

SCHEDULE 4

# Governance, Resources and Performance Committee Standing Orders

## Standing Order Review Schedule

Date first Approved by NIMDTA Board: March 2010

Last Approved by NIMDTA Board: January 2024

Date of Next Review: January 2025

Schedule Owner – Senior Governance, IT & Facilities Manager

### Amendment Overview

Version	Date	Pages	Comments	Actioned
2010 - 1.0	11/03/2010	3	Risk Management Team created and Terms of Reference approved by the Board	Mark McCarey
2010 – 1.1	25/10/2011	3	Name of committee changed to Governance Committee and TOR updated to reflect changes. Approved by Governance Committee	Mark McCarey
2010 – 1.2	17/11/2011	3	Approved by the Board	
2012 – 2.0	31/07/2012	6	Bi-review of Governance Committee Standing Orders.  Draft for consideration July 2012 to reflect name change and potential frequency of meetings	Mark McCarey
2012 -2.1	18/09/2012	6	Moved to new policy template.  Presented to G&R Committee to reflect name change.  Re-presented for consideration as part of NIMDTA's Standing Orders. Now to be known as Schedule 4.  <i>(Ref: Minutes of Governance meeting held on 24/04/2012 that all standing Orders be brought back to next meeting of G&amp;R Committee and annually thereafter)</i>  Updated to reflect discussion at Governance & Risk Committee. Reference to 'Chairman ' changed to 'Chair' throughout. Wording at	Mark McCarey

			2.3 changed to reflect nature of role. Frequency of meetings altered. Sub-committee section removed.	
2012 – 2.1	27/09/2012	6	Submitted to Board for approval.  Approved by board subject to the following amendments. Title page – the word ‘Management’ to be removed from the title of the committee. Page 5, 4.1 – to read ... and shall be attended by the Chief Executive ...	Mark McCarey
2012 – 2.2	07/03/2013	10	Changed made to reflect discussion at Board meeting held on 27/09/2012	Linda Craig
2012 – 2.3	10/06/2013	8	Updated to include ‘The Role of Agency’ and NIMDTA mission statement	Linda Craig
2014 – 3.0	27/11/2014	6	Presented to NIMDTA Board for approval. <b>Approved</b> subject to minor amendments	Margot Roberts
2014 – 3.1	26/12/2014		Finance Manager removed from Committee Membership list	Margot Roberts
2015 – 4.0	24/02/2015	8	Presented to G&R Committee for approval. <b>Approved</b> subject to minor amendments to distribution of minutes	
2015 – 4.1	26/02/2015		Presented to Agency Board for approval. <b>Approved.</b>	
2016 – 4.2	27/10/2016	8	Reviewed following the retirement of the Administrative Director for consideration by the Governance & Risk Committee	Mark McCarey
2016 – 4.3	23/11/2016	7	Reviewed following G&R for Board approval. <b>Approved.</b>	Mark McCarey
2018 – 5.0	11/01/17		Reviewed for consideration at G&R on 24/01/18. Approved subject to removal of reference to specific post holders (ie. names)	Mark McCarey
			Presented to Board 25/01/18. <b>Approved</b> subject to amendment of quorum wording.	

2018 – 5.1	21/02/2018		Amendments requested at G&R and Board made. Education Manager will now be invited as standard, due to their responsibility for the Education Risk Register.	Mark McCarey
2021 – 6.0			Reviewed for consideration at G&R on 23.09.21	
2021 – 6.1			Reviewed following input from Board Members. For consideration at Board on 25.11.21. <b>Approved</b>	
2022 – 7.0	05/12/22		Reviewed for consideration at G&R on 12.12.22. <b>Deferred.</b>	
2023 – 8.0	20/09/23		Reviewed for consideration at Board on 28.09.23, including change of name from Governance & Risk Committee, to Governance Resources and Performance Committee. <b>Deferred.</b>	Aaron McClelland
2023 – 8.0	12/10/23		Presented to Governance & Risk Committee. <b>Approved.</b>	
2024 – 8.0			Reviewed for consideration at Board on 25.01.24. <b>Approved.</b>	Aaron McClelland
2024 – 8.0	30/01/24		Presented to Governance, Resources & Performance Committee. <b>Approved.</b>	
2024 – 8.1	07/02/24		Formatting and numbering fixed.	Gillian Kerr

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## **Role of the Northern Ireland Medical and Dental Training Agency**

The Role of NIMDTA can be found on the Agency website here:

<https://www.nimdtg.gov.uk/about/background/role/>

## **1. Introduction**

The Board of the Northern Ireland Medical and Dental Training Agency (hereinafter referred to as “the Board”) has appointed a Governance, Resources and Performance Committee (hereinafter referred to as “the Committee”) to oversee the NIMDTA’s governance structures and processes and to ensure that NIMDTA fulfils its business in line with its statutory functions.

