

Minutes

- MEETING:** Agency Board (Extraordinary Meeting)
- DATE:** Monday 29 September 2014
- TIME:** Following on from the Audit-Sub Committee Meeting
- VENUE:** Specialty Schools Room, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Mr D Maguire
Mr D Morrice
Mr L Wilson
Mr G Smyth

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Ms M Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager)
Mr M McCarey (Corporate Governance Manager)

In Attendance

Mrs P Dardis

1 APOLOGIES

None received.

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014 (Paper 13/66)

Members received and discussed the Financial Statements, which had been considered prior to the meeting by the Audit Sub-committee which had met that afternoon.

Mr Morrice (Chair of the Audit Sub-Committee), confirmed that the members were content to recommend the statements to the Board for approval, subject to a number of minor amendments noted by Mr Hutchinson (Finance Manager).

The Board approved the Statements for sign-off subject to the revisions.

Chair/Chief Executive

4 ANNUAL REPORT 2012/13 (Paper B13/67)

Members received and discussed the content of the Annual Report which had been considered at the meeting of the Audit Sub-Committee held prior to the Extraordinary Meeting of the Board.

Mr McCarey (Corporate Governance Manager), had provided a written update of the amendments at the meeting of the Audit Sub-Committee and had confirmed that External Audit had reviewed the report. Revision had been made in line with their guidance.

Mr Morrice, confirmed that the members were content to recommend the Annual Report to the Board for approval, subject to a number of minor amendments noted by the Corporate Governance Manager.

The Board approved the Annual Report for sign-off subject to the revisions.

Chair/Chief Executive

5 ANY OTHER BUSINESS

Annual Quality Report 2013/14

Members received and discussed the Annual Quality Report which had been submitted to the Department that morning within the required deadline. Members noted the welcome addition of a glossary of abbreviations, which was deemed extremely useful.

It was further noted that Professor Gardiner, (Chief Executive/Postgraduate Medical Dean), would be representing NIMDTA at a meeting scheduled for 14 January 2015 to discuss the standardisation of the format for 2014/15 ALBs Annual Quality Reports.

Audit Sub-Committee Meetings

Mr Morrice confirmed that dates had now been agreed for the next two meetings and asked that these be confirmed with the Auditors via email.

PA – Corporate Services

Prompt Payment Target

Members discussed the 10 day compliance self-assessment target currently set at 65%. It was agreed by the Non-Executive Members that in light of circumstances and uncertainty around Shared Services Model, the target should be lowered to 50%, to be kept under review. The Finance Manager was directed to take this forward.

Finance Manager

Quality 2020 Presentation

It was agreed to contact Ms Lisa Moore (Q2020 Project Manager) to ascertain if she would be free to give a short presentation/overview of all aspects of Q2020 and its implementation to the Non-Executive Members before the next meeting of the Audit Sub-Committee on 27 November.

PA – Corporate Services

6 DATE OF NEXT MEETING

- Thursday 27 November 2014 – Boardroom

Confirmed Dates for 2015

- Thursday 22 January 2015 – Boardroom
- Thursday 26 February 2015 – Boardroom
- Thursday 30 April 2015 – Boardroom
- Thursday 25 June 2015 – Boardroom
- Thursday 24 September 2015 – Boardroom
- Thursday 26 November 2015 - Boardroom

All formal meetings unless otherwise advised will commence at 2.00 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.00 pm.

Non-Executive Members Workshops 2014

- Thursday 30 October 2014 - Boardroom

It was noted that the next Non-Executive Workshop scheduled for 30 October would be used for an update in Risk Management Training and would be facilitated by Amberwing.

Confirmed Dates for 2015

- Thursday 26 March 2015 – Seminar Room
- Thursday 21 May 2015 – Boardroom
- Thursday 27 August 2015 - Boardroom
- Thursday 29 October 2015 - Boardroom