

## Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 30 April 2020  
**TIME:** 2.00 pm  
**VENUE:** Zoom Meeting Room

**Members:**

Mr A Joynes	Chair
Dr J Little	Member
Mr L Wilson	Member
Mr D Morrice	Member
Mr G McKenna	Member
Mr D Maguire	Member ( <i>part only</i> )

**In Attendance:**

Professor K Gardiner	Chief Executive/Postgraduate Medical Dean
Mr M McCarey	Senior Governance, IT & Facilities Manager ( <i>part only</i> )
Ms P Black	Senior Business Manager ( <i>part only</i> )
Dr B Hendron	Postgraduate Dental Dean
Dr I Steele	Director for Hospital Specialty Training/ Professional Development
Ms R Campbell	Senior Professional Support Manager
Ms D Hughes	Senior Education Manager
Ms J Turner	Senior HR Manager (Trainee Employment)
Mr A Leitch	GP Associate Director ( <i>part only</i> )
Dr L Parks	Foundation School Director
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	<b>Apologies</b>	
1.1	Dr M Stone (Director of Postgraduate General Practice Education)	
2.0	<b>Declarations of Interests – Items of Business</b>	
2.1	None noted.	

Ref	Item	Action
<b>3.0</b>	<b>Announcements</b>	
3.1	None.	
<b>4.0</b>	<b>Minute of Meeting held on 26 March 2020</b>	
4.1	<p>The Minutes were previously approved at Board Update meeting on 02.04.20.</p> <p>Board Update meetings have taken place on 02.04.20, 09.40.20, 16.04.20 and 23.04.20.</p>	
<b>5.0</b>	<b>Matters Arising</b>	
5.1	None.	
<b>6.0</b>	<b>Report from The Audit Sub-Committee</b>	
6.1	<p>Mr McKenna advised that concerns were raised during the meeting about the wording within the Audit Plan, these were resolved during discussions. Mr McKenna asked for confirmation that a fulltime BSO client accountant is now in place. Professor Gardiner confirmed a member of staff is now in place, highlighting that additional oversight is required from Ms Black while Ms Doherty familiarises with NIMDTA. Mr Joynes thanked Mr McKenna for chairing.</p>	
<b>7.0</b>	<b>Report from Governance &amp; Risk Sub-Committee</b>	
7.1	<p>Mr Wilson advised that the meeting took place in the early stages of the Covid-19 pandemic, and as such focused on the emerging risks and contingencies and BCP. Mr Wilson highlighted the benefit of the Board meeting weekly and discussing risks as they arise. Mr Wilson suggested scheduling a Governance &amp; Risk Committee in the coming weeks to discuss Risk, perhaps using a Board Update slot. Members agreed.</p>	<p><b>Mr McCarey</b> <b>Ms Kerr</b></p>
<b>8.0</b>	<b>Report from the Director of Postgraduate General Practice Education</b>	
8.1	Dr Leitch (Associate Director for GP) deputised for Dr Stone and provided an overview of her report. Members noted the	

