

Minutes

MEETING: NIMDTA Board
DATE: Thursday 29 April 2021
TIME: 2.00 pm
VENUE: Zoom Meeting Room

Members:

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

In Attendance:

Mr M McCarey	Chief Executive/Senior Governance, IT & Facilities Manager
Dr I Steele	Postgraduate Medical Dean/Director for Hospital Specialty Training/ Professional Development
Ms P Black	Senior Business Manager
Dr M Stone	Director of Postgraduate General Practice Education
Dr B Hendron	Postgraduate Dental Dean
Dr L Parks	Foundation School Director
Ms R Campbell	Senior Professional Support Manager
Ms J Turner	Senior HR Manager (Trainee Employment)
Ms D Hughes	Senior Education Manager
Dr C Harron	Medical Director
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Mr D Morrice (Member)	
2.0	Declarations of Interests – Items of Business	
2.1	Mr Maguire advised his practice has submitted 4 applications for foundation training in the current programme. Noted.	

Ref	Item	Action
3.0	Announcements	
3.1	Mr Joynes welcomed Dr Harron to her first Board meeting as Medical Director.	
3.2	Mr Joynes welcomed Mr McCarey to his first Board meeting as Chief Executive.	
3.3	Mr McCarey congratulated Ms Black and Ms Hughes on the recent regrading of their posts. Mr Joynes seconded this.	
4.0	Minute of Meeting	
4.1	The Minutes of 28 January 2021 were approved subject to a minor wording amendment.	
4.2	The Minutes of 24 February 2021 were approved.	
4.3	The Minutes of 23 March 2021 were approved subject to a minor wording amendment	
5.0	Matters Arising	
5.1	<p><u>4.1 Minutes of Previous Meeting 23.03.21</u> The Minutes of 28 January 2021 are not yet complete. Members agreed to approve at the Board Update on 20 April 21.</p>	Complete
5.2	<p><u>9.7 Recruitment to Dr Steele's previous roles (23.03.21)</u> Mr Joynes requested an update. Ms Campbell advised adverts have been prepared, with interview dates set for 11 and 19 May. Members discussed and agreed that Mr Joynes should chair panels. Dr Little confirmed she is only available in the AM on 19 May.</p> <p>Mr Joynes asked Mr McCarey re backfilling his Senior Governance, IT & Facilities Manager (SGITFM) role. Mr McCarey confirmed this has been discussed at SMC, noting the job evaluation has been with BSO for a considerable period of time. This will require resolution pre advertising to ensure recruitment takes place at the correct level. Mr Joynes stressed the need to avoid delay. Mr Joynes noted the conflict of interest for Mr McCarey. Ms Campbell committed to write to Ms</p>	<p>Ms Campbell</p> <p>Ms Campbell</p>

Ref	Item	Action
	Andrews (BSO) to advise of urgency.	
5.3	<p><u>15.5 Strategic Direction (23.03.21)</u> Ms Turner informed the group that Anaesthetic trainees were due to be on-boarded in June 2021 but may not be possible due to contract commitments. Ms Turner will work to resolve.</p> <p>Ms Turner confirmed that the posts for Human Resources Co-ordinator OM & Systems Administration Band 5 (1 post) and Human Resources Co-ordinator HR Generalist Band 5 (3 posts) had closed and shortlisting was to take place on 24 March 2021. Recruitment of these posts will greatly help ease workload pressures.</p>	Ms Turner
5.4	<p><u>15.8 Audit Report (23.03.21)</u> Ms Turner advised that the first audit of Single Lead Employer commenced on 11 January 2021. A working draft of the report has been received for review and comment. Ms Turner will update when the final report is released.</p> <p>29.04.21 - Ms Turner confirmed that the final report remains outstanding.</p>	Ms Turner
5.5	<p><u>16.6 Policies and Procedures (23.03.21)</u> Ms Black previously noted that a timetable of policy reviews will be brought to a future Board for approval.</p> <p>29.04.21 - Work is ongoing.</p>	Ms Black Mr McCarey
5.6	<p><u>17.3 Strategic Direction (23.03.21)</u> Mr McCarey noted that a draft of the Business Plan was reviewed on 24 February 2021. Ms Gregge is to forward to members a revised draft for final consultation.</p> <p>Mr McCarey advised that the Programme for Government was due to change in 2020-21, providing an opportunity to review corporate strategy.</p>	Complete
6.0	Update from The Audit Sub-Committee	
6.1	Mr McCarey confirmed there had not been an Audit Committee since the last Board.	
7.0	Report from Governance & Risk Sub-Committee	