The purpose of the Governance, Resources and Performance Committee is to advise the Board at a strategic level in relation to strategy development and delivery ensuring appropriate resources are in place to enable the effective measurement of performance.

## **2. Role of Governance, Resources and Performance Committee**

The Governance, Resources and Performance Committee supports the Board in fulfilling its statutory functions and in providing assurance that good corporate governance is being implemented throughout NIMDTA. The Committee will provide scrutiny through the review of:

- Strategic and Business Planning
- Service Delivery Performance
- Policy Development and Review
- Good Governance
- Organisational Resources and Development
- Resources

## **3. Terms of Reference**

The Governance, Resources and Performance Committee is an advisory body with no executive powers.

The purpose of the Governance, Resources and Performance Committee is to provide assurance to the Board on issues relating to corporate governance, resources and performance.

The Committee will undertake the following tasks:

- annual review of Strategic Plan performance delivery and supporting sub strategies;
- annual review of Business Planning process and delivery;

- in-depth periodic review of Departmental Business Plans that will include all associated Key Performance Indicators, Corporate and Departmental Risk Registers and associated actions;
- scrutiny around the development of action plans to mitigate or eliminate identified risks;
- periodic review of Corporate Scorecard and Key Performance Indicators;
- the review of complaints, incidents, accidents and statutory returns;
- development, approval and review of NIMDTA policies;
- review of information governance framework, procedures and associated controls;
- the systems in place for the prevention and detection of fraud within NIMDTA;
- seeking continuous improvement in NIMDTA's governance structures and progression against audit recommendations;
- reviewing adequate resources (financial, human and supporting contracts) are in place to enable NIMDTA to deliver its statutory responsibility and services commissioned by the Department and to effectively forecast future requirements;
- to ensure that the governance systems in place are cost effective, and represent value for money; and
- further governance issues that may be delegated from time to time.

### **3. Powers and responsibilities**

The Board is ultimately responsible for all the decisions and actions taken in its name, whether directly or through its arrangements for delegation. The Board retains the right, therefore, to amend or overturn any decisions or actions of any Committee, Sub-Committee or working group which it deems to be contrary to Board policy or otherwise against the Board's interests.

### **4. Composition and Membership**

The Committee shall consist of the Chair of the NIMDTA Board, and at least two Board members (that the Board shall nominate from time to time). The Chief Executive, the Postgraduate Medical Dean, the Senior Business Manager, the Senior Governance, IT & Facilities Manager, the Senior Education Manager and the Data Information Systems Manager shall be attendees but not members.

The Chair of the Governance, Resources and Performance Committee will be proposed by the Chair of the NIMDTA Board and seconded by members of the Committee.



Governance, Resources and Performance Committee meetings should be conducted formally and minutes submitted to the Board at its next meeting. Agendas and briefing papers should be prepared and circulated at least one week prior to the meeting to enable members to give them due consideration. The Governance, Resources and Performance Committee will be serviced by the Committee Support Executive Officer.

The quorum for meetings of the committee shall be two, based on there being two members of the Board. One of whom must be the Governance, Resources and Performance Chair, or a deputy he/she has appointed.

In the event of any post holder being unable to attend meetings for a period of time, the Committee shall appoint an appropriate individual to become a member in the interim.

## **5. Frequency of meetings and reporting mechanism**

The Committee shall normally meet four times per annum. Meetings may take place in person, or online.

Draft minutes of a meeting will be forwarded to all members of the committee as soon as practicable after the meeting taking place.

The Committee shall forward a minute of each meeting to the Board for consideration at their next meeting.

## **6. Attendance by persons not being members of the Committee**

At the discretion of the Chair:

Staff members, not being members of the Committee, may attend identified agenda points of a meeting relevant to their role in order to further inform discussion.

Persons, not being members of the committee or staff members, may be invited to attend identified agenda points of a meeting of the Committee.