

Minutes

MEETING: Agency Board
DATE: Thursday 28 November 2013
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

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

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Ms M Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager)
Ms R Campbell (Human Resources Manager)
Mr M McCarey (Corporate Governance Manager)

In Attendance

Mrs P Dardis (Corporate Services)

1 APOLOGIES

Dr C Loughrey (Director of Postgraduate GP Education)
Dr I Steele (Director of Postgraduate Hospital Training)
Ms A Carragher (Director for the Foundation Programme)

2 MEMBERSHIP OF THE AGENCY BOARD (Paper B13/56)

Members received and discussed the revised membership of the Agency Board. It was noted that Ms Carragher (Director for the Foundation Programme) and Dr Steele (Director of Postgraduate Hospital Training) had been added to the membership.

It was further noted that Mr Lee Wilson's first term as a Non-Executive Member would be due to expire in February 2014. Mr Joynes (Chair of the Agency Board) informed members that he had been advised that Mr Wilson's documentation for reappointment for a second term was currently with the Minister's office.

The Chair further updated members on progress in relation to the recruitment of a new Non-Executive Medical Member.

Members discussed whether it would be beneficial to have trainee representation on the Agency Board. It was agreed to give future consideration to this.

Chair & Chief Executive/PG Medical Dean

3 DECLARATION OF MEMBERS INTERESTS

None declared.

4 ANNOUNCEMENTS

'Celebrating Success' Award

The Chair wished to note the congratulations of the Board on the award recently bestowed on their Non-Executive Member, Mr Derek Maguire, whose dental practice had been honoured at the recent 'Celebrating Success' awards gala at Parliament Buildings, Stormont. Mr Maguire's practice won the Star Award which is presented to the organisation who has applied what they had learned on the Next Level Impact's Management and Leadership Programme to make a real difference.

Dr I Steele – Masters in Clinical Education

Professor Gardiner, Chief Executive, was delighted to announce that Dr Ian Steele (Director of Postgraduate Hospital Training) had received a distinction in his Masters in Medical Education awarded from Queen's University.

It was agreed that the Chair would write formally on behalf of the Board to note this achievement.

Chair

5 MINUTES OF PREVIOUS MEETINGS (Paper B13/57)

Minute of the meeting held on 26 September 2013, copies of which had been circulated prior to the meeting, were approved.

MATTERS ARISING9.1 Quality Management: Para 4: Visit by GMC to review the Clinical Academic Training Programme

Professor Gardiner had provided a preliminary feedback note with his Board report of the GMC Visit to the Clinical Academic Programme on 20 November 2013.

9.1 Quality Managment: Para 5: OMFS Visit to the South Eastern Trust

Professor Gardiner had also provided the members with a copy of the report on the Deanery visit to OMFS at the Ulster Hospital, South Eastern Trust.

11.2 Continuing Education Issues: Para 2: 'Lets Talk' Lectures

Following the September meeting of the Board, Professor Hussey (Postgraduate Dental Dean) had as requested arranged for the 'Lets Talk' lectures flier to be circulated to the Board members. Mr Wilson enquired as to the possibility of a similar series of lectures being extended to NIMDTA trainees. Professor Gardiner undertook to look into the feasibility of this with Professor Hussey.

CEO/PG
Medical Dean
&
Postgraduate
Dental Dean

12.6 Staff Satisfaction Survey

The Chair commented that the feedback he had seen from the Staff Engagement Workshop, held on 8 October, had been positive. Ms Campbell (Human Resources Manager) hoped to be able to bring the revised survey proforma to the Board before it is next circulated hopefully before June 2014.

12.7 Policies/Procedures for Review: Disciplinary Procedure

The Chair confirmed that following the September meeting, he had signed off on the amended Disciplinary procedure.

All other items would be dealt with under the Agenda

7

REPORT FROM THE AUDIT SUB-COMMITTEE

7.1

Unconfirmed Minute of the Meeting held on 24 October 2013 (Paper B13/58)

Members received and noted the unconfirmed minute from the meeting held on 24 October 2013. Mr Morrice (Chair of the Audit Sub-Committee) highlighted the following:

2013/14 Report to those Charged with Governance

Mr Morrice confirmed that Ms Carville, the new representative from the Northern Ireland Audit Office, replacing Mr D Lynn, had attended the meeting.

