

## Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 31 March 2022  
**TIME:** 2.00 pm  
**VENUE:** Zoom Meeting Room

**Members:**

Derek Wilson	Chair
Mr H Graham	Member
Dr J Little	Member
Mr G McKenna	Member
Ms G Campbell	Member
Mr B Garland	Member

**In Attendance:**

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

Ref	Item	Action
1.0	<b>Apologies</b>	
1.1	None.  Members noted Mr Garland and Ms R Campbell will join the meeting late.	

Ref	Item	Action
2.0	<b>Declarations of Interests – Items of Business</b>	
2.1	None.	
3.0	<b>Announcements</b>	
3.1	<u>Ministerial Meeting</u> Mr Wilson advised Members of the final meeting with the present Health Minister and DoH Permanent Secretary before their tenures end.	
3.2	<u>Senior Governance, IT &amp; Facilities Manager (SGITFM)</u> Mr Wilson advised attendees that interviews have taken place and a conditional offer of appointment has been made.	
3.3	<u>Board Reporting</u> Mr Wilson advised that Board Members have met on 2 occasions to discuss Board reporting, and overviewed the preference for more strategic reporting. Mr Wilson recognised the reasons for operational reporting particularly in recent years. Mr Wilson stressed the importance of the Board being able to stand over decisions and fulfil their role properly.  Mr Wilson noted that work on the strategic direction of NIMDTA will require SMC input, adding that Board Members will meet to progress this matter.  Mr Wilson asked for today’s papers to be taken as read.	<b>Members</b>
4.0	<b>Minute of Meeting</b>	
4.1	The Minutes of 27 January 2022 were approved.	
5.0	<b>Matters Arising</b>	
5.1	<u>9.2 Training Programme (29.06.21)</u> Dr Stone advised that recruitment to the 111 capacity for GPST1 intake has been achieved for the first time and recognised the practical issues of managing full capacity. Dr Stone highlighted the need to review administrative structures now that capacity has been reached. This will be pursued with Ms Black on her return.  26.08.21 – Dr Stone confirmed Ms Black is aware and they will	<b>Dr Stone</b>

Ref	Item	Action
	<p>discuss at the earliest opportunity.</p> <p>23.09.21 – Dr Stone advised discussions have taken place, with work ongoing.</p>	
5.2	<p><u>9.2 Resourcing (28.08.21)</u>  Dr Stone highlighted funding is behind current recruitment levels. Ms Black is aware and this will be looked at as soon as possible. A new baseline for funding and recruitment is required.</p> <p>Mr McKenna stressed the need to add a risk to the Corporate Risk Register, on the ongoing likelihood of increases and how NIMDTA deal with this long term. It is important a more strategic view is taken, rather than reacting to individual DoH requests. Mr McKenna noted his concerns that historically NIMDTA has been asked to take things on with resourcing discussions taking place later.</p>	<b>Mr McCarey</b>
5.3	<p><u>16.2 Budgets (28.08.21)</u>  Mr McCarey advised Ms Black has been focusing on budgets and allocations since her return.</p> <p>Mr Wilson queried Note 12, asking if NIMDTA should write to DoH highlighting the work DoH have asked NIMDTA to take on with non-recurrent funding. Mr McKenna agreed it is important for NIMDTA to highlight to DoH work streams which are reliant on non-recurrent funding.</p> <p>Dr Little queried Paragraph 2.1. Asking if the 1% includes all SLE trainees, as this would make for a much larger bill. Mr McCarey committed to check this.</p> <p>23.09.21 – Mr McKenna noted is continuing concerns. Ms Black confirmed 2 allocation letters have been received to date confirming 21/22 non-recurrent funding, the non-recurrent nature is highlighted repeatedly to DoH in year. Mr McCarey drew attention to email trail within his report on this matter.</p>	<p><b>Complete</b></p> <p><b>Mr McCarey</b></p>
5.4	<p><u>8.4 Confidential Section (28.08.21)</u>  Please refer to the Confidential Section of Minute.</p>	<b>Mr McCarey</b>
5.5	<p><u>8.4 Financial Reporting (25.11.21)</u>  Ms Black advised budget review work is ongoing, adding that</p>	<b>Ms Black</b>