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	current position. Mr Joynes thanked Mr Leitch for his update.	
8.2	<p><u>Vacant Band 5 Post</u> Mr Morrice asked if interviews for the vacant Band 5 post could take place via Zoom. Ms Campbell advised of difficulties using Zoom for the presentation portion of interview. This can be investigated further. Dr Little stated that Microsoft Teams is the best available technology. Ms Campbell advised Microsoft Teams is not available to NIMDTA at minute. Mr McCarey advised he has asked to be included in any trial.</p>	<p><b>Mr McCarey</b> <b>Ms Campbell</b></p>
8.3	<p><u>GP Appraisal</u> Dr Leitch advised that 6 GP appraisers have recently been appointed, giving NIMDTA a total of 58 GP Appraisers, of which 7 are Lead Appraisers. He added however, that all appraisals are suspended further notice. It is therefore planned that new Appraisers begin work when the Covid-19 pandemic has subsided.</p> <p>Dr Little asked if there is opportunity while Primary Care is quieter for appraisals to be carried out. Dr Leitch clarified that while face to face appointment levels are reduced, there are a lot of telephone and online appointments taking place and staff redeployed.</p> <p>Professor Gardiner clarified that since GP Appraisers have been appointed, the question has been raised as to whether NIMDTA must begin to pay them despite their not being able to commence appraisal work. Dr Leitch highlighted it is not always simple for a GP to get back sessions given up elsewhere in expectation of beginning appraisal work. Mr Joynes stated NIMDTA cannot offer work that is currently on hold. Ms Campbell stated a September start date is possible, Professor Gardiner clarified that revalidation is currently postponed until the end of September and it would be beneficial for the appraisal and revalidation to commence at the same time. Dr Steele asked how many appraisals appraisers are contracted for, Ms Campbell confirmed it is 1 session (4h) per week which is approximately 25 appraisals per year. Dr Steele felt they would be unlikely to be doing appraisals at this time of year anyway, as these are normally carried out from September onwards. Mr Joynes asked if it would be beneficial to pay Appraisers per appraisal rather than by session. Dr Leitch highlighted this approach could impact on the quality of appraisals. Professor Gardiner and Ms Campbell</p>	

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	both stated they believe it is better that payment remain sessional.	
16.0	<b>Report from the Senior Business Manager</b>	
16.1	Members received and discussed the report from Ms Black, Senior Business Manager.	
16.2	<p>Ms Black confirmed a year end position £77k surplus, which at 1.1% is within the breakeven target of 2.5%. Ms Black stated that the impact of Covid-19 continues to be measured. Ms Black advised that the BSO client accounting service is now working well, with some additional oversight required due to a new accountant in post. Ms Black confirmed that the Accounts will be ready to meet the original deadline of 11 May 2020.</p> <p>Ms Black advised Members of an urgent request from DoH Workforce Planning for 2020/21 funding requirements received pm 29 April 2020, with a return required by COP 1 May 2020 (tomorrow), Ms Black has advised that it is not possible to meet that deadline, particularly at year end and with ongoing pressure of Covid-19. Mr McKenna stressed any figures provided must have a proviso as it is impossible to predict the ongoing impact of Covid-19. Ms Black confirmed caveats will be included due to the uncertainties and figures will be refreshed throughout the year.</p> <p><i>Ms Black left the meeting.</i></p>	
12.0	<b>Report from the Senior Governance, IT and Facilities Manager.</b>	
12.1	Members received and discussed the report from the Senior Governance, IT and Facilities Manager.	
12.2	<p><u>Annual Report</u></p> <p>Mr McCarey advised that work to finalise the Annual Report is ongoing, noting that a draft report has been received from the Head of Internal Audit to facilitate population of the Governance Statement. Mr McCarey advised that an Issues Log review was completed on 29 April 2020 with Professor Gardiner, confirming a total of 6 complaints for 2019/20.</p>	
12.3	<u>Risk Management</u>	<b>Mr McCarey</b>