He was pleased to inform the members that the issue concerning a disputed transaction with the Southern Health Trust, which had been discussed under matters arising at the meeting on 24 October, had now been resolved. Partial repayment had been received and the Trust had agreed to issue a credit note for the remaining disputed sum.

Internal Audit Progress Report

It was noted that 83% of the outstanding recommendations made by Internal Audit within 2013/14 had been fully implemented. Only two recommendations which had been partially implemented remained outstanding.

Mid-Year Assurance Statement 2013/14

Members had received and discussed the report from the Chief Executive.

Assurance 2012/13 – Correspondence from Business Services Organisation

It had been noted that this would be an annual assurance letter from the BSO. The Chief Executive of the BSO, Mr Bingham, had raised concerns about the implementation of the HRPTS & FPL systems. Mrs McCaw (Internal Audit) had informed the meeting that the problems that had been identified by the BSO who had been involved in the first stage of the implementation, had not been replicated in following 'go-lives'.

ALB Audit & Risk Committee Chair's Event – 7 October 2013

Mr Morrice, who had attended this event, had given an overview of

the discussions. A number of actions had arisen out of the discussions and it was noted that further guidance would be provided on a number of issues. The event had focused on the preparation of Governance Statements, ALB Board Self-Assessment Tool and the introduction of Public Accountability Meetings, Succession Planning and Appraisals Processes.

7.2 CIPFA Annual Governance Conference – 22 November 2013

Mr Joynes (Chair of the Agency Board) informed the members that he had attended the CIPFA Annual Governance Conference which is organised in partnership with the Chairs' Forum. He wished to highlight in particular the presentation which had been given by Ms Kane from the Northern Ireland Audit Office which reflected on the first year of the Governance Statement. He agreed to arrange to have the link to the information circulated to the members for information.

Chair

He drew the members attention to the fact sheet available via the NIAO website which detailed findings from a review of Governance Statements by the NIAO and which included recommendations to further enhance Governance Statements produced in the future. The fact sheet included eight key recommendations.

It was suggested that the Governance Statement would be placed on the next agenda of the Audit Sub-Committee for discussion, using the NIAO fact sheet for guidance and information.

7.3 Date of Next Meeting

The next meeting of the Audit Sub-Committee had been confirmed for the 30 January 2014 at 11.00 am, prior to the January meeting of the Agency Board.

8 REPORT FROM GOVERNANCE & RISK SUB-COMMITTEE

8.1 Minute of the Meeting of Governance & Risk Committee held on 27 August 2013 (Paper B13/59)

Members received and noted the confirmed minute of the meeting of 27 August 2013. Mr Joynes informed the members that the meeting had again focused primarily on the on-going review of the Corporate Risk Register. Upon enquiry from the Chair, the Corporate Governance Manager, Mr McCarey, confirmed that the final version would be forwarded to the Board for consideration at the January meeting.

Corporate
Governance
Manager

The Fire Safety Policy had also been reviewed at the August meeting before being forwarded to the September meeting of the Agency Board for approval. Mr McCarey informed the members that he was able to report that at the recent unannounced fire drill, staff had evacuated the building in ninety-two seconds. Half of the recommended time as set within the KPI.

8.2 Meeting of the Governance & Risk Committee held on 22 October 2013

Mr Joynes informed the members that the October meeting had continued with the review of the Corporate Risk Register.

The Committee had also considered the Records Management KPI Performance Indicator Report, presented by the IT and Records Management Officer, Mr Mark Oliver.

A schedule of Work had been discussed and the Committee had agreed that each department should continue to keep individual Risk Registers.

He further informed the members that an additional meeting date in February 2014 had been added by the Committee to the schedule.

9 FINANCIAL UPDATE (Paper B13/60)

Members received and discussed the Financial Update from the Finance Manager. Attention was drawn to the following:

Mr Hutchinson (Finance Manager) summarised the key points within the report which were based upon information currently available and relied upon compliance with procurement procedures and accurate identification by budget holders of outstanding financial commitments.

Notification had been received from the Department of a proposed non-recurrent 1% reduction to the 2013/14 budget, which equated to approximately £530k. Formal written notification of the reduction was awaited.