Ref	Item	Action
	<p>the move to departmental budgets allows for closer monitoring of budgets. Mr D Wilson asked Ms Black to keep the Board updated on the delegation of financial reporting, and how the roll out progresses. Ms Black committed to do so, confirming that BSO will deliver training to SMC Members and the Business Management team will continue to provide overview and support to NIMDTA staff.</p>	
5.6	<p><u>13.2 Resourcing (25.11.21)</u>  Ms R Campbell overviewed the current resourcing challenges within PSU, noting she feels they are unable to provide the level of support she would wish, due to a lack of resources within the team.</p> <p>Mr McCarey recognised the recurrent theme of lack of resourcing across departments, confirming he has been working with departments to establish resourcing requirements. Mr McCarey confirmed Board discussions have also taken place re the requirement to ensure baseline need is resourced across NIMDTA.</p> <p>Mr D Wilson suggested resourcing across NIMDTA become a standing agenda item, rather than individual departments reporting. <b>Agreed.</b></p>	<b>Ms Kerr</b>
5.7	<p><u>13.7 Equality Scheme (25.11.21)</u>  Ms R Campbell updated Members on the additional Equality service NIMDTA have obtained from BSO.</p> <p>Mr D Wilson asked if online training is mandatory. Ms R Campbell confirmed it is. Mr D Wilson requested completion of equality training be added to Board induction requirements.</p> <p>Ms G Campbell noted the leadership role for the Board on Equality. Mr McCarey confirmed he would welcome Board leadership on this issue.</p>	<b>Ms Kerr</b>
5.8	<p><u>15.2 GMC Quality Assurance Process (25.11.21)</u>  Ms Hughes advised Members this has been a significant workload in recent months. Due to Covid-19, a paper exercise is being carried out in place of the normal visits. Mr D Wilson asked if this is a planned exercise and if NIMDTA know in advance what will be asked. Ms Hughes confirmed this is planned, and provided an overview for Members. Ms Hughes</p>	<b>Ms Hughes</b>

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	also committed to send the final report to Members for information.	
5.9	<p><u>16.6 (25.11.21)</u> Mr D Wilson asked that the SLE Induction Overview session be scheduled asap.</p> <p>Mr D Wilson suggested non urgent queries are held until the SLE Induction Overview. All agreed.</p>	<b>Ms Kerr</b>
5.10	<p><u>10.4 Education (25.11.21)</u> Dr Stone highlighted the curriculum change, which has created an issue in terms of having enough available placements for trainees within GP practices.</p> <p>Mr D Wilson asked if pressures manageable. Dr Stone confirmed they are, however clarity is required on the current baseline, as it is difficult to move forward with the new curriculum until clarification has been received from DoH.</p> <p>Dr Stone and Ms Black committed to meet to establish if current funding is appropriate. Mr D Wilson offered the Boards assistance if required.</p>	<b>Dr Stone Ms Black</b>
5.11	<p><u>9.2 Standing Orders (25.11.21)</u> Mr McCarey noted Standing Orders were discussed in detail at a pre-meeting with Board Members.</p> <p>Members confirmed they are happy to approve Standing Orders subject to the additional minor wording amendments noted at the pre-meeting. <b>Approved.</b></p>	<b>Ms Kerr</b>
5.12	<p><u>9.4 Stormont Messaging re Home Working (25.11.21)</u> Mr McCarey advised he, along with Ms R Campbell met with Team Leaders yesterday and will provide further detail at SMC on 29 November 2021. Team Leaders have been empowered to roll out the 1:4 hybrid working model as required, rather than to meet a target. Mr D Wilson suggested the Board keep this matter under review and act on individual concerns as raised.</p> <p>Dr Parks noted the Foundation team will have to work at a higher ratio for a period to deliver 10 days of training and recruitment pre-Christmas. Dr Parks stated she is mindful of</p>	<b>Mr McCarey Dr Parks</b>