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	<p>Mr McCarey suggested pausing as the attached version has been superseded following SMC input on 27 April. Mr McCarey asked if Members were happy for the updated Risk Register to go to Board update on 7 May 2020. Mr Joynes asked for issue after SMC 4 May, Mr McCarey agreed to send 5 May. Mr Wilson suggested Board Members also send comments directly to Mr McCarey.</p>	
12.5	<p><u>Property</u>  Mr McCarey advised that property works are ongoing. Mr McCarey highlighted that yesterday's Business Support Committee highlighted H&amp;S concerns re the ability to social distance on return to NIMDTA offices. Mr Joynes asked how practical social distancing would be day to day. Professor Gardiner highlighted the BSO suggestion for staff to work alternate days, which poses equipment issues. Mr McKenna stated there will be learning from the Covid-19 situation and he feels there is likely to be change to working practices across the public sector. Also noting that staff may have preferences on being on or off site. Mr Maguire stated that extended hours over 6 days is an option for staff to work safely. Noted.</p> <p><i>Dr Leitch left the meeting during building discussion.</i></p> <p><i>Mr McCarey left the meeting.</i></p>	
9.0	<p><b>Report from the Director of Hospital Specialty Training/ Professional Development</b></p>	
9.1	<p>Members received and discussed the report from Dr Steele, the Director of Hospital Specialty Training/Professional Development.</p>	
9.2	<p>Dr Steele outlined the changes which have taken place due to Covid-19, highlighting that an increase in queries being received along with fast paced changes is generating a significant additional workload for NIMDTA staff. Dr Steele stated home working is going well for staff.</p> <p>Mr Joynes asked if Dr Steele is happy information re trainee attendance is being received, Dr Steele confirmed he is content though aware there are delays in this information reaching NIMDTA. Dr Steele stated he is hopeful that rotations will take place as normal in August 2020.</p>	

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9.3	Dr Steele highlighted his concerns that the recruitment processes going forward will not be as successful as the normal process. Mr Joynes confirmed he also has concerns about the use of a self-assessment process.	
<b>10.0</b>	<b>Report from the Director of Foundation Training</b>	
10.1	Members received and discussed the report from Dr Parks, the Director of Foundation Training.	
10.2	<p>Dr Parks highlighted that the August 2020 F1 cohort has a number of vacancies, noting this is likely to increase before August. Dr Parks also raised her concern that issues obtaining visas will cause additional delay and thus increased vacancies.</p> <p>Dr Parks highlighted a number of F2 vacancies from August 2020 due to trainees requiring extensions at the end of F1. Dr Parks confirmed that vacancies have been opened nationally; these will hopefully be filled over the coming weeks.</p> <p>Dr Parks advised Members that on 11 May 2020, Ms Morrow will facilitate 2 Foundation trainees sitting the PSA Exam in Beechill House. This will be done in accordance with all social distancing requirements.</p> <p>Dr Parks highlighted that ARCP requirements at F1 and F2 have been reduced nationally.</p> <p>Dr Parks advised that a number of Foundation trainees are long term shielding due to medical conditions, these trainees are doing relevant work from home to minimise disadvantage.</p>	
10.3	Dr Parks advised Members of the impact of Foundation staff who are also clinical being required to carry out more clinical sessions leaving less time for their NIMDTA roles.	
<b>11.0</b>	<b>Report from the Senior Professional Support Manager</b>	
11.1	Members received and discussed the report from Ms Campbell, Senior Professional Support Manager.	
11.2	<u>Recruitment</u> Ms Campbell advised that recruitment is currently on hold,	

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	highlighting that Band 3 recruitment went ahead in March, with posts now being filled. Ms Campbell confirmed that if appropriate technology becomes available interviews will take place for other vacancies being advertised.	
11.3	<u>Home Working</u> Ms Campbell highlighted the impact of home working on stress levels, particularly those with young children, confirming that BSO guidance has been shared with staff.	
11.4	<u>Absence</u> Ms Campbell advised the sick absence target was missed, due to the impact of long term sickness (non Covid-19 related).  Dr Little stated she feels the absence table is not appropriate as Professor Gardiner is identifiable. Ms Campbell agreed to amend.	<b>Ms Campbell</b>
11.5	<u>Professional Support Unit</u> Ms Campbell advised that trainees are being signposted to OHS as required.  Ms Campbell also highlighted the potential impact of travel restrictions, this may result in trainees who require VISAs being unable to start work.	
13.0	<b>Report from the Postgraduate Dental Dean.</b>	
13.1	Members received and discussed the report from Dr Hendron, Postgraduate Dental Dean.	
13.2	<u>Foundation Dentistry</u> Mr Joynes asked if attendees had seen the letter of concern received from a Dental Practice. Dr Hendron updated Members that due to aerosol generating procedures being considered high risk, Dentists are currently triaging by phone and only seeing patients for emergencies. Any aerosol generating procedures required are being done centrally.  <u>Redeployment of Foundation Dentists</u> Dr Hendron advised redeployment for these trainees was encouraged, with community pharmacy identified as the best option. Dr Hendron confirmed that both FDs and Educational Supervisors have been largely happy with this approach. Dr	

