developing a programme and would also be delivering a proportion of the courses.

## **9.4 Hospital Dentistry**

Dr Hussey informed the Board that there were still several unfilled Senior House Officer and Registrar posts across the Province.

The two new trainees in Oral Surgery have commenced their posts.

Following the recent resignation in Paediatric Dentistry and another consultant currently on maternity leave, there were unresolved training issues in this specialty.

## **10 Report from Director for Postgraduate General Practice Education (Paper B09/49)**

The Board received and noted a report from the Director for Postgraduate General Practice Education which covered an update on the following:

- General Issues
- Specialty Training
- Continuing Personal Development
- Appraisal

### **10.1 General Issues**

The Director for Postgraduate General Practice Education updated the Board on recruitment to the General Practice team and the major pressures on the workload in the General Practice Department.

### **10.2 Specialty Training**

There had been a number of Interdeanery Transfer requests from the Northern Ireland Deanery Programme to other deaneries in the UK. Dr Loughrey explained the process to the Board.

### **10.3 Continuing Professional Development/Appraisal**

The Board discussed the possible reasons for the slow uptake of ATHENA events to date.

A meeting had been arranged with the Chief Executive of the Health and Social Care Board, Mr John Compton for early in December. CPD, appraisal and the relationship between the Agency and HSCB would be discussed.

## **11 Report from Administrative Director (Paper B09/50)**

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

- Accountability Review
- Risk Register
- Records Management
- Industrial Tribunal Claims
- Serious Adverse Incident
- Complaints
- Policies and Procedures
- Rent Review
- Mid-Year Assurance Statement

### **11.1 Accountability Review**

Officers of the Agency had met with Departmental representatives on 4 November 2009 to consider the Annual Report 2008/09, progress made against the 2009/10 Business Plan and agree the Business Plan for 2010/11.

The Board received, discussed and approved the Business Plan 2010/11 which would now go for consideration to the Accountability Review main meeting scheduled to take place on 18 December 2009. The Chairman and Chief Executive would raise 'The Role of the Responsible Officer' at this meeting.

***Chair/CEO***

The Administrative Director would make reference in the Business Plan to 'The Role of the Responsible Officer and NIMDTA'.

***Admin  
Director***

### **11.2 Risk Management**

The Board received and considered the following documents/correspondence:

- Corporate Risk Register
- Correspondence from the Permanent Secretary re. 'Air Travel

and Event Venues during the Economic Downturn’

Review of Corporate Risk Register

The Board discussed the following risks identified by Senior Management and presented by the Administrative Director for consideration:

- Risk 2 – assessment procedures fail to identify doctors and dentists in difficulty
- Risk 4 – courses provided by the Agency do not meet the educational needs of medical and dental practitioners
- Risk 8 - insufficient levels of staff and skill mix to support the delivery of postgraduate medical and dental education and training

Risk 2

The Board had discussed the ‘Role of the Responsible Officer’ during the report from the Chief Executive.

Risk 4

The Board discussed the correspondence from the Permanent Secretary sent on behalf of the Minister for Health to all HSC bodies requesting constraint in relation to air travel and use of commercial venues for conferences, training and other events.

Risk 8

A Corporate Governance Manager had been appointed and would commence post on 7 December.

Senior Management had approved the appointment of a Business Manager to support the Director of General Practice and the post would be advertised through the HSC internal trawl.

Senior Management remained concerned about the need for additional staff within the Human Resources Department to provide support in implementing the Investors in People Standard and recruitment and selection of doctors to training posts. The Board discussed the possible use of an external consultant to help achieve IIP. Ms Roberts would explore the use of an external consultant with the Department and update the Board at the next meeting.

***Admin  
Director to  
report***

### **11.3 Records Management**

The Agency had achieved satisfactory compliance for the records management audit which had recently been conducted by Internal Audit. The Agency continued to work toward achieving substantive compliance with the controls assurance standard in 2009/10.

Ms Roberts informed the Board that CETIS was now in operation giving Agency staff on-line access to the NIMDTA policies. Agency staff were also required to complete a number of short courses.

Confirmation had been received that IT Assist would be in a position to provide support to the Agency, subject to conditions. The IT Group would map the process by which the Agency would transfer onto the NIGOV Net infrastructure. The Board discussed the likely costs associated with the provision of the new service.

### **11.4 Industrial Tribunal Claims**

The Industrial Tribunal had accepted the individual complaints made by members of staff. The Chairman and Administrative Director met with NIPSA, under the auspices of the Labour Relations Agency, on 23 October 2009 and with the authority of the Department a settlement was agreed. Staff have now been restored to their salary point and incremental date prior to 24 June 2009.

A Staff and Management Joint Working Group was in the process of being established.

### **11.5 Serious Adverse Incident Review Group**

After recent correspondence, the Chief Executive and Administrative Director met with the Head of the Learning and Litigation Unit on 16 November to discuss the Agency's involvement in the review of incidents and a process for the dissemination of information was agreed.

### **11.6 Complaints**

A number of complaints had been received and considered by Senior Management. These have been fed into the Departmental Risk Registers and appropriate action taken.

## **11.7 Policies and Procedures**

The Board received, discussed and approved the following policies:

- NIMDTA Standing Orders (Schedule 2,3,4,5,6 & 7 listed under the agenda)
- Code of Conduct for NIMDTA Employees
- Communication Strategy

### Code of Practice for Board Members

The Board received and approved the Code of Practice for Board Members subject to the revision of point 20 to read ... The Audit Committee should comprise at least three members ...

## **11.8 Rent Review**

The rent increase was still to be confirmed but was likely to increase to £155K with effect from July 2009.

## **11.9 Mid-Year Assurance Statement**

The Board noted the Chief Executive's Mid-Year Assurance statement which had been forwarded to the Director of Planning and Performance Management in keeping with Departmental requirements.

## **12 Report from Human Resources Manager (Paper B09/51)**

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

- Resourcing
- Recruitment
- Investors in People (IIP)
- Recruitment and Selection Policy
- HPMA Seminar
- Review of Posts

## **11.1 Recruitment and Selection Policy**

Comments had been received from the Equality Commission and revisions made to the policy. The revised policy would be forwarded for the next meeting of the Board.

**For future meeting**

**11.2 HPMA Seminar**

The Human Resources Manager had attended a Health Care People Management Association (HPMA) Seminar on 15 October 2009. The Agency had been asked to participate in a Health Service wide staff satisfaction survey.

**12 Correspondence/Reports/Papers**

The Board received and noted Paper B09/52 'Fraud Reporting Arrangements' which had been listed under the agenda.

The Administrative Director informed the Board that the arrangements were in keeping with the Agency's Fraud Response Policy and Plan which had been reviewed by the Board at the September meeting.

**13 Any Other Business**

There was no further business.

**14 Date of next meeting**

Thursday 14 January 2010 @ 12.30 pm in the Seminar Room

**Future Dates**

Thursday 11 March 2010 @ 1.00 pm – Boardroom

The further following dates were agreed for 2010:

Thursday 17 June 2010 @ 12.30 pm

Thursday 23 September 2010 @ 12.30 pm

Thursday 25 November 2010 @ 12.30 pm