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	the risk especially given the small team, should someone have to isolate. Mr D Wilson asked if contingency plans are in place. Dr Parks advised not at present, Foundation are reliant on goodwill from other teams. Mr McCarey committed to look at putting plans in place, should Foundation staff become unable to attend.	
5.13	<u>18.1 AOB - Board Process (25.11.21)</u> Members requested the Board Agenda be regularly amended to facilitate SMC Members presenting earlier in the meeting.	<b>Ms Kerr</b>
5.14	<u>18.2 AOB - NIMDTA Resourcing</u> Mr McCarey stressed the importance of resourcing correction prior to production of a new strategic plan, suggesting a separate work stream is created for this purpose. Mr McCarey and Mr D Wilson will meet to begin the process.	<b>Mr McCarey Mr D Wilson</b>
5.15	<u>7.2 G&amp;R Mins (25.11.21)</u> Members who attended agreed the minutes are an accurate reflection of the meeting. Members agreed to ask Mr L Wilson to sign off the minutes, as he chaired the meeting.	<b>Ms Kerr</b>
<b>6.0</b>	<b>Report from The Audit Sub-Committee</b>	
6.1	Deferred until Mr Garland joins the meeting.  Members confirmed they are content with the Minutes of the meeting on 24 February 2022.	
<b>7.0</b>	<b>Report from Governance &amp; Risk Sub-Committee</b>	
7.1	Ms G Campbell provided an overview of the Workshop held on 24 February which focused on reporting.  Ms G Campbell noted a further Workshop focusing on Risk Register's is planned for 8 April 2022.	
<b>8.0</b>	<b>NIMDTA Resourcing</b>	
8.1	Mr McCarey confirmed resourcing if included within his report at Attachment 1 and provided an overview of same.  Mr McCarey recognised the impact of resourcing difficulties and shared his views on a way forward. Mr McCarey highlighted	

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	<p>that resourcing is likely to continue to be a challenge going forward.</p> <p>Mr McCarey advised that he has requested a meeting with DoH to look at the appropriateness of NIMDTA's baseline allocation given the growth in recent years.</p> <p>Mr McCarey recognised the efforts of SMC Members in providing the service despite resourcing challenges.</p> <p>Mr Wilson proposed this remains a standing item on agenda. Agreed.</p>	
<b>9.0</b>	<b>Report from the Director of Postgraduate General Practice Education</b>	
9.1	Members noted the report from Dr Stone, Director of Postgraduate General Practice Education.	
9.2	<p><u>Recruitment</u></p> <p>Dr Stone advised that Round 1 recruitment has been successful, and it is likely all 111 places will be filled.</p> <p>Dr Stone confirmed that funding has been approved for 10 additional training places, with a view to these starting in February 2023. Mr McCarey asked for clarification on the new funding, specifically if that is to cover 10 additional salaries. Dr Stone confirmed this is her understanding.</p>	
9.3	<p><u>Training Capacity</u></p> <p>Dr Stone confirmed that training capacity remains an ongoing issue, noting the current 17 Out of Sync (OoS) trainees in Belfast Trust alone with no placements. Dr Stone confirmed work is ongoing to find placements for OoS trainees and recognised some may have to move outside of normal location boundaries.</p> <p>Mr Wilson asked for progress on increasing capacity. Dr Stone overviewed the steps being taken.</p> <p>Mr McKenna asked if efforts will be made to keep new placements nearby. Dr Stone confirmed all efforts will be made to keep trainees close to home and existing support groups.</p>	