The Finance Manager, Chief Executive and Administrative Director informed the members that this reduction posed a significant challenge for the Agency due to the amount of allocated ring-fenced funding. Members discussed where potential savings might be made. It was noted that a paper summarising the impact that further reductions to NIMDTA's budget would be discussed under the report from the Administrative Director.

9.1 Breakeven

Mr Hutchinson stated that based upon current expenditure patterns the projected outturn of -£175k equated to a deficit of 0.32% which fell outside the breakeven target.

9.2 Prompt Payment Compliance

It was noted that the level of compliance achieved for the period 1 April – 31 October 2013, using the target of 95% of payments to commercial suppliers within thirty days had been 94.72%. It was also noted that 66.5% had met the target of 65% of commercial payments to be made within ten working days, as set by the Agency Board.

9.3 Headcount Controls

It was noted that the current balance under the headcount control stood at 76.71, 0.29 posts below the Agency's limit of 77.

9.4 General Practice Training

The increased demand for extended training in General Practice continued to be highlighted as a potential significant financial risk for the Agency. Mr Hutchinson advised that the budget for GP Specialty Training had been uplifted to reflect the increased demand for less than full-time training. It was noted that it had been in surplus prior to the in-year funding reduction. The 2013/14 pay award of 1% had yet to be implemented and would equate to approximately £35k.

It was noted that as of 31 October 2013 there were one hundred and twenty GP Trainees on the payroll at NIMDTA, twenty-two of whom were currently on maternity leave.

9.5 Outlook – 2014/15 and Beyond

Mr Hutchinson informed the members that the financial outlook for 2014/15 would likely be more challenging than 2013/14. His report gave an overview of the most significant cost pressures expected.

9.6 Business Services Transformation Programme (BSTP)

Mr Hutchinson updated members on the current status of the Finance, Procurement and Logistics system (FPL). Payroll data for October had been provided for parallel testing, the outcome of

which was awaited. The go-live date for HRPTS was March 2014.

The Chair excused the Finance Manager from the remainder of the meeting.

10 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B13/61)

The Board received and discussed the report from the Chief Executive/Postgraduate Medical Dean. Attention was drawn to the following and the accompanying papers received:

- Note of GMC Visit to Clinical Academic Programme (20.11.13)
- Deanery Visits Report (June – December 2013)
- Deanery Visit Report (OMFS, South Eastern Trust – 8.11.13)
- Report on NIMDTA Core Values Staff Workshop (8.10.13)

10.1 Quality Management

Professor Gardiner (Chief Executive/Postgraduate Medical Dean) informed the members that the Quality Management Group had met on five occasions since the last meeting of the Agency Board.

It was noted that the Agency had forwarded their Deanery Report to the GMC by the required deadline of 31 October 2013. Professor Gardiner informed the members that the Deanery had received a request two weeks prior to the deadline asking for a report on a substantial number of patient safety issues. To date no response had been received from the GMC.

Members had noted the initial feedback from the GMC Visit to Clinical Academic Programme which had taken place on 20 November 2013, under matters arising.

Members received and discussed the report from Professor Gardiner on the Deanery Visits which included those carried out June to November and those planned November through to June 2014. Attention was drawn to the themes emerging from the visits to date. It was noted that a summary of the visits had been presented at the Departmental Mid-Year Assurance & Accountability Review held on 13 November 2013.

As noted under matters arising, Professor Gardiner had provided members with the factual accuracy report from the OMFS Deanery Visit held on 8 November 2013. Members noted the areas of concern highlighted.

10.2 Hospital Specialty Team Meetings

The Hospital Specialty Team and Specialty Schools Forum had met on the 7 November and 8 November 2013. The annual Careers Symposium had also taken place on 5 November for specialty training.

Professor Gardiner informed members that a Run-Through Pilot for Emergency Medicine being introduced in conjunction with other Deaneries in the UK was due to be introduced. It was hoped the pilot would encourage recruitment to the specialty.

He also briefed members on the Situational Judgement Test Pilot for Specialty Recruitment.

10.3 Faculty Development

The Faculty Development Group, chaired by Dr Richard Tubman (Associate Dean) had met on 15 November. A number of events/workshops had taken place in September/October and a further series of events were scheduled up until the latter half of 2014.