Ref	Item	Action
7.1	Mr McCarey confirmed there had not been a Governance & Risk Committee since the last Board.	
8.0	Report from the Director of Postgraduate General Practice Education	
8.1	Dr Stone provided an overview of her report. Members noted the current position.	
8.2	<u>Recruitment</u> Dr Stone noted that offers closed today, with 104 of 111 places full at present. Mr Joynes asked for confirmation that NIMDTA will be able to provide training places for all 111 trainees. Dr Stone confirmed places are available for all, highlighting that place numbers are getting very tight and a long term plan to increase training practices is needed. Members discussed budget implications. Ms Black confirmed the increase to 111 is noted as a pressure with DoH, however increased costs for visits to new practices is not budgeted.	
8.3	<u>Covid-19 Impact</u> Dr Stone highlighted the need for clarification of what training can be delivered face to face. Mr McCarey recognized this is a wider issue and there remain many unknowns. Dr Stone advised that an extra exam sitting is planned for July.	
8.4	<u>GP Appraisal</u> Dr Stone advised that appraisals have restarted. A pilot of a new system is being done on appraisers, which gives an excellent feedback opportunity.	
9.0	Report from the PGMD - Director of Hospital Specialty Training/ Professional Development	
9.1	Dr Steele provided an overview of his report. Members noted the current position.	
9.2	<u>Covid-19 Impact</u> Dr Steele advised of ongoing liaison with Kingsbridge and The Ulster Independent regarding trainees accessing NHS work in private practice. Dr Steele confirmed that data sharing agreements are in place with both organisations.	

Ref	Item	Action
	Dr Steele noted that North West Private Hospital has potential for use also. Mr McCarey advised he received a call from North West this morning, and has advised the contact Dr Steele.	
9.3	<p><u>Meeting with BSO Legal re Trainee Issues</u></p> <p>Mr Joynes requested an overview. Dr Steele advised both he and Ms Hughes met with Ms Turkington to seek advice regarding a number of trainees. Trusts are terminating employment contracts for these trainees, however they remained under training contracts with NIMDTA. Ms Turkington provided specific advice on each situation regarding termination of training contract and removal of training number. Dr Steele confirmed that following this advice trainees will be contacted. Ms Hughes noted the usefulness of advice for future incidents. Dr Steele noted the requirement to use this learning during any future issues which may arise with SLE trainees.</p>	
9.4	<p><u>SAS Doctors</u></p> <p>Dr Steele confirmed that discussions with DoH are ongoing about what is required from NIMDTA in relation to SAS doctors. Dr Steele stressed clarity is required before signing up, expectations on both sides must be clear.</p>	
9.5	<p><u>Service Reorganisation BHSCT (City)</u></p> <p>Dr Steele noted the changes in overnight medical cover due to rapid change in Covid-19 levels. This has resulted in concerns being raised by trainees and trainers. Mr Joynes queried if NIMDTA was informed of these changes. Dr Steele advised very little notice was given.</p> <p><i>Mr Wilson joined meeting.</i></p>	
9.6	<p><u>Confidential Issues</u></p> <p>Dr Steele provided an overview for Members.</p>	
10.0	Report from the Director of Foundation Training	
10.1	Members received and noted the report from Dr Parks, Director of Foundation Training.	
10.2	<p><u>Recruitment</u></p> <p>Dr Parks advised Members of oversubscription across the UK,</p>	

