

Minutes

MEETING: Agency Board
DATE: Thursday 17 November 2011
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chairman)
Mrs J Eve
Dr RJ Atkinson
Dr J Marley

Officers

Mr T Hutchinson (Finance Manager)
Dr D Hussey (Postgraduate Dental Dean)
Dr C Loughrey (Director for Postgraduate GP Education)
Ms R Campbell (Human Resources Manager)
Ms M Roberts (Administrative Director)

In Attendance

Mrs P Dardis
Mr M McCarey

1 APOLOGIES

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
Mr D Morrice (Non Executive Member)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Retirement of Dr Ronnie Atkinson

It was with regret that the Chairman wished to announce that

today's Board meeting would be the last for Dr Ronnie Atkinson, who was due to retire from the Board after completing his second term in office. Dr Atkinson had first been appointed in January 2005 as the Non-Executive Medical Member. On behalf of the Board and Senior Management he wished Dr Atkinson well and thanked him for his commitment and valued contribution to the Board, Audit Sub-Committee and more recently Governance Committee.

Dr Atkinson thanked the Chairman and Board for their kind comments and wished the organisation well.

Quality 2020: A 10-Year Strategy to Protect and Improve Quality in Health & Social Care in Northern Ireland

The Chairman drew attention to and asked members to consider the tabled 10-year strategy document which had been circulated by the Office of the Chief Medical Officer. The Chief Medical Officer had asked for the opportunity for himself or his representative to attend and make a presentation to a meeting of the Board and Senior Management early in the New Year. Possible dates were discussed and it was agreed to suggest either the 26 January or 23 February 2012.

Corporate
Governance
Manager

4 MINUTES OF LAST BOARD MEETING (Paper B11/26)

Minutes of the last meeting held on 15 September 2011, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

The Chairman announced that a meeting of the Remuneration Sub-Committee would be arranged before the end of the current financial year. Possible dates were considered.

Chairman

All other business was dealt with under the agenda.

6 REPORT FROM THE AUDIT SUB-COMMITTEE

Mrs Judith Eve, Chair of the Audit Sub Committee gave members a brief verbal update on the business of the meeting which had taken place that morning prior to the meeting of the Board, minutes of which would go to the February Board.

6.1 Revised Standing Orders – Schedule 1 (Paper B11/27)

Members received, discussed and approved the revisions to the updated standing orders.

6.2 ALB Audit Committee Chairs' Event

Dr Ronnie Atkinson had kindly agreed to represent the Audit Sub-Committee at the next event which had now been rearranged for Tuesday 29 November 2011.

Dr Atkinson

6.3 Dates for 2012

The next meeting of the Audit Sub-Committee had been confirmed for Thursday 26 January 2012 commencing at 11.30 am.

7 REPORT FROM GOVERNANCE SUB-COMMITTEE

7.1 Revised Standing Orders (Paper B11/28)

Members received, discussed and approved the revisions to the updated standing orders which were duly adopted.

7.2 Unconfirmed Minutes of Governance Committee held on 25 October 2011 (Paper B11/29)

Members received and discussed the content of the unconfirmed minutes of the meeting held on 25 October 2011 which had not been quorate.

The Chairman informed members that the Committee would consider several registers at each meeting and recommendations would be made as to the status of risks including possible elevation to the Corporate Risk Register. Members discussed the recommendations which had been made by the Committee and agreed that for the sake of clarity these should be identified in full in future minutes.

Corporate
Governance
Manager

8 FINANCIAL UPDATE

Budget Report (Paper 11/30)

Members received and discussed the report from the Finance Manager.

Mr Hutchinson informed members that all calculations were based upon the assumption that actual expenditure would follow a similar trend to 2010/11. He stressed that any possible divergence from this must be brought to the attention of Finance as soon as possible to enable them to inform the DHSSPS in the monthly returns. The Department had requested that they be notified of any surpluses or deficits as early as possible. It had also been

made clear in the recent allocation letter that there could be no virement between the two ring fenced budgets without prior Departmental approval.

Mr Hutchinson reminded the members that the definition of the key performance target of breakeven is a deficit of +/- 0.25%. Based on current expenditure patterns there was a projected surplus of 0.05% which fell within the breakeven target.

He reported that the level of prompt payment compliance for the period 1 April to 31 October was 97.2% which was within the required performance target to make at least 95% of payments to suppliers within 30 days.

