

**Minutes of a meeting of the Board of the Agency held on Thursday
26 June 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
Mr A Baird
Dr J Marley

Officers

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
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**

Ms M Roberts (Administrative Director)

2. **ANNOUNCEMENTS**

The Chairman confirmed there would be a short visit by the Minister for Health (Mr Michael McGimpsey) to the Agency on Wednesday 6 August. The Board should let Mrs Dardis know if they were available to attend.

There had been a first reading of the Health and Social Care Reform Bill (RPA) in the Assembly by the Minister for Health on 23 June. It would receive its second reading on 1 July and would then be referred to the Health Committee.

3. **MINUTES OF THE MEETING HELD ON 28 April 2008 (Paper B08/13)**

Minutes of the last meeting held on 28 April 2008, copies of which had been circulated prior to the meeting were approved.

P Dardis

4. **MATTERS ARISING FROM MINUTES**

All other items to be dealt with in the Agenda

5. **Audit Sub-Committee Report**

The Board received the following reports/accompanying papers:

- Report from the Chairman of the Audit Sub Committee held on 7.5.08
- Unconfirmed Minutes of meeting held on 7.5.08
- Internal Audit Annual Report for year ended 31.3.08
- Internal Audit Report – 7.5.08
- Implementation of Agenda for Change
- External Audit Management Letter for year ended 31.3.08 (tabled)
- Financial Statements for year ended 31.3.08

The Board noted the report/information provided on the implementation of Agenda for Change and the report from the Chairman from the meeting of the Audit Sub Committee held on 7 May 2008.

Mr Baird informed the Board that the Internal Audit Report and later the External Audit Report, had drawn attention to weaknesses in the application of Agenda for Change which had resulted in the overpayment of a number of staff on assimilation to the new pay scales. It was accepted that because of the errors made, the Agency must, as advised by the Department, seek to recoup the overpayments. Dr McMurray and Ms Campbell expressed their concerns as to the possible detrimental effect to staff morale.

It was agreed to recalculate the overpayments and seek the endorsement of Internal Audit. The Chief Executive would then write to the relevant staff, advising them of the overpayments and possible adjustment to incremental dates.

The External Audit Management Letter for year ended 31.3.08, discussed at the Audit Sub Committee meeting which had taken place that morning, was tabled. It was decided to defer this item to the October meeting, to give the Board adequate time to consider its contents.

Mrs Eggert informed the meeting that it had been agreed that Board members of the Audit Sub Committee would arrange to meet separately to discuss and complete a self assessment checklist.

The Committee had received and considered the Financial Statements for the year ended 31 March 2008. The Statements showed a small surplus of income over expenditure. The Audit Committee agreed that the Accounts should be recommended to the Board for ratification. The Board duly adopted the Accounts.

**Finance
Manager/
CEO**

**Audit Sub
Committee**

The Chairman wished to record his thanks and congratulate Mr Hutchinson and his Finance Team on the production of the Financial Statements.

6. **FINANCIAL UPDATE**

The Finance Manager informed the Board that:

HPSS superannuation employers costs had increased from 7% to 15.7%; the annual cost would be £3 million.

Mr Hutchinson informed the Board that the Agency was being required to make efficiency savings of £55k rising to £72k next year, in respect of the implementation of the Review of Public Administration (RPA).

The Board enquired as to the possibility of further income generation from courses as per the internal audit report finding 2.6. A brief discussion took place on income generation from Dental and GP courses.

7. **REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper BO8/14)**

The Chief Executive's report included an update on:

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

The Deanery had now responded to the PMETB/GMC QAFP visit report which took place in October 2007. The Deanery response to the report including the results of the IT audit, was included with the Board papers.

Recommendation 120 – Collation of results of data gathered from the e-portfolio and end of placement questionnaires. Dr Marley enquired whether the information would be available for the next Board meeting in October. Dr McMurray informed the Board that Ms Carragher (Associate Dean for the Foundation Programme) was currently summarising the information and a copy of the final report would be forwarded to the Board when available.

The Board had been provided with a summary of the response from the House of Commons, Health Select Committee report on Modernising Medical Careers (MMC) (Tooke Report) which analysed the whole area around the development and delivery of MMC. Dr McMurray had summarised the conclusions and recommendations in his report to the Board and would forward an electronic copy of the full report to Board members for their information.

**Chief
Executive**

8. **REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B08/15)**

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, targeted training was being provided for a vocational trainee and he would complete his training over two years instead of one. The trainee had been matched with an acceptable trainer.
- Senior House Officer recruitment had been successfully completed. Twenty-two appointments had been made and postings for the next twelve months had been arranged at Altnagelvin, the Ulster and Royal Hospitals.
- Dr Hussey confirmed that two new SpR posts in Restorative Dentistry and Orthodontics had been advertised.
- A satisfactory RITA in Oral & Maxillofacial Dentistry (OMFS) had taken place on 17 June.
- The Continuing Education Programme for September to December 2008 would be distributed in August. The possibility of income generation was discussed for lectures/courses, but would only be feasible whenever on-line booking facilities became available.
- Dr Hussey further informed the Board that a residential meeting of Postgraduate Dental Deans (COPDEND) would be held from 17 – 19 September in Belfast. The residential would include representation from all over the UK and it was hoped the residential would include a reception at Stormont Buildings.
- The issue of quality assurance of Dental Trainers was discussed. Dr Hussey informed the Board that Trainers would undergo induction and experts had been brought over from Scotland to facilitate Training the Trainers.
- Dr Hussey agreed to make enquiries as to the possibility of a further tour of the Dental School in the Autumn.