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	<p>Hendron advised that financial packages have been put in place to assist Dental Practices allowing trainees to be redeployed. Dr Hendron informed it is likely a national agreement will be reached to facilitate FDs to complete their training programme if at all possible, albeit training stopped in February 2020. Dr Hendron highlighted the difficulty for the current cohort as there are currently no jobs available.</p> <p><u>Reintroduction of Training</u>  Members discussed the wide range of issues and unknowns within Dentistry at present and agreed that NIMDTA have influence only how training moves forward. Members especially appreciated the valuable input from Mr Maguire during discussions. Dr Hendron highlighted differences in how payment is made in NI compared to other GB areas. Mr Joynes asked if external decisions impact how NIMDTA moves forward. Dr Hendron confirmed that a number of options are available, but that until external decisions are taken it is impossible to know which option is best. Dr Hendron highlighted the importance of also being supportive of trainers during this period of uncertainty. Mr Maguire seconded this. Dr Hendron highlighted that other GB nation's options are different to NI due to differing payment methods. Mr Maguire highlighted there is an opportunity for the general dental contract to be reviewed, which has been outstanding for a number of years.</p> <p><u>Extensions</u>  Dr Hendron advised it is likely a small number of extensions will be required. Mr Joynes queried where trainees who require extensions will be placed when a new cohort starts. Dr Hendron advised doubling up within a training practice is an option, as it will be very difficult to recruit additional practices. Professor Gardiner indicated that the HSCB would need to be content to pay for additional training time if required. Dr Hendron advised COPDEND confirmation is required on how exit will work before the number of extensions is known.</p> <p><u>Co-ordinated Response to Letter</u>  Mr Joynes asked for confirmation on who will lead on a response to the letter. Professor Gardiner confirmed DoH advice had been for NIMDTA not to proceed, but to input to a DoH response as requested. Members agreed this is the best approach. Dr Little asked if possible to get assurance from DoH that they will coordinate an answer, as there is a high risk of</p>	



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	<p>escalation if no answer is received. Dr Little asked if this is going to be treated as a formal complaint. Dr Hendron stated it is difficult to be sure.</p> <p><u>Communication</u> Dr Hendron advised a Zoom update with the current FD cohort is scheduled for 7 May 2020 to communicate the current situation, clarifying this has not been done previously as an approach has not yet been agreed. Dr Hendron stated that a meeting with all stakeholders would be useful and she is hopeful this will take place in the coming weeks. Mr Maguire highlighted the importance of also communicating well with the current trainers.</p> <p><i>Mr Maguire left the meeting.</i></p>	
14.0	<b>Report from the Senior Education Manager</b>	
14.1	Members received and discussed the report from Ms Hughes, Senior Education Manager.	
14.2	<p><u>Learning and Development Agreements</u> Ms Hughes advised that the LDA format and structure has been amended this year, although the content remains the same. Ms Hughes confirmed that the escalation process will be delayed given the current situation within Trusts. Members agreed.</p>	
14.3	Ms Hughes advised that the GMC have agreed to delay the timeline for recognised trainers to maintain their recognition for 12 months.	
15.0	<b>Report from the Senior HR Manager for Trainee Employment</b>	
15.1	Members received and discussed the report from Ms Turner, Senior HR Manager for Trainee Employment.	
15.2	<p><u>April Transfer</u> Ms Turner advised Members of a major development with the move of 252 F1 trainees, confirming that the final number transferred to NIMDTA was 242. A number of issues are being worked through with Trusts to complete. Ms Turner confirmed that 242 were paid this week, 3 had</p>	