Members discussed the progress of the Business Services Transformation Programme (BSTP) and Mr Hutchinson updated members on the implementation of the new Finance, Payroll and Expense Claim processing systems. NIMDTA were to be included in the first implementation phase, due to go live in August 2012.

Mr Hutchinson also updated members on the implementation of the savings plan for 2012/13 to 2014/15 and the possible variables which would impact on the Agency's ability to deliver on the savings.

9 REPORT FROM HUMAN RESOURCES MANAGER (Paper B11/31)

The Board received and discussed the report from the Human Resources Manager which had been deferred from the September meeting. Attention was drawn to the following and accompanying documents received:

- NIMDTA Staff Attitude Survey – Corporate Report (May 2011)
- Human Resources Strategy

The NIMDTA Staff Attitude Survey was discussed. It was noted that some further thought should be given to the questions contained therein as some of the statistics appeared to contradict observed practice. The Chairman requested that the Human Resources Manager provide a report detailing sick leave across each of the departments.

The Board discussed the Human Resources Strategy and in particular communication and the potential for conducting all staff meetings. There was discussion around the various formats that this could take, as well as making use of different forms of

Human
Resources
Manager

technology in order to enhance the productivity of such meetings. It was decided that the matter should be discussed further by the Senior Management Team, with a proposal being brought back to the Board for further consideration.

The following policies were received, discussed and approved:

- Dignity at Work Policy
- Equality of Opportunity Policy
- Dealing with Incapability/Incompetence Policy

10 REPORT FROM CHIEF EXECUTIVE (Paper B11/32)

Members received and discussed the report from the Chief Executive which was presented by the Administrative Director on his behalf and included an update on the following:

10.1 Quality Management

The GMC Training survey and results were discussed, and the fact that the issues raised would be examined further through Deanery Visits.

10.2 Deanery Visit Cycle Flowchart & Timeline

It was noted that a few amendments had been made to the Deanery Visit Cycle Flowchart and Timeline. An Escalation Policy, which will detail the reporting process for concerns, is to be drafted and brought to the next meeting of the Board.

Administrative
Director

10.3 Training Vacancies update

Training Vacancies were discussed, and in particular the International Recruitment process that the Agency had co-operated in with the Board. The effectiveness of this process will be reviewed with the appropriate stakeholders.

Administrative
Director

11 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B11/33)

The Board received and discussed a report from the Administrative Director.

11.1 Senior Management

Members received and discussed the content of the minutes of the Senior Management meetings dated 6 September and 4 October 2011.

11.1.2 Business Services Transformation Project (BSTP)

It was noted that the Finance Manager had already provided an update in relation to the BSTP Project. It was further noted that staff are being updated in relation to the project through the circulation of a BSTP newsletter which highlights ongoing areas of work and key project milestones.

Identified risks in relation to the implementation of the BSTP Project will be added to the Corporate, and appropriate departmental risk registers by the Governance Committee.

Governance
Committee

11.1.3 Policies for Review

The following corporate policies were submitted to the Board for review and approval.

Fraud Policy

The Fraud policy was deferred to the next meeting as the Audit Committee had identified possible changes to process. A meeting with the Counter Fraud & Probity Service of the Business Services Organisation will be organised in order to discuss this further.

Corporate
Governance
Manager

Complaints Policy

It was noted that a section in relation to anonymous complaints had been added and the policy was approved subject to a further amendment in relation to involving a lay person in the review of anonymous complaints.

Corporate
Governance
Manager

Policy on the Provision and Acceptance of Gifts and Hospitality

It was noted that reference to the Bribery Act 2010 had been added and the policy was approved.

11.2 Performance Management

11.2.1 Business Plan 2012/13 & Strategic Plan 2012/15

The Board noted and discussed the draft Strategic Plan 2012/15. A series of meetings have been held with staff in relation preparing this and the Business Plan 2012/13, which was also at an early draft stage.

It was noted that the Quality 2020 Strategy document may have further impact on this work.

The Business Plan 2012/13 and the Strategic Plan 2012/15 will be brought to the Board's next Non-Executive Workshop for discussion, and to the following Board meeting for approval.

Corporate
Governance
Manager

11.2.2 Accountability Meetings

The Mid Year Assurance Statement provided by Internal Audit was noted. The Administrative Director informed the members that no major issues of concern came out of the Accountability meetings. The Chairman advised that there had also been no further encouragement that the financial restraints in place would be likely to ease, and that there were still no funds available for the role of Revalidation Officer.