10.4 Trainee Support

The Trainee Support Group continues to meet on a monthly basis and is chaired by Dr John Collins (Associate Dean). A successful advanced Trainee Support Group event had been held in Antrim 23 October 2013.

10.5 Revalidation

It was noted that the Revalidation Steering Group had held a Trainee Awareness Session on Revalidation on 18 November. The session had been led by Dr Claire Loughrey (Director for Postgraduate General Practice Education and Co-Chair of the Revalidation Steering Group).

It was noted that to date a total of one hundred and forty-nine trainees have had a recommendation regarding revalidation. One hundred and twenty-eight for approval and twenty-one for deferral. It was noted that all deferrals were due to changes in CCT dates.

10.6 Staffing

The following appointments had been made since the last meeting of the Board:

- Dr M Murnaghan (Head of School for Obstetrics & Gynaecology)
- Dr R Wright (Head of School for Diagnostics)
- Dr K Maguire (Head of School for Emergency Medicine)
- Dr M Trimble (Head of School for Medicine)
- Mr N Simms (Training Programme Director for Neurosurgery)

It was noted that the School of Radiology and School of Pathology had been combined into one and was now the School of Diagnostics. An induction day had been organised for new appointees for 11 December.

Staff Events

Members received and discussed the report from Professor Gardiner on the NIMDTA Core Values Staff Workshop which had been held on 8 October. Mr Oliver Boylan had facilitated the workshop supported by the Human Resources Manager, Ms Roisin Campbell.

10.7 Representation/Meetings/Training

Members noted the on-going events attended by the Chief Executive/Postgraduate Medical Dean.

11 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B13/62)

Members received and discussed the report from the Postgraduate Dental Dean and attention was drawn to the following:

11.1 Representation/Meetings/Events

Members noted the substantial number of meetings/events that Professor Hussey had attended since the September Board.

11.2 Foundation Dentistry Issues

Professor Hussey informed the members that since issuing his report, national recruitment for Foundation Dentistry had taken place in Belfast on 20/21 November. A total of 186 candidates had attended for interview out of the expected 207. He further informed the members that he had received sight of the draft

report which was complimentary. A Quality Assurance Group would be convened on 18 December to review the final outcomes. Results would be available on 8 January 2014 and candidates would be given a national ranking and informed of where they will be located. He wished to thank members of the NIMDTA Human Resources Department who had stepped in on day two to help with the document checking.

Professor Hussey further informed the members that although he had not received official written notification, he had received positive verbal communication from the Department in relation to changing the start date for Dental Foundation to the 1 September commencing in 2015. It had also been indicated that there should be no issue with a name change from Dental Foundation Year II to Dental Core Training posts. This would bring Northern Ireland into line with England and Wales.

11.3 Continuing Education Issues

Professor Hussey informed the members that the Autumn programme was running smoothly. The courses relating to Mental Health, currently being delivered in collaboration with the Public Health Agency, were being rolled out across the Province.

He was delighted to be able to announce that the Continuing Education Team had received an award at the Institute of Healthcare Management Event held at the Hilton Hotel on 7 November. The Dental team were extremely pleased that their efforts in the important educational area of 'Decontamination and Cross Infection Control' had been recognised.

The Chair agreed to write formally on behalf of the Board to express their congratulations.

Chair

11.4 Hospital Dentistry

Professor Hussey informed the members that the Hospital Dentistry Training Committee was due to be reconstituted. He wished to note the valuable contribution made by Ms Roz McMullan who had Chaired the committee for the past nine years. The newly constituted committee is due to have its inaugural meeting in Spring 2014 and would have responsibility for Specialty training only.

It was noted that ARCPs for all dental specialty trainees would be held on the same day in March 2014. External representation would be provided by an Associate Dean from NES Scotland.

11.5 COPDEND Matters

Professor Hussey wished to inform the members that at a recent meeting of COPDEND held in Cardiff, he had been asked to become the Lead Dean for NIHR posts in Dentistry. These posts are widely distributed across the United Kingdom, with the exception of Northern Ireland and include Academic Clinical Lectureships and Academic Clinical Fellowships, essentially research posts that are linked to Foundation and Specialty training.