Ref	Item	Action
	<p>with very low levels of withdrawal. Dr Parks stressed the urgent need across 4 nations to find funding for additional trainees. Locally it is likely 15 extra posts be required. Ms Black confirmed she has made DoH aware. Members discussed the lack of control over numbers. Mr Joynes asked if there is a trainee quality issue if NIMDTA has to accept trainees who have been ranked on a reserve list. Dr Parks confirmed there is potential for trainees to require additional support, or indeed be unhappy to be placed within NI. Mr Joynes asked if this should be added to Education Risk Register. Ms Hughes committed to look at adding a new risk.</p>	<p>Ms Hughes M McCarey</p>
10.3	<p><u>Covid-19 Impact</u> Dr Parks advised that F1s have been given an optional paid shadowing week with current post holder, in recognition of the impact Covid-19 has had on their training. 156 of new intake have signed up to this. Mr Joynes asked Ms Turner when employment starts. Ms Turner confirmed trainees will be employed from 21 July 2021.</p> <p>Mr Joynes asked if issues have been created by Module 10 not being delivered. Dr Parks clarified this is very useful but not mandatory, and will be delivered to F1's also next year. Dr Parks added that work is ongoing to create virtually to accommodate Covid-19 obstacles.</p>	
10.4	<p><u>C19 related absence</u> Dr Parks confirmed that absence continues to be closely monitored, providing background for Foundation absence monitoring. Dr Little noted that Covid-19 related absence is very high, asking if this has this changed since the vaccine rollout. Dr Parks confirmed absence rates have reduced.</p>	
10.5	<p><u>Confidential Issues</u> Dr Parks provided an overview for Members.</p>	
11.0	Report from the Senior Professional Support Manager	
11.1	Members received and discussed the report from Ms Campbell, Senior Professional Support Manager.	
11.2	<p><u>Recruitment</u> Ms Campbell noted the various posts filled since the last Board meeting.</p>	

Ref	Item	Action
11.3	<u>Pre-employment Checks</u> Ms Campbell advised the process has begun for August starts, noting the delays being caused by the QUB cyber-attack.	
11.4	<u>Induction</u> Ms Campbell advised induction successfully ran via Zoom yesterday. This delivery method will now be investigated for educators also.	
11.5	<u>Immigration</u> Ms Campbell advised Members of a trainee who will have sponsorship removed.	
12.0	Report from the Senior Governance, IT and Facilities Manager.	
12.1	Members received the report from Mr McCarey, Acting Senior Governance, IT and Facilities.	
12.2	Discussions deferred to Item 17.	
13.0	Report from the Postgraduate Dental Dean.	
13.1	Members received and noted the report from Dr Hendron, Postgraduate Dental.	
13.2	<u>Continuing Education</u> Dr Hendron advised that most courses continue to be delivered online, with Zoom fatigue becoming an issue. It is hoped that some of the Autumn calendar will be delivered 'hands-on' based on Simodont equipment being functional.	
13.3	<u>Recruitment</u> Dr Hendron confirmed that the National processes are ongoing, with no local recruitment other than the ACF post. Educational Supervisor recruitment is done locally, with 26 practices having applied. 7 of these are new applicants.	
13.4	<u>Simodont</u> Dr Hendron welcomed the progress and thanked those involved for their help getting the equipment installed in Beechill House.	

Ref	Item	Action
13.5	<p><u>Foundation</u> Dr Hendron confirmed that safe beginner standards will not change for the coming year. Dr Hendron recognised the challenges created by Covid-19 impact on graduates, and noted that NIMDTA can only manage the outcome.</p> <p>Dr Hendron advised that a business case is being prepared for continued additional TPD and admin staff as utilised last year.</p>	
13.6	<p><u>Confidential Issues</u> Dr Hendron provided an overview for Members. Dr Hendron asked Mr McCarey for clarification on allocating on an EEA basis. Mr Joynes asked if Dr Hendron has stopped allocating. Dr Hendron stated she will stop now that she has become aware. Mr McCarey committed to meet with Dr Hendron to resolve. Mr Joynes asked if this impacts on decisions already made. Mr McCarey confirmed this will have to be investigated.</p>	Mr McCarey
14.0	Report from the Senior Education Manager	
14.1	Members received and discussed the report from Ms Hughes, Senior Education Manager.	
14.2	<p><u>Foundation Recruitment</u> Ms Hughes noted the risks around insufficient applicants, confirming this does need to be added to the Education Risk Register based on earlier discussions. Mr McCarey committed to discuss with Ms Hughes. Mr Wilson asked re duty of candour. Dr Steele clarified the background, and the potential for unintended consequences.</p>	Mr McCarey Ms Hughes
14.3	<p><u>Learning and Development Agreements (LDAs)</u> Ms Hughes confirmed LDAs issued pre end March. 5 Trusts have responded to date, with reminders issues to others.</p> <p>The QUB LDA has not been issued yet due to the data sharing agreement, Ms Hughes clarified the recent cyber-attack has caused delays.</p>	
14.4	<p><u>TIS</u> Ms Hughes advised TIS is progressing well. No module is in place for revalidation at this stage.</p>	