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9.4	<p><u>Increased Training Numbers</u> Dr Stone highlighted that support structures, both educational and administrative are struggling with the workload following increases. Work is ongoing to address budget availability to increase support structures to appropriate levels.</p>	
<b>10.0</b>	<b>Report from the Director of Hospital Specialty Training and Professional Development</b>	
10.1	Members noted the report from Dr Smyth, Director of Hospital Specialty Training and Professional Development.	
10.2	<p>Dr Smyth welcomed questions, noting all detail is included within her report.</p> <p>Mr Wilson thanked Dr Smyth for her recent Overview session.</p>	
10.3	<p>Ms G Campbell requested clarification on the risks re workforce planning, specifically the implications for trainees in those areas which require review.</p> <p>Dr Smyth provided clarification, noting she is not aware that any additional funding has been identified at present.</p> <p>Dr Steele stated workforce planning is different from the impact for existing trainees, it is about additional CCT holders. There would however be a positive impact on existing trainees due to an ease on shift pressures if additional CCT holders were in place. Dr Steele recognised there has been little increase seen in recent years, other than recent increases in Emergency Medicine (EM).</p>	
10.4	<p>Mr Wilson asked for clarification on the process for obtaining additional funding.</p> <p>Dr Steele provided clarification of the normal process, advising that DoH requests the PHA to carry out a workforce review and following the outcome will ask NIMDTA if capacity exists for additional training posts. However Dr Steele highlighted there is often a fall down when it comes to availability of funding for any additional posts required.</p> <p>Mr Wilson asked if additional funding does not become available, if posts remain unfilled. Dr Steele clarified that the</p>	



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	<p>additional posts would not be created until funding becomes available to create them.</p> <p>Dr Smyth asked how many additional posts have been introduced per year. Dr Steele advised additional posts have been introduced on an ad hoc basis and overviewed some of the completed reviews, along with the subsequent introduction of new training posts. Mr Wilson asked if DoH are aware of the shortfalls in the HSC workforce. Dr Steele confirmed DoH are aware.</p> <p>Dr Smyth highlighted that workforce planning is related to the population need, ie. how many consultants are needed to serve the NI population. This does not necessarily correspond to providing assistance to the current trainee cohort.</p> <p>Mr Wilson suggested adding workforce planning to NIMDTAs strategic work stream. Dr Steele clarified that NIMDTA are doing their part of the work, the difficulties arise due to a lack of funding availability. Mr Wilson clarified he is keen for the Board to strategically provide support to NIMDTA staff, rather than Dr Steele continuing address this issue alone. Dr Steele suggested Mr Wilson raises with the DoH Minister at the regular Chairs Forum Ministerial meetings. Mr McCarey committed to provide input to Mr Wilson in advance of these meetings.</p> <p>Dr Little added that workforce planning reviews tend to be focused on the medical workforce, noting that an increase to medical staff requires an increase to the wider support workforce also. Dr Harron noted medical models are changing too, which impacts on workforce planning.</p>	<p><b>Dr Steele</b> <b>Mr McCarey</b> <b>Mr Wilson</b></p>
<b>11.0</b>	<b>Report from the Senior Business Manager</b>	
11.1	Members noted the report from Ms Black, Senior Business Manager.	
11.2	<p>Ms Black provided an overview of NIMDTA's financial position, including the estimated surplus £27k.</p> <p>Ms Black advised that the NIMDTA 7 allocation letter was received today. It was noted that Month 12 identifies a</p>	

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	<p>shortfall of £36k, which has been highlighted to DoH.</p> <p>Ms Black highlighted the consequences of non-agreement of 3 year budget. Ms Black clarified that a 3 year budget will inform NIMDTA of budgets for next 3 years, however does not allow for carry over of monies between years.</p> <p>Mr Wilson asked if Ms Black has any concerns re surplus. Ms Black confirmed she would prefer to be closer to the midpoint in case of any last minute changes. Mr McCarey added he is working closely with Ms Black to monitor financial transactions, noting the small margins which can easily be knocked by unexpected spend.</p> <p>Mr Wilson congratulated Ms Black and her team on the satisfactory audit outcome.</p> <p><i>Ms R Campbell joined meeting.</i></p>	
<b>12.0</b>	<b>Report from the Senior HR Manager for Trainee Employment</b>	
12.1	Members noted the report from Ms Turner, Senior HR Manager for Trainee Employment.	
12.2	<u>Changeover</u> Ms Turner confirmed work is on track to meet the April changeover deadline.	
12.3	<u>Recruitment</u> Ms Turner advised that interviews are taking place tomorrow for temporary cover for the SLE Band 6 post.	
12.4	<u>Payroll</u> Ms Turner noted payroll continues to cause an issue with SLE staff being locked out of the system.	
12.5	<u>Audit</u> Ms Turner advised that the draft report is awaited. A meeting with Internal Audit has taken place, and a satisfactory outcome confirmed. Ms Turner highlighted that SLE will be audited again in 2022/23.	
12.6	<u>IT Issues</u>	