12 REPORT FROM HUMAN RESOURCES MANAGER (Paper B13/50)

Members received and discussed the report from the Human Resources Manager. Attention was drawn to the following and the accompanying papers received:

- NIMDTA HRPTS Readiness Plan
- NIMDTA HRPTS Engagement Strategy

12.1 Resourcing

Ms Campbell (Human Resources Manager), informed the members that three Band 3 posts in the Hospital, Dental and General Practice Departments, had been filled on a temporary basis until 31 March 2014. It was noted that these posts could not be filled on a permanent basis until those staff who may be affected by shared services had indicated if they wished to be redeployed within the Agency.

12.2 Resignations

Ms Campbell updated the members on the recent resignation received within the General Practice Department.

12.3 Recruitment

It was noted that in addition to the appointments highlighted within the report from the Chief Executive, the following additional appointment had been made within General Practice since the last meeting of the Board:

- Dr N Harte (Assistant Director for GP Quality Improvement)

12.4 Human Resources, Payroll, Travel & Subsistence System (HRPTS)

Ms Campbell updated members on the progress of the

implementation of the Human Resources, Payroll, Travel & Subsistence System (HRPTS). NIMDTA was due to introduce the new system at the beginning of March 2014. A NIMDTA Project Board had been set up to manage the project and members received and discussed the project plan which had been developed by Ms Campbell and which would be updated on a weekly basis to reflect progress.

Members also received and noted the engagement strategy which had been developed. Members of the Human Resources team had met at the Business Services Organisation (BSO) on 28 October 2013 to look at the new system in a 'live' environment.

12.5 Staff Engagement

In addition to the report previously noted from the Chief Executive, Ms Campbell's report supplied further feedback from the Staff Engagement Workshop which had taken place on 8 October 2013. It had been agreed that future workshops would provide a framework to implement core values and look at ways to develop better inter-departmental working and communication. It was noted that feedback had been positive, out of the thirty-three staff who had attended the workshop, thirty-two had indicated that they found the workshop useful.

12.6 Specialty Recruitment and Selection

It was noted that the Specialty Recruitment and Selection Policy had been revised and training for specialty Selectors had been organised in November and December 2013.

Ms Campbell and Professor Gardiner informed the members that a complaint had been received from an applicant which was being investigated under the specialty recruitment complaints process. The outcome of the investigation has been appealed by the applicant.

In order to facilitate another commitment, the Chair brought the report from the Corporate Governance Manager, forward on the Agenda

13

REPORT FROM THE CORPORATE GOVERNANCE MANAGER (Paper B13/52)

Members received and discussed the report from the Corporate Governance Manager. Attention was drawn to the following and the accompanying papers received:

- Corporate Risk Register
- Report on Complaints/Incidents/Accidents/Requests Report (September/October 2013)

13.1 Policies

It was noted that further to discussion at the September meeting of the Agency Board, all new and revised policies will be equality screened prior to going to the Board for consideration and approval.

13.2 Risk Management

Corporate Risk Register

Members received and noted the Corporate Risk Register, which reflected discussion from the October meeting of the Governance & Risk Committee and was forwarded to the Board for information

Departmental Risk Registers

It was noted that a plan for the review of Departmental Risk Registers had been approved by the Governance & Risk Committee. As part of the Review, training would be provided to key staff.

Internal Audit Field Work

Mr McCarey informed members that Internal Audit had completed three days of fieldwork in October in relation to the report on NIMDTA's risk management processes. The first draft of the report had now been received and had been deemed satisfactory. Senior Management would consider the report at their next meeting scheduled for 6 December.

Senior
Management

13.3 Complaints/Incidents/Accidents/Request Report

Members received and discussed the content of the reports covering the period September – October 2013 which were presented to the Board for information.

13.4 Paperless Board

It was noted that a research exercise had been carried out in order to price the associated costs in the production of committee papers for Board, Audit and Governance & Risk. The September 2013 Board had been used as the case study. Costing had included printing, paper, postage and administrative time.

Corporate
Governance
Manager

Mr McCarey, at the request of the members, outlined possible solutions. Options were discussed and the Chair with the agreement of the members asked Mr McCarey to investigate and cost the next stage of the process.

13.5 Business Plan

It was noted that details of the DHSSPS priorities for NIMDTA would be discussed within the report from the Administrative Director.