11.3 Risk Management

11.3.1 Assurance Framework

The revised Assurance Framework was noted, discussed and approved, subject to a few minor amendments.

11.3.2 Report on Complaints/Incidents/Accidents and FOI

The enclosed report was noted and discussed

11.3.3 Review of Procurement

It was noted that the Finance Manager had conducted a review of Procurement procedures within the Agency, and that this would be discussed further by the Senior Management Team, and actioned appropriately. The report is currently with Team Leaders for their consideration.

11.3.4 Review of the Working Environment

The Review report had previously been considered at the Non Executive Board Workshop held on 29 September 2011.

Members of the Board agreed that the Review report should be rejected and therefore not released, due to the quality of the report, the lack of objectivity and the easy identification of a number of individuals. The view of the Board members had been communicated to Mr Brownlee (NIPSA) at a meeting held on 1 November at which the Chairman, Chief Executive and Administrative Director had been present.

Members noted that Senior Management had addressed a number of issues raised in the Review and were developing an action plan

to implement any outstanding actions required. It was hoped that the Human Resources Strategy would address many of the concerns expressed.

11.4 Quality Management

Members received and discussed the minutes of the Quality Management Group meetings from 22 August, 26 September and 17 October 2012.

12 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B11/34)

Members received and discussed the report from the Postgraduate Dental Dean.

12.1 Vocational Training/General Professional Training

The recent recruitment process was discussed. This saw 96 applicants interviewed in one day. The new ranking procedure worked well, and feedback in relation to the process has been very positive.

Work is also ongoing in relation to the recruitment of Trainers. The members were informed that there is a capacity for up to 40. There was discussion around the role, and how greater interest can be stimulated in order to raise the current number of Trainers.

12.2 Hospital Dentistry

It was noted that there had been a Hospital Dentistry visit to Dundonald, and that a report would be published in due course

13 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B11/35)

Members received and discussed the report from the Director for Postgraduate General Practice Education. Attention was drawn to the following:

13.1 Specialty Training

The Board discussed the impact on both training capacity and the management of the GP budget as a result of trainees returning from periods of maternity leave and/or requiring less than full time training. It was noted that of the current trainees approximately 20% had taken at least one period of maternity leave and 10% were working on a less than full time basis. It was agreed that this

should be kept under review with a view to reducing the annual intake of trainees, if necessary.

13.2 GP Trainees in Difficulty

The Board noted the problems associated with the management of trainees in difficulty and welcomed the initiative to establish a network of practices and GP trainers to support trainees.

13.3 Continuing Professional Development (CPD)

The GP Director reported on CPD activity and the plans in place to make CPD self financing.

13.4 GP Appraisal

It was noted that the number of GP appraisals conducted was increasing annually and far exceeded the number that the Agency was funded to deliver. The annual review of the Primary Medical Performers List was currently being undertaken to inform GP appraisal capacity for 2012/13. The GP Director agreed to provide an update for the next Board meeting

GP Director

13.5 Staffing

The Board noted the current vacancies within the GP Department. Concerns were expressed that the current staffing resources were not sufficient to deliver the core business of the Agency.

13.6 Personal and Public Involvement (PPI)

The GP Director updated the Board on PPI activity. It was noted that a Reference Committee had been established to include a lay representative.

14 CORRESPONDENCE/REPORTS/PAPERS RECEIVED (Paper B11/36 & B11/37)

The Board received and discussed the following:

- Correspondence from Permanent Secretary & HSC Chief Executive (26.9.11) – Health & Social Care (Reform) Act 2009 – Framework Document
- Revised Fraud Reporting Arrangements for HSC Bodies – HSC(F)44/2011 (DHSS) (28.9.11)

15 ANY OTHER BUSINESS

There was no further business.

16 DATE OF NEXT MEETING

- Thursday 23 February 2012 @ 2.00 pm, Specialty Schools Room

CONFIRMED DATES FOR 2012

Formal Meetings

- Thursday 26 April 2012, Specialty Schools Room
- Thursday 21 June 2012, Boardroom
- Thursday 27 September 2012, Boardroom
- Thursday 29 November 2012, Boardroom

All formal meetings will commence at 2.00 pm with a pre-lunch meeting of the non-executive Board Members commencing at 1.00 pm.

Non-Executive Members Workshops

- Thursday 26 January 2012
- Thursday 29 March 2012
- Thursday 31 May 2012
- Thursday 30 August 2012
- Thursday 25 October 2012

The Workshops would all commence at 2.30 pm unless otherwise advised.