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	<p>Ms Turner noted IT continues to be a concern and risk to NIMDTA. The current system is not fit for purpose and does not allow for bulk processing. This issue has been raised with DoH colleagues.</p>	
12.7	<p>Mr Wilson asked if SLE is on track with on boarding. Ms Turner confirmed that work is on schedule, and work is ongoing to process exceptions as soon as possible. Ms Turner added that the next large upload will be in August 2022.</p> <p>Ms G Campbell asked what governance arrangements will be introduced following DoH's hand over of SLE responsibility to NIMDTA. Mr McCarey confirmed he met with Ms Turner and Dr Harron yesterday to discuss this. Noting suggested measures include an identified stakeholder exercise, audit reports providing an external check of SLE systems and additional internal checks.</p> <p>Mr Wilson asked about matters which are outside of NIMDTA control, eg. IT. Mr McCarey confirmed he and Ms Turner have agreed a programme of work to address these issues. Mr McCarey added that he has shared with DoH &amp; BSO colleagues that the current software is not appropriate. Mr McCarey also noted he is working on requesting specific BSO staff to support SLE, ie. That SLE staff are not reliant on contacting the call centre.</p> <p>Dr Smyth added IT requirement extend beyond SLE need. With 700 regional events for Medicine alone, plus educational events there is significant need for IT support elsewhere in NIMDTA. Mr McCarey recognised IT support within NIMDTA requires investment.</p> <p><i>Mr Garland joined the meeting.</i></p>	
<b>13.0</b>	<b>Report from the Senior Education Manager</b>	
13.1	Members noted the report from Ms Hughes, Senior Education Manager.	
13.2	<p><u>Learning and Development Agreements (LDAs)</u> Ms Hughes confirmed LDAs are complete for KPI purposes. Ms Turner asked for clarification on mention in Ms Hughes report</p>	

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	of amendments to take account of SLE. Ms Hughes clarified this change is to reflect that NIMDTA is now the employer of trainees.	
13.3	<u>GMC Self-Assessment Questionnaire (SAQ)</u> Ms Hughes noted the questionnaire is included for information. Mr Wilson asked how feedback compares to previous reviews. Ms Hughes advised this is the first time the SAQ process has been used, but confirmed feedback has been positive in comparison to previous visits.	
13.4	<u>Course Manager Procurement</u> Ms Hughes advised HEE no longer providing support for Course Manager. A NIMDTA contract with HICOM is required, and work is ongoing to initiate this. Mr Garland asked why HEE cannot support any longer. Ms Hughes confirmed that HICOM are removing the version of course manager that NIMDTA use.	
13.5	<u>TIS</u> Mr Garland asked for an overview of TIS. Ms Hughes provided clarification on the connection to HEE's work stream and the additional modules available including revalidation.	
13.6	<u>Confidential Section</u> See C10.0 below.	
<b>14.0</b>	<b>Report from the Postgraduate Dental Dean.</b>	
14.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
14.2	<u>Educational Supervisor (ES) Recruitment</u> Dr Hendron advised she is pleased with recruitment levels at present, with 20 new ES's and 30 returners. There are more ES's than placements. Dr Hendron confirmed she has advised DoH of her hope to fill 32 places.  Dr Hendron advised DoH have been asked to continue the enhanced training grant, noting there is uncertainty if funding will be available for this. Dr Hendron added that the BDA requested a meeting with DoH on behalf of ES's re the block payment, which NIMDTA were invited to attend.  Dr Hendron noted additional checks would need to be	