Ref	Item	Action
14.5	<u>Regional LMS</u> Ms Hughes advised that an options paper has been submitted to HR directors, with the likelihood this will take time to resolve. Ms Hughes welcomed NIMDTAs pursuit of a standalone LMS.	
14.6	<u>MDRA Costs</u> Ms Hughes advised of a confirmed April start and £15k higher spend than expected. Projected costs are being investigated for next year.	
14.7	<u>FOLD</u> Dr Parks asked if the additional Band 4 post to deliver Zoom has been progressed. Ms Hughes advised from a scoping exercise and SMC discussions, she remains unsure how this post would be funded, although she would be very supportive of this post being created. Dr Parks stated her concerns on how existing staff can continue to deliver long term, especially as programmes increase.	
14.8	<u>Revalidation</u> Ms Hughes advised that triple the normal workload is currently being seen. A temporary staff member has been recruited to assist.	
14.9	<u>Confidential Issues</u> Ms Hughes provided an overview of confidential issues.	
15.0	Report from the Senior HR Manager for Trainee Employment	
15.1	Members received and discussed the report from Ms Turner, Senior HR Manager for Trainee Employment.	
15.2	<u>Anaesthetic Trainees</u> Ms Turner advised Members of difficulties being encountered in the on boarding of Anaesthetic trainees, with many queries to be resolved. Ms Turner confirmed it will not be possible to on board all trainees in June and recognised the considerable difficulties created by in moving some, not all trainees.	
15.3	<u>Staff in Post</u> Ms Turner welcomed the arrival of Mr Watters, SLE IT Project Manager who starts week commencing 3 May 21.	

Ref	Item	Action
15.4	<p><u>Termination of Fixed Term Contracts</u> Ms Turner advised that work is ongoing to ensure this is done correctly, advising that she is liaising with other lead employers to ensure proper process is followed. Dr Little asked what Trusts did in the past. Ms Turner advised this was not an issue for Trusts as trainees would have been moving on to a new placement. Ms Campbell advised this clause has previously impacted on GP appraisal, with a number required to be permanently appointed as a result.</p>	
16.0	Report from the Senior Business Manager	
16.1	Members received and discussed the report from Ms Black, Senior Business Manager.	
16.2	<p>Mr McCarey provided an overview in absence of Ms Black, advising that Month 12 accounts were submitted on 23 April, with a £76k surplus.</p> <p>Mr McCarey noted that care is required before committing to recruitment due to current budget pressures, SMC have identified this as an urgent issue. Ms Black is working to budget build as quickly as possible to allow recruitment to continue.</p>	
16.3	<p><u>Financial Management</u> Mr McCarey advised that work is progressing to move responsibility out to teams. Team Leaders will be empowered to make more budgetary decisions, with training provided.</p>	
17.0	Report from the Acting CEO	
17.1	Members received and discussed the report from Mr McCarey, Chief Executive and Senior Governance, IT & Facilities Manager.	
17.2	<p><u>Governance Statement</u> Mr McCarey advised the 1st draft is attached for review, noting that the Orange Book and Risk Management require added. Dr Little commented that the Covid section is very generic and does not address training impact. Mr McCarey confirmed this section is DoH generic and may need to be amended. Dr Little</p>	

Ref	Item	Action
	Mr McCarey provided a progress update for Members on a number of work streams.	
17.10	<u>Confidential Section</u> Mr McCarey provided an overview on a number of confidential matters.	
18.0	Correspondence/Reports/Papers Received.	
18.1	None.	
19.0	Any Other Business	
19.1	None.	
20.0	Date of next meeting	
20.1	Tuesday 29 th June 2021, 2pm.	

.....
NIMDTA Chair

.....
Date