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

The Board received and noted two papers forwarded by the Director for Postgraduate General Practice Education for consideration:

- RQIA Review of GP Appraisal Arrangements in Northern Ireland (DRAFT)
- Results of ARCP Panel – ST3 completing August 08/09

Dr McKnight informed the Board that the GP Appraisal Scheme had had an external review carried out by the Regulation and Quality Improvement Authority (RQIA) in May. The review had taken place at the invitation of NIMDTA. The RQIA had made a total of twenty recommendations.

The Chairman wished to congratulate those involved within the GP Department on a laudatory report.

Dr McKnight gave an overview of the list of ST3 doctors completing August 2008/09 ARCP panel results. All but three trainees were now eligible to apply for their CCT.

The Chairman informed the Board it would be Dr Agnes McKnight's last report to the Board prior to her retirement at the end of July 2008. He wished to record his thanks on behalf of the Board for her long and distinguished service to the former NICPMDE and NIMDTA and her contribution in establishing the General Practice Department.

10. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES**
(Paper B08/16)

The Board received and noted a report from the Administrative Director which covered the following: *(The Administrative Director had forwarded apologies for the meeting and the Chief Executive would answer any questions on her behalf).*

- Update on Specialty Recruitment
- Strategic and Business Planning
- Business Case for the Procurement of Training Database (Intrepid)
- Review of Public Administration (RPA)
- Controls Assurance
- Agenda for Change (AFC)
- Vacancy Controls
- Complaints
- Visit by the Minister for Health

Members received and approved the following policy document subject to: the comment page should read: 'kept under review'.

- Manual Handling Policy

Members received and noted the following papers:

- Specialty Recruitment 2008 – Final Outcomes as at 12.6.08
- Proposals for Health & Social Care Reform (Consultation Response Questionnaire) – Agency Response (RPA)

The Agency had successfully recruited to a total of 447 posts out of a total of 457. Posts that had not been filled in the first or second rounds were filled through a process of clearing and had been re-designated temporary training appointments (TTAs).

**Admin
Director**

Strategy and Business Planning days had been organised for August and September. It was agreed to forward the details of the August Strategy day to the Board.

A business case had been submitted to the Department for funding to enable the procurement of a training database (Intrepid), which would support reporting and monitoring requirements.

The consultation period on the proposals for health and social care reform (RPA) had ended on 12 May 2008. The Department will be publishing its full response to the consultation in due course.

As required by the Department, Internal Audit had verified the Agency's compliance with four of the HPSS Controls Assurance Standards. Moderate compliance had been assessed for Health and Safety. The Agency's Health and Safety Policy had been revised by the Health and Safety Committee and approved by Senior Management and would be put to the Board for ratification once a risk assessment had been carried out. Dr McMurray informed the Board that the Administrative Director was confident of the success of the risk assessment.

The Agency had arranged a further session to raise awareness of the Data Protection and Freedom of Information Acts in June. The issue of the Agency's policy on encryption of laptops was raised. Guidance from the Department's IT Group in relation to the introduction of mandatory encryption and password protection for laptops etc was awaited. Dr McMurray agreed the Agency would look into the possible purchase of software.

The Agency were recruiting to five permanent posts in July after successfully seeking exemption from vacancy controls from the RPA unit.

The Chief Executive had responded in writing to a complaint received from a general dental practitioner against a senior member of staff. The complaint was not sustained but had offered to initiate conciliation talks through an independent third party.

11. **REPORT FROM HUMAN RESOURCES MANAGER (Paper B08/17)**

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

- Recruitment
- KSF Appraisal System
- Staff Satisfaction Survey 2008

Members received and noted the following papers:

- NIMDTA KSF Appraisal Scheme
- NIMDTA Staff Attitude Survey Corporate Report – June 2008

Ms Campbell informed the Board that the post of Director of

Postgraduate General Practice Education (DPGPE) had been advertised and short-listing was scheduled to take place in July with interviews in August.

She further informed the Board that it was hoped to introduce KSF appraisal to all administrative staff within the Agency in the near future. Each member of staff would be supplied with an individual outline.

There had been an 80% response by NIMDTA staff to the electronic staff satisfaction survey completed in May 2008. Any necessary action as a result of the survey would now be taken by Senior Management.

**Senior
Management**

Policies included within the staff induction pack were discussed and it was agreed that a list of all NIMDTA approved policies would be forwarded to the next meeting of the Board.

**Admin
Director/HR
Manager**

12. **ANY OTHER BUSINESS**

Ms Campbell agreed to arrange to have an up to date organisational chart circulated to the Board for information.

HR Manager

13. **DATE OF NEXT MEETING**

Thursday, 2 October 2008 @ 12.30 pm (Boardroom, NIMDTA)

Confirmed Future Dates for 2008:

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