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	introduced if the block payment was made permanent, to ensure trainees are receiving appropriate training. Dr Hendron noted ES's continue to highlight that Foundation dentists are joining the scheme with limited experience.	
14.3	<u>GDC Self-Assessment Questionnaire (SAQ)</u> Dr Hendron confirmed the SAQ has been submitted, with feedback awaited. Mr Wilson asked if an SAQ has been done before. Dr Hendron advised this is the first time the SAQ process has been used.	
14.4	<u>Curriculum Review</u> Dr Hendron noted the September 22 timeline has been delayed.	
14.5	Mr Wilson asked if Dr Hendron expects capacity issues should the enhanced training grant be ended. Dr Hendron advised she believes enough placements would still be available, but there would be a significant increase in complaint levels.  Mr Garland asked if Dr Hendron has concerns re the move to ACCENT. Dr Hendron confirmed she has concerns about changes given dentists are paying customers in this scenario, but highlighted no issues are expected.	
<b>15.0</b>	<b>Report from the Senior Professional Support Manager</b>	
15.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
15.2	<u>Flexible Working Policy</u> Ms Campbell noted that the regional policy for flexible working will need to be amended to be NIMDTA specific and highlighted the increased requests for flexible working being received.  Mr Campbell advised that flexible working is a statutory duty from April 2022.	
15.3	<u>PSU System</u> Ms Campbell advised of a meeting scheduled with Mr Oliver and Mr Watters to provide more effective reporting on cases.	
15.4	<u>PSU Support Levels</u>	

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	Mr Wilson asked if the Board should be concerned about the statistics. Ms Campbell advised she does not see any cause for concern, but noted the significant increase in demand for PSU support.	
	<p>Mr McCarey noted the unusually high number of staff interfaces within NIMDTA. Adding that he would welcome discussions to ensure there is adequate cover for all interfaces.</p> <p>Mr McCarey highlighted he considers this an area of risk, specifically if NIMDTA are receiving the right advice and support at present.</p> <p>Mr McCarey noted the time commitment required from him as Chief Executive on HR issues. Mr Wilson suggested including in strategic planning. Agreed.</p>	<b>Mr McCarey</b>
<b>16.0</b>	<b>Report from the Director of Foundation Training</b>	
16.1	<p>Members noted the report from Dr Parks, Director of Foundation Training.</p> <p>Dr Parks apologised for late submission.</p>	
16.2	<p><u>Covid Related Absence</u> Dr Parks reported increased COVID absence rates, which have doubled since January 22. Dr Parks noted absence is monitored closely in Foundation to avoid unnecessary extensions.</p>	
16.3	<p><u>FLIGHT</u> Dr Parks advised of 100% delivery during Covid, noting the single member of staff who administrates this is currently off sick and scheduled training may have to cancelled as a result.</p>	
16.4	<p><u>National Oversubscription</u> Dr Parks highlighted her concerns about current staffing levels being able to cope with the additional trainee numbers anticipated.</p>	
16.5	Mr McCarey thanked Dr Parks for her work after the recent untimely passing of a Foundation trainee. Dr Parks also recognised the input of the TPD in the Ulster Hospital.	

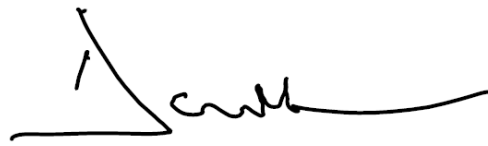
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	Ms G Campbell congratulated Dr Eakin on her recent presentation.	
<b>17.0</b>	<b>Report from the Postgraduate Medical Dean /Director of Education</b>	
17.1	Members noted the report from Dr Steele, PGMD/Director of Education.	
17.2	<p><u>Oversubscription</u> Dr Steele advised that DoH have to date been unable to commit to providing additional funding oversubscribed posts.</p> <p>Dr Steele noted his concerns about the potential impact on the wider HSC workforce.</p> <p>Mr Wilson noted the significant issue around additional posts being created with no funding. Dr Steele agreed this is a risk, clarifying that regions are expected to have enough Foundation trainee posts to meet the output of their local Universities. DoH have not provided funding to allow this in NI.</p>	
17.3	<p><u>GP Undergraduate Placements</u> Dr Steele advised this issue remains unresolved, confirming he has informed that NIMDTA will provide input, but will not manage placements. Dr Steele noted further meetings are scheduled.</p> <p>Dr Steele does not believe placement falls within NIMDTA's remit.</p>	
17.4	<p><u>SAS Doctors</u> Dr Steele stressed DoH are keen for NIMDTA to take on responsibility for SAS doctors. Dr Steele has advised DoH that funding is required, and NIMDTA's establishment order will require amendment before this can happen. Dr Steele noted Board approval will be required.</p>	
17.5	<p><u>Confidential Section</u> See C11.0 below.</p>	
<b>18.0</b>	<b>Report from the CEO/Acting Senior Governance, IT and Facilities Manager.</b>	

