



**Minutes of a meeting of the Board of the Agency held on Thursday  
26 January 2006 at 2.00 pm in the Boardroom, NIMDTA, Beechill  
House, 42 Beechill Road, Belfast BT8 7RL**

**PRESENT:**

**Members**

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

**Officers**

Dr T McMurray  
Miss M L Roberts  
Mr T Hutchinson  
Dr A McKnight  
Dr D Hussey  
Miss R Campbell

**In Attendance**

Mrs P Dardis  
Miss P Duke

1. **APOLOGIES**

The Chairman extended the best wishes of the Board to Dr Atkinson who, due to injury, was unable to attend.

2. **ANNOUNCEMENTS**

A schedule of visits for the NI VT/GPT Training Schemes for General Dental Practice for January and February 2006 was tabled by Dr Hussey. Board members were invited to consider joining in one of these.

3. **MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2005**

The minutes of the last meeting held on 24 November 2005, copies of which had been circulated prior to the meeting were approved, subject to the following amendments:

Dr A Carragher and Dr C Loughrey to be added to list of attendees

Item 10, paragraph 1, last sentence to read, 'An educational passport will be introduced'.

4. **MATTERS ARISING FROM MINUTES**

4.1 **(Item 6) Annual Report**

Ms Campbell reported that a copy of the Annual Report had been forwarded by the printers on CD Rom (PDF format); the printed version would be available within a week, and would be circulated to members. In future a draft Annual Report is to be with the Department by the end of May 2006. Audit Committee meetings may therefore need to be rescheduled.

5. **FINANCIAL UPDATE**

The Finance Manager reported on the following matters:

- The Agency was on course to end the year with a small surplus of less than 1%.
- The allocation letter for the new financial year implied a shortfall, although a detailed breakdown had not yet been provided.
- A car allowance was not being paid to GP Registrars as the Board had decided at an earlier meeting, but mileage claims were being met for home visits.
- Expenditure on study leave was broadly in line with 2004/2005.
- While the level of prompt payments was 76%, this figure should improve with the new appointments to the Finance department.

6. **REPORT FROM THE CHIEF EXECUTIVE**

Dr McMurray explained that to date 171 QUB graduates and 31 external applicants had been allocated to posts in the deanery. Joining the multi-disciplinary deanery appointment process (MDAP) had allowed a much improved recruitment to the NI Foundation Programme.

7. **REPORT FROM POSTGRADUATE DENTAL DEAN**

Dr Hussey announced that:

- The Department had approved an increase in the number of Vocational Training posts to 30.
- There would be a visit by the General Dental Council in February to inspect Continuing Professional Development in the Province.
- A letter from the Chief Dental Officer had raised the issue of potential conflicts of interest arising from posts held by

employed dental officers. The Chief Executive would be writing to all staff employed by the Agency asking them to declare any possible conflicts of interest.

8. **REPORT FROM DIRECTOR FOR GP EDUCATION**

Dr McKnight announced that:

- Recruitment to 46 three year posts was taking place as part of a national process.
- A joint JCPTGP/PMETB visit was to take place in February. The North Down Vocational Training Scheme Group would be visited.
- The Athena programme for CPD which was launched in October 2005 was proving a great success.
- The Department had allocated £800k for the oversight of GP Appraisal. It was agreed that the Chief Executive should seek confirmation that the proposal was for an educational development process and not a performance management scheme.

9. **REPORT ON ORGANISATIONAL & MANAGEMENT ISSUES**

The Board received and endorsed the following:

- The Records Management Strategy
- The Records Management Policy
- The Records Management Disposal Schedule
- Revised Financial Instructions

The Board was also updated on the implementation of the Agenda for Change arrangements.

10. **ANY OTHER BUSINESS**

10.1 **Membership Visits**

Board members had attended recent Hospital Deanery and GP Practice visits. Feedback was positive and it was agreed that it had been a worthwhile educational experience.

10.2 **Postgraduate Medical Education and Training Board**

The Chief Executive informed the Board that PMETB had recently circulated an update on new quality assurance arrangements for

Deanery visits. From 31 March each visiting panel would have an independent lay member appointed by PMETB.

11. **DATE OF NEXT MEETING**

The next meeting will take place on 30 March at 2.00 pm in Beechill House.