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	initially not been paid 2 due to incorrect bank details provided, 1 due to human error. Mr Joynes congratulated Ms Turner and her team on this achievement.	
15.3	<u>DoH Review</u> Ms Turner advised Members that a meeting with DoH WPD is scheduled for 1 May 2020 (tomorrow) regarding the review requested by Trusts. Ms Turner feels to this is important to clarify the approach moving forward, and stressed she does not feel it is appropriate to pause.	
15.4	<u>Business Case re Additional Staffing for SLE (for approval)</u> Ms Turner overviewed the Business Case, highlighting the benchmarking and importance of additional teams to satisfy audit requirements regarding segregation of duties and to ensure errors are minimal. Mr Joynes suggested Members consider and discuss separately at a Board Update slot in a few weeks. Members agreed to review on 14 May 2020. Dr Little commended Ms Turner on a very good business case. Ms Turner provided stats on trainee numbers in Trusts and NIMDTA, Mr Morrice suggested these are added to the Business Case.	<b>Ms Turner</b>
15.5	<u>Travel Claim Difficulties</u> Ms Turner confirmed that the excess mileage issues experienced by trainees have now been resolved.	
<b>17.0</b>	<b>Report from the CEO/ Postgraduate Medical Dean</b>	
17.1	Members received and discussed the report from Professor Gardiner, CEO/Postgraduate Medical Dean.	
17.2	<u>Recruitment Approval Band 4 SLE Finance</u> Professor Gardiner drew Members attention to the recruitment approval form circulated in advance of the meeting. Members approved.	
17.3	<u>Stakeholder Engagement</u> Professor Gardiner stated that re-engagement with Medical Directors has been very helpful. Professor Gardiner also highlighted that he is attempting to restart engagement with Sponsor Branch, DoH.	
17.4	<u>Complaint re Redeployment</u>	

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	<p>Professor Gardiner advised that a complaint has been received from a GP trainee who was moved by a Trust to a hospital setting. This is despite the instruction from NIMDTA that no rotation would take place between February &amp; August 2020. Professor Gardiner confirmed that the complaint has been passed to the relevant Trust.</p>	
17.5	<p><u>Redeployment of NIMDTA staff</u>            Professor Gardiner advised that BSO had been in contact to check if NIMDTA staff could be made available to help elsewhere in HSCNI. Professor Gardiner confirmed that a workload exercise was carried out across the Agency and he is content there is no availability of staff for redeployment.</p>	
17.6	<p><u>Trainee Extensions</u>            Professor Gardiner highlighted his concern that a significant number of trainees may need extensions. He is hopeful that RCGP will find a solution to allow GP trainees to complete their training.</p>	
<b>18.0</b>	<b>Any Other Business</b>	
18.1	<p>Mr Joynes asked for SMC Members to convey Board thanks to their teams for providing continuing high standards of work during this difficult time.</p>	
18.2	<p>Dr Little asked for confirmation of arrangements for Board Update on 07 May 2020. Professor Gardiner confirmed the meeting will focus on the 2019/20 Annual Report &amp; Accounts. Meeting will take place at 2pm, online via Zoom.</p>	
18.3	<p>Mr Wilson advised Members of the NICON daily update re Covid-19, adding that those who do not receive this directly can be added to the circulation list.</p>	<p><b>Professor Gardiner Ms Kerr</b></p>
19.0	<b>Date of next meeting</b>	
19.1	<p>Thursday 25<sup>th</sup> June 2020, 2pm, Boardroom NIMDTA.</p>	

A handwritten signature in black ink, consisting of several loops and a trailing flourish.

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**NIMDTA Chair**

**25 June 2020**

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**Date**