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18.1	Members noted the report from Mr McCarey, Chief Executive/Acting Senior Governance, IT & Facilities Manager.	
18.2	<p><u>Building Expansion</u> Mr McCarey confirmed costs have been provided for additional space in premises next door, adding that extra space would be very helpful in addressing NIMDTA's capacity issues. The financial impact would be a doubling of current rent rates.</p> <p>Mr McCarey confirmed he will work towards obtaining this space and keep Board Members informed of progress.</p>	<b>Mr McCarey</b>
18.3	<p><u>NIMDTA Website</u> Mr McCarey confirmed that a new NIMDTA website has been commissioned, with capital funding obtained for associated costs. Mr McCarey thanked Ms Hughes, Mr Watters and Mr Oliver for their work on this to date.</p>	
18.4	<p><u>Senior Governance, IT &amp; Facilities Manager (SGITFM)</u> Mr McCarey confirmed that an offer letter has been issued to the successful candidate. Formal acceptance is awaited.</p>	
18.5	<p><u>Audit</u> Mr McCarey welcomed the satisfactory audit outcomes for both Finance and SLE.</p>	
18.6	<p><u>MHPS</u> Mr McCarey confirmed that Board Members have now received MHPS training.</p>	
18.7	<p><u>IT</u> Mr McCarey highlighted the recent issues with Outlook, which has impacted work across NIMDTA. Mr Oliver is working to address this, however his influence is limited as this is an outsourced service.</p> <p>Mr Garland asked who the service is outsourced to. Mr McCarey advised this is part of the outsourced BSO ITS service. Mr Garland queried the service being received from BSO ITS and asked if the Board should write to BSO raising their concerns. Mr Wilson suggested this should be discussed at Governance &amp; Risk Committee given the associated risk.</p> <p>Mr McCarey clarified that NIMDTA is limited by shared service</p>	<b>Mr McCarey</b>



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	IT, adding that he believes BSO should be held to account for the service level provided. Members discussed and agreed to defer to Governance & Risk Committee.	
18.8	<u>Board/Governance &amp; Risk/Audit Self-Assessment</u> Mr McCarey advised he will be arranging to meet with Chairs in the coming weeks to progress self-assessments.	
18.9	<u>Business Plan</u> Mr McCarey highlighted that the incremental roll out of the Business plan is included and the process started for next year.	
<b>19.0</b>	<b>Correspondence/Reports/Papers Received.</b>	
19.1	<p>The following correspondence/reports/papers received were noted.</p> <ul style="list-style-type: none"> <li>a) HSC (F) 09-2022 - Timetable for ALB Annual Accounts 2021-22</li> <li>b) HSC(F) 06-2022 - FD (DoF) 02-22 Revised Fair Play Disclosures Implementation Guidance</li> <li>c) RP6030 Letter to All ALBs 2021/22 End Year and Restart of ALB Sponsorship Governance Activities from 2022/23</li> </ul>	
<b>20.0</b>	<b>Any Other Business</b>	
20.1	<p><u>Expansion</u> Dr Smyth asked where funding for expansion comes from.</p> <p>Mr McCarey clarified that extra space is required because of DoH initiatives which NIMDTA has taken on eg. SLE. Mr McCarey confirmed DoH will be asked for funding.</p> <p>There will also be savings for NIMDTA due to a reduction in use outside venues.</p> <p>Dr Smyth noted the training work that is not currently being provided. Mr McCarey highlighted that NIMDTA are a training organisation, which requires a significant portion of our space to be used for training purposes.</p>	

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<b>19.0</b>	<b>Date of next meeting</b>	
19.1	Thursday 28 <sup>th</sup> April 2022, 2pm.	



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**NIMDTA Chair**

**30.06.22**

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**Date**