13.6 PPI Standards Workshop – 7 November 2013

Mr McCarey informed members that he had attended a PPI standards workshop on 7 November. The purpose of the workshop had been to bring senior managers and service users together in order to discuss how performance of PPI can be assessed and monitored. Key Performance Indicators, which had been drafted by a working group, were discussed.

13.7 Information Management Controls Assurance Standard

It was noted that NIMDTA were required to achieve moderate compliance with the Information Management Controls Assurance Standard in this the first year of assessment.

13.8 Investigations Training

Mr McCarey updated the members on the Investigations Training Session he and Ms Angela Carragher (Associate Dean) had attended on the 15 November. He stated that he believed the training would be helpful in relation to the different processes that NIMDTA oversees in the delivery of its services. Following consultation with the Chief Executive and the Administrative Director, it had been decided to pursue the possibility of in-house training.

Corporate
Governance
Manager

The Chair excused the Corporate Governance Manager from the remainder of the meeting.

14 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B13/51)

Members received and discussed the report from the Administrative Director. Attention was drawn to the following and the accompanying papers received:

- Vacancies Spreadsheet
- NIMDTA Budget Review 2014/15
- Departmental Objectives for 2014/15 ALB Business Plans – Correspondence from Office of the Permanent Secretary (15.11.13)

14.1 Senior Management Committee

The Senior Management Team had met on two occasions since the last meeting of the Board.

14.2 Review of NIMDTA

It was noted that the Chair and Chief Executive had updated staff on the Review at the November staff briefing. Ms Roberts informed the members that the Department had appointed a Project Manager, Ms Paula Smyth, to take forward the next stage of the Review of NIMDTA and NIPEC. Ms Smyth, Assistant Director of Human Resources at the Business Services Organisation had been seconded to the Department to carry out the Review. It was noted that although NIMDTA awaited formal communication as to her terms of reference, she had already been in contact with Professor Gardiner (Chief Executive) and an initial meeting had been arranged for 18 December.

It was noted that the Chief Medical Officer and Deputy Chief Medical Officer had recently visited NES Scotland. Professor Gardiner further informed the members that he hoped to arrange a similar visit to look at the NES model from an administrative and Board perspective, early in 2014.

14.3 Lease and Property Asset Management

Ms Roberts informed the members that a further meeting with the Health Estates Investment Group (HEIG) and Land Property Services (LPS), to discuss NIMDTA's Property Asset Management Plan and the extension of the lease of Beechill House had taken place on 19 December. It was noted that the landlord had rejected LPS's proposal for a rent reduction but negotiations were

on-going and would hopefully be completed by the end of January 2014.

14.4 Complaints

A full summary of the information requests for September and October, including responses to Assembly Question and Ministerial Correspondence were detailed in the Corporate Governance Manager's report. Ms Roberts report summarised a number of developments during November which included the following:

Lay Representative Issue

Ms Roberts tabled information, including a summary of the criticisms within the recently published Public Accounts Committee (PAC) report concerning one of NIMDTA's lay representatives, based on a previous employment situation. The lay representative had agreed to meet with Ms Roberts and the Chief Executive but had asked for permission to be accompanied and receive advance notice of specific questions. Ms Roberts and the Chief Executive sought a clear steer from the members as to the format the meeting should take.

The Chair excused the Postgraduate Dental Dean from the remainder of the meeting.

It was agreed that the lay representative should be reassured that the meeting was an exploratory conversation to discuss issues contained within the PAC report and specific questions could be emailed in advance of the meeting.

Complaint received for the NI Ombudsman

Ms Roberts informed the members that NIMDTA had received a report from the Ombudsman in relation to a complaint from a former dental trainee. NIMDTA had been named in the complaint and asked to respond.

14.5 Junior Doctor Vacancies

Members received and discussed the vacancies spreadsheet which showed the position as of the 20 November. It was noted that there were currently seventy-nine vacancies across all specialties and levels of training and the largest number of unfilled posts pertained to emergency medicine, obstetrics & gynaecology and surgery. The Department continued to be kept informed of recruitment outcomes and vacancies.

It was noted that Ms Roberts, the Hospital Training Coordinator and Chief Executive had met with Trust HR Directors to discuss the position regarding junior doctor vacancies. Ms Roberts updated the members on the outcomes from the meeting.

14.6 Acute Care Simulation Course

Members had received an update under the report from the Chair of the Audit Sub-Committee.

14.7 Mid-Year Assurance & Accountability Review

It was noted the Mid-Year Assurance & Accountability Review had taken place with the Department on 13 November. Ms Roberts briefed members on the business of the meeting and the discussion in relation to the requirement for a 1% budget cut in-year and potential for further cuts from 2014/15 which had already been discussed at length under the report from the Finance Manager. Members received and noted the paper summarising the impact that further reductions to NIMDTA's budget would have on training and service delivery. The report had been submitted to the Department.

14.8 Performance Objectives for 2014/15 Business Plan

Members received and discussed the Departmental business objectives for NIMDTA. It was noted that in line with the Department's business planning process, NIMDTA were required to have a Board endorsed business plan submitted to the Department by 17 January 2014 for approval. It was agreed the Corporate Governance Manager would circulate the draft Business Plan via email for comment by the members before submitting to the Department.

Corporate
Governance
Manager

The Chair excused the Chief Executive from the remainder of the meeting.

14.9 Medical and Dental Recruitment and Selection (MDRS)

Ms Renee Knopp (Engagement Manager for MDRS) had been invited to give a presentation on the new IT system and application portal (Oriel) to the Board and senior members of staff at the Non-Executive Workshop held on 24 October. Ms Roberts informed the members that no further commitment had been received from the Department with reference to the costs involved.

14.10 Email Accounts for Trainees

It was noted that due to a number of unresolved issues, there had been a change in the proposal to provide all doctors and dentists in training with an official email account. The provision of the email accounts would be hosted in the BSO data centre but would only be available to trainees whilst on Trust property, no remote access initially. The project was due to be managed by the Health & Social Care Board (HSCB).

15 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B13/66)

Members received and noted the report from the Director for Postgraduate General Practice Education which included an update on the following:

- Meetings/Events attended by the Director for Postgraduate General Practice Education
- Staffing Levels within the General Practice Department
- GP Specialty Training
- GP Appraisal
- Continuing Personal Development

16 CORRESPONDENCE/REPORTS/PAPERS (Papers B13/67, B13/68, B13/69, B13/70 & B13/71)

The Board received and noted the following:

- Counter Fraud Responsibilities of All HSC & NIFRS Employees (HSC(F) 51/2013) – Correspondence from the DHSSPS (14.10.13)
- Prompt Payment Invoices (HSC(F) 52/2013) - Correspondence from the DHSSPS (24.10.13)
- Payment of Remuneration of Chairpersons & Non-Executive Members Determination (NI) 2013 (HSC(F) 53/2013) – Correspondence from DHSSPS (4.11.13)
- Controls Assurance Standards: Independent Verification of Standards for 2013/14 - Correspondence from the DHSSPS (12.11.13)
- Payment of Remuneration and Travel and Subsistence Expenses to Non-Executive Appointees (HSC(F) 56/2013) – Correspondence from DHSSPS (13.11.13)

17 ANY OTHER BUSINESS

NIMDTA Budget Review 2014-15

Ms Roberts (Administrative Director) enquired whether the Non-Executive Members wished further clarification on the Budget Review report which had been discussed within her report to the Board. The Chair informed Ms Roberts that the report had been discussed at the Non-Executives' pre-meeting of the Board. Members commented that they were content with the report. It was agreed that if they had any further comments, they should email the Chair in the first instance.

Chair and
Non-Executive
Members

Staff Briefings

Members were asked to note the staff briefing scheduled for the 26 June 2014 to which Non-Executive Members of the Board had been invited.

18 DATE OF NEXT MEETING

- Thursday 30 January 2014 – Seminar Room

Confirmed Dates for Remainder 2014

Thursday 27 February 2014 – Seminar Room
Thursday 1 May 2014 – Boardroom
Thursday 26 June 2014 – Boardroom
Thursday 18 September 2014 – Boardroom
Thursday 27 November 2014 - 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 27 March 2014 – Seminar Room
- Thursday 22 May 2014 – Seminar Room
- Thursday 28 August 2014 - Boardroom
- Thursday 30 October 2014 - Boardroom