

**Minutes of a meeting of the Board of the Agency held on Thursday
30 March 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
Mr A Baird
Dr RJ Atkinson

Officers

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

In Attendance

Mrs P Dardis
Miss P Duke

1. **APOLOGIES**

Mrs A Eggert

2. **ANNOUNCEMENTS**

Following her enquiry, Mrs Eve was informed that there would be no conflict of interest regarding her appointment to the Public Service Commission for a period of two months.

RPA (Review of Public Administration)

An announcement on the review of public administration had been given on 21 March 2006 at the Europa Hotel. The Chairman and Chief Executive had attended a general pre-briefing of HPSS agencies organised by the Permanent Secretary's Office on 20 March 2006 at Castle Buildings.

Dr McMurray tabled a synopsis of the briefing. NIMDTA will fall under the new Health and Social Services Authority (HSSA) with effect from April 2008. Any developments will be closely monitored and the Board notified accordingly.

The CEO agreed to copy and circulate the RPA document 'Better Government for Northern Ireland'. **CEO**

General Practice/Dental Educators Pay

Circular HSS (TC8) 1/2006 agreeing the introduction of the new pay scale had been received and would be implemented with effect from 1 April 2004.

3. **MINUTES OF THE MEETING HELD ON 26 JANUARY 2006**

The minutes of the last meeting held on 26 January 2006, copies of which had been circulated prior to the meeting were approved.

4. **MATTERS ARISING FROM MINUTES**

Visits for the NI VT/GPT Training Schemes for General Dental Practice

The Chairman reported that he had attended two visits during February and was very impressed with the high standard of training involved.

5. **FINANCIAL UPDATE**

The Finance Manager presented the draft budget for 2006/07 for approval.

The budget had been drafted based on a number of assumptions:

- 2005/06 pay rates to apply – 2006/07 unavailable at present
- additional pay costs are fully funded
- DHSSPS does not impose efficiency savings. No allocations letter had been received to date
- Study leave allocations for Specialist Registrars and Senior House Officers to remain at the current rate
- 51 Registrars to be recruited to the GP VT Scheme
- GP Registrar car allowance being withheld
- GP appraisal expenditure matches income received
- Delays in filling posts will be sufficient to cover maternity leave costs
- Agenda for Change results in a like for like match of posts
- Vacant administrative posts will not be frozen

The allocation from the DHSSPS was expected to be £41.298 million, representing an increase on the 2005/06 recurrent allocation of 3.9% in real terms. The increase can be attributed to the following:

- GP appraisal
- Full year effect training posts created in 2005/06
- Pay costs arising from the GP/Dental Educator pay scale and Agenda for Change

- Full year effect of staff recruited in 2005/06
- The Board agreed to accept the budget as presented.

Decisions regarding funding release options were delegated by the Board to the Chief Executive/Finance Manager and Administrative Director. They would then report back to the Board.

6. **REPORT FROM THE CHIEF EXECUTIVE**

Dr McMurray mentioned the letter of objection to the Foundation recruitment process published in the Times and signed by many eminent physicians. He stated there was no substance to its argument in that the new system was perfectly adequate and had operated satisfactorily in Northern Ireland.

On 7 March 2006 the Department of Health announced that the Home Office would be making changes to the immigration rules for postgraduate doctors and dentists. The changes will come into effect from 3 April 2006.

Dr McMurray reported that the appraisal framework for doctors in training had received a lot of support. The 'schools concept' has been developed by MMC and COPMED and has been adopted by 8 English Deaneries, others to follow on completion of their Business Plans.

Postgraduate Medical and Dental Education Forum Discussion Group: The Chairman informed the Board that a date was being sought for a small group to gather for a brainstorming exercise.

7. **REPORT FROM POSTGRADUATE DENTAL DEAN**

Dr Hussey announced that:

- The visit by the General Dental Council passed off successfully. Informal positive feedback has been received. A formal written report is due from the GDC and will be placed on the website.
- Recruitment of Vocational Trainees and Trainers is proceeding. Initially there had been a shortfall in trainer applications. A second trawl had generated a much better response.
- Mr John Farmer (Advisor for Continuing Education) is due to retire at the end of April, after 18 years' service.

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

Dr McKnight announced that:

- The report from the joint JCPTGP/PMETB visit in February to the Deanery has not yet been received. No difficulties are

- anticipated in addressing any of the issues raised.
- Shortlisting for recruitment to the Vocational Training Scheme had been completed.
 - Recruitment of General Practice and Appraisers for the new GP Appraisal Scheme would be completed by May.
 - The GP Training Programme is currently being implemented using the MMC framework to improve training. General Practice representatives would be meeting with Dr McMurray next week to discuss a strategy document outlining a new model for Specialist Training for General Practice in Northern Ireland.

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

The Board received and endorsed the draft Equality Scheme – 5 Year Review. The Review would be signed off and sent to the Equality Commission by 10 April. The Board commented very positively on the work of the CSA's Equality Directorate regarding their input to the Review.

Ms Campbell updated the Board on the implementation of Agenda for Change (AFC). Completed paperwork is to be with the CSA by the end of March. Matching is to take place from 11 April to 24 April 2006. Consistency checking with the CSA will then take place. The outcome of the results will be delayed as a consequence of the AFC Unit at the Beeches being disbanded at the end of March 2006, but will hopefully be known within the next two months.

10. **ESTABLISHING AN ASSURANCE FRAMEWORK: A PRACTICAL GUIDE FOR MANAGEMENT BOARDS OF HPSS ORGANISATIONS**

The Board agreed that this was an excellent handbook on risk management and quality assurance. It was agreed that it should be placed on the agenda for the next Audit Committee to be studied in greater detail.

11. **ANY OTHER BUSINESS**

It was noted that the complaint regarding the harassment and bullying case had been dealt with internally.

12. **DATE OF NEXT MEETING**

The next meeting will take place on 29 June at 2.00 pm in the Boardroom of Craigavon Area Hospital.