

## Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 23 February 2023  
**TIME:** 2.00 pm  
**VENUE:** Boardroom, NIMDTA and Online

**Members:**

Mr D Wilson	Chair
Mr H Graham	Member (Zoom)
Dr J Little	Member
Mr B Garland	Member
Mr G McKenna	Member
Ms G Campbell	Member

**In Attendance:**

Mr M McCarey	Chief Executive
Dr C Harron	Acting Postgraduate Medical Dean & Director of Education and Medical Director
Mr A McClelland	Senior Governance, IT & Facilities Manager ( <i>via Zoom</i> )
Ms P Black	Senior Business Manager ( <i>via Zoom</i> )
Ms R Campbell	Senior Professional Support Manager ( <i>via Zoom</i> )
Dr L Parks	Foundation Director ( <i>via Zoom – part only</i> )
Dr Hendron	Dental Dean ( <i>via Zoom</i> )
Ms Hughes	Senior Education Manager ( <i>via Zoom</i> )
Ms Turner	Senior HR Manager – Trainee Employment ( <i>via Zoom</i> )
Dr Stone	GP Director
Ms W Adair	Internal Audit ( <i>via Zoom</i> )
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
<b>1.0</b>	<b>Apologies</b>	
1.1	Dr Smyth (Director of Hospital Specialty and Professional Development)	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
<b>2.0</b>	<b>Declarations of Interests – Items of Business</b>	
2.1	None.	
<b>3.0</b>	<b>Announcements</b>	
3.1	Mr Wilson welcomed Ms W Adair (Internal Audit) to meeting, clarifying for others that she is here as an observer.	
3.2	Mr Wilson provided clarification on the running order of today's meeting, stressing that papers are to be taken as read.  <i>Mr Garland joined the meeting.</i>  Mr Wilson highlighted plans to have an away day with Board colleagues to further develop strategy and to review the current set up of Committees.	<b>Mr McCarey Ms Kerr</b>
<b>4.0</b>	<b>Minute of Meeting</b>	
4.1	The Minutes of 26 January 2023 were approved.	
<b>5.0</b>	<b>Matters Arising</b>	
5.1	Please see appended Action List.  Mr McCarey committed to review outstanding actions with Ms Kerr.  Ms Kerr confirmed this Action List is circulated for update to SMC Members following each meeting.	<b>Mr McCarey Ms Kerr</b>
<b>6.0</b>	<b>Update from The Audit Sub-Committee</b>	
6.1	Mr Garland provided a verbal update of the meeting held this morning, noting this included the Audit Strategy and an Internal Audit Progress Report. Mr Garland highlighted the request for Audit recommendation tracking to be added as a standing item.  Mr Garland added that the Committee also discussed Committee set up review as mentioned above by Mr Wilson.	
<b>7.0</b>	<b>Update from Governance &amp; Risk Sub-Committee</b>	

Ref	Item	Action
7.1	<p>Ms G Campbell provided a verbal update of the Committee held on 21 February 2023, during which the Dental Risk Register was comprehensively reviewed. Ms G Campbell thanked Dr Hendron for an excellent and informative register.</p> <p>Ms G Campbell advised that the Standing Orders were deferred until such times as the away day re Committee structures has taken place.</p> <p>Ms G Campbell noted there are a number of Information Governance actions due for completion by end March 2023. These will be reviewed again at the next Committee on 30 March 2023.</p> <p>Mr Wilson stressed the need to set times/dates and length of meeting for Committees, to ensure meetings do not run for an unreasonable time period.</p>	
<b>8.0</b>	<b>NIMDTA Resourcing</b>	
8.1	<p><u>Industrial Action</u> Mr McCarey advised that industrial action is continuing.</p>	
8.2	<p><u>Statistical Table</u> Mr McCarey advised that statistical table has not been included this time as the data has not been updated due to proximity to last Board meeting.</p>	
8.3	<p><u>Resourcing Issue</u> Mr McCarey advised of a meeting with DoH this morning re efficiency saving measures for the next financial year. Mr McCarey confirmed he stressed the inability of NIMDTA to reduce admin costs and highlighted the link between savings at NIMDTA end, translating to increased costs for service delivery – ie. Less trainees on the ground, equals higher costs to provide service.</p> <p>Mr McCarey confirmed he, along with Ms Black are working on proposals for internal savings.</p> <p><i>Mr McClelland joined the meeting.</i></p>	

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8.4	<p><u>SLE PPE</u> Mr Wilson asked who is involved and what the timeline for completion is. Mr McCarey provided an overview of the work which has been ongoing with DoH over 2/3 months. Dr Harron and Ms Turner have met with Mr McClelland to obtain the appropriate template. Dr Harron noted she is wary that DoH should be leading on this and NIMDTA should not be taking forward without guidance. Mr McCarey advised the approach has been identified, and care is being taken to ensure work remains within the DoH preferred approach.</p>	
8.5	<p><u>PGMD Recruitment</u> Ms G Campbell asked for the timeline. Mr McCarey provided an overview, advising interview dates are currently awaited prior to advertisement.</p> <p>Dr Harron noted that the lack of SMC involvement in the process means there is a lack of awareness of Panel make up and stressed there should be another PGMD on the panel. Mr McCarey noted, advising he cannot share full detail but can confirm there has been PGMD involvement.</p>	
8.6	<p><u>Dr Little Replacement</u> PAU are involved and have sought an extension. Dr Little stressed PAU have not yet acknowledged her resignation which was submitted some 3 months ago. Further discussion will be held outside of meeting to progress.</p>	<p><b>Mr McCarey Dr Little</b></p>
<b>9.0</b>	<b>NIMDTA Policies (for approval)</b>	
9.1	<p><u>Authorisation Framework</u> Ms Black advised the Framework was amended following the recent financial audit, which included a recommendation re Senior Management approval limits. Wording has been clarified to address this recommendation, along with a general annual review of content.</p> <p>Mr Garland queried the mention of PGD in some paragraphs. Ms Black clarified the PGD would approve higher value training spend, approval would be delegated to the Chief Executive or Ms Black should the PGD be unavailable. Ms Black provided further clarification of how this works in practice.</p> <p><b>APPROVED.</b></p>	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
<b>10.0</b>	<b>Report from Chief Executive (taken pre PB)</b>	
10.1	Members noted the report from Mr McCarey, Chief Executive.	
10.2	<p><u>Strategic Plan</u> Mr McCarey advised of an SMC session earlier this week, which focused on progressing the Strategic Plan.</p> <p>Ms G Campbell queried how PPI responsibilities coming out of the Strategic Plan will be addressed. Mr McCarey confirmed Mr McClelland is taking this forward. Mr Wilson stressed Strategy and Communication discussions need to be held separately.</p>	<b>Mr McClelland</b>
10.3	<p><u>Breakeven</u> Mr McCarey noted the detail is contained within Ms Black's report.</p>	
10.4	<p><u>Beechill House</u> Mr McCarey advised Mr McClelland has organised a discussion with DoH to be hosted in Beechill House on Monday 27 February.</p>	
10.5	<p><u>Foundation Expansion</u> Mr McCarey congratulated SMC colleagues on their work on this, noting the positive stakeholder feedback received. Mr McKenna asked if this is indicative of future views on recurrent funding given the number of non-recurrent posts currently being carried by NIMDTA. Mr McCarey advised there has been much learning from this process, which will be beneficial going forward. Dr Harron provided further background.</p> <p>Mr Wilson gave Board thanks to Dr Parks and asked her to pass this on to the Foundation team.</p>	<b>Dr Parks</b>
10.6	<p><u>Board Away Day – Governance Structures</u> Mr McCarey advised that NIMDTA were at a unique point and opportunity to review its governance structures now that the Board and new SMC team have bedded in.</p>	
<b>11.0</b>	<b>Report from Senior Business Manager</b>	
11.1	Members noted the report from Ms Black, Senior Business Manager.	

Ref	Item	Action
11.2	<p>Mr Garland queried the significant level of long-term sick leave, asking what is being done to address this. Ms Black confirmed individual cases are being addressed with OHS support being provided. Mr Garland asked if temporary workers could be used to provide cover. Ms Black advised this can be difficult as it is difficult to predict how long someone will be off, at present other staff are balancing work on a priority basis while accepting performance will have to slip in some areas. Ms Black stressed that major work pieces such as the Accounts are not under threat.</p> <p>Mr McCarey added there is continuing discussion on the management of sick leave and noted Ms Black is very proactively managing this within her team.</p>	
11.3	<p>Mr Wilson queried timeline of FMR is following submission of report. Ms Black submitted 20<sup>th</sup> £580k overspend and year end, IFR 16 journals completed this month. Ms Black confirmed year-end prep work is progressing at pace, along with prep for year-end audit.</p> <p>Ms Black advised of discussions with DoH this morning re requirements to achieve breakeven, confirming DoH have indicated they will facilitate this. Mr Wilson queried the linkage to savings requests as this shows NIMDTA's inability to make savings. Ms Black overviewed the submission which detailed why NIMDTA could not make the required savings requested by the Permanent Secretary. It is recognised the only way to achieve these savings is to reduce recruitment numbers, this will be detailed and used as a planning tool by DoH re the impact this will have on service delivery, as mentioned by Mr McCarey earlier. Mr McCarey noted the figures are alarming at first hearing, though he is confident this will not come to fruition once the service impact is defined (ie much higher locum costs).</p> <p>Mr Wilson requested that the impact/consequences of not filling places should be included within NIMDTA Strategy ie. the impact of less trainees. Members discussed the huge impact potential.</p>	

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	<p>Ms G Campbell queried whether the request was viable at this time given the reduced financial staff capacity just discussed and the inability to remove trainees who have started in training programmes. Mr McCarey clarified the reasoning behind answering the request at a high level.</p> <p>Mr McCarey added that reputational damage is high on his radar due to awareness in Trusts as they have also been asked to carry out this exercise. Mr McCarey noted there is opportunity for reputational gain by robustly refusing to do this. Ms Black added the workstream is being driven by the DoF rather than DoH, largely due to the lack of an Assembly, Minister and therefore budget. This workstream will facilitate modelling to determine how current budget levels can be met, and to not engage would be of more risk to NIMDTA.</p> <p><i>Mr McCarey left the meeting.</i></p> <p>Members noted their concern with engaging and agreed this should be done, but with a level of caution.</p>	
<b>12.0</b>	<b>Report from the Acting Postgraduate Medical Dean /Director of Education</b>	
12.1	Members noted the report from Dr Harron, PGMD/Director of Education.	
12.3	<p><u>Inter Deanery Transfers</u> Dr Harron advised these can now be requested without reason, this will continue to be monitored to ensure an issue does not develop.</p>	
12.4	<p><u>Neurology BHSCT</u> Dr Harron advised that a unit in BHSCT has been moved to enhanced monitoring.</p> <p>Mr Garland queried what the risks are to NIMDTA. Dr Harron clarified that trainees may not be receiving appropriate training, this may cause difficulty attracting trainees into the programme, there could become a reputational view that trainees are substandard or trainees are not managed properly by NIMDTA SLE.</p>	

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	Mr Garland welcomed the work ongoing to manage the reputational risk. Ms G Campbell asked if there is any risk to patient safety. Dr Harron advised this