

**Minutes of a meeting of the Board of the Agency held on Thursday
29 June 2006 at 2.00 pm in the Boardroom, Craigavon Area Hospital,
Craigavon BT63 5QQ**

PRESENT:

Members

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

Officers

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
Ms M L Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager)
Dr A McKnight (Director of Postgraduate GP Education)
Ms R Campbell (Human Resources Manager)

In Attendance

Mrs P Dardis

1. **APOLOGIES**

Mrs A Eggert
Dr D Hussey

2. **ANNOUNCEMENTS**

The Chairman extended the best wishes of the Board to Mrs A Eggert who, due to ill health, was unable to attend. Flowers would be arranged on behalf of the Board and Senior Management with their best wishes.

P Dardis

Dr McMurray announced the appointment of Ms Borghild Breistein (Adviser in Community Dentistry at NIMDTA) to an Honorary Lectureship at the Queen's University of Belfast. She was to be congratulated as this was the first such appointment from within Community Dentistry to achieve this.

RPA (Review of Public Administration)

The Chairman and Chief Executive had attended a joint meeting with NIPEC at the Department of Health on 23 June 2006 to explore the options on the future roles of NIPEC and NIMDTA when they merge within the HSSA structure. It had been agreed that a working party

would be set up to take this forward. The Agency had been asked to submit a strategic plan to the Department before September.

A number of workshops on RPA implementation had been organised by the Modernisation Directorate at the Department of Health. The Chairman and several members of Senior Management had attended.

Postgraduate Medical and Dental Education Forum

The Chairman and Chief Executive had met with a small group including representatives from Queen's University and the Department. on 21 June, 2006 to discuss the implementation of a Postgraduate Medical and Dental Education Forum. All had agreed that a Postgraduate Forum with a focus on education would be extremely useful especially in the light of the Review of Public Administration (RPA) and the matter would be considered further.

3. **MINUTES OF THE MEETING HELD ON 30 MARCH 2006**

The minutes of the last meeting held on 30 March 2006, copies of which had been circulated prior to the meeting were approved.

4. **MATTERS ARISING FROM MINUTES**

Dealt with in the Agenda

5. **FINANCIAL UPDATE**

The Finance Manager reported on the draft accounts for 2005/06 currently being audited.

Mr Hutchinson was asked to produce a paper outlining possible funding release options before the next meeting.

6. **REPORT FROM THE CHIEF EXECUTIVE**

Dr McMurray reported that:

- F1 trainees are approaching the end of their first year of training and have been allocated to F2 preferences.
- The national selection process, ie. the Medical Training Application Service (MTAS) is being developed rapidly.
- Postgraduate Medical Training Board (PMETB) – the majority of Colleges have had their curricula agreed by PMETB and consequently there is a large body of work necessary to re-map all existing Senior House Officer and new Specialty posts to the new curriculum.

- The Northern Ireland Deanery is expecting two visits from the Postgraduate Medical Training Board (PMETB) in 2007 to inspect the Foundation and General Surgery Programmes.

7. **REPORT FROM POSTGRADUATE DENTAL DEAN**

Dr McMurray reported in the absence of Dr Hussey:

- All Senior House Officer posts are to be phased out by August 2007. However, Hospital Dentistry Senior House Officer posts will remain until the Dental Foundation Programme has been developed.

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

Dr McKnight announced that:

- Recruitment for the Vocational Training Scheme took place in April. From some two hundred and fifty applications, forty-six (3 year) and five (1 year) posts had been appointed to commence in August 2006.
- Recruitment for GP Appraisal had also taken place in May. Thirty-three Appraisers and seven Lead Appraisers had been appointed and training days had taken place in May and June. Dr McKnight stated that the appraisal of General Practitioners had commenced in Northern Ireland already.
- The General Practice Specialty Training Run-Through Programme – it is hoped that we would be in a position to commence training from August 2007.
- Dr McMurray agreed to write to the Department about the 65% supplement currently paid to GP Registrars. Ms Roberts informed the Board this would be included in the covering letter which accompanied the Agency's Business Case.

CEO

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

Ms Campbell informed the meeting that the new GP and Dental Educators contracts had now been issued to Agency employees.

Ms Roberts informed the meeting the Agency's Business Case for the implementation of Modernising Medical Careers together with the Agency's position paper on the future re-organisation of Postgraduate Medical Education and the proposal for the implementation of specialist training in General Practice was due to be forwarded to the Department the next day.

An expanded Senior Management are due to meet on 24 July and 14

August 2006 to discuss the Agency's Strategic Plan and Business Plan for 2007/08.

10. **REVIEW OF PUBLIC ADMINISTRATION**

Ms Campbell updated the Board on the implementation of Agenda for Change (AFC). Matching had taken place in April and May 2006 and posts were now going through consistency checking with the CSA.

The next stage is to look at posts currently graded under QUB.

The Agency as with other organisations affected by the Review of Public Administration is required by the Department to introduce Vacancy Control Measures. This means that all new and replacement posts have to be filled on a fixed term basis to 31 March 2008.

11. **ANY OTHER BUSINESS**

Ms Campbell tabled the draft Annual Report 2005/06. The Financial Statements for the year ended 31 March 2006 would be added later.

12. **DATE OF NEXT MEETING**

The next meeting will take place on Monday 21 August 2006 at 2.00 pm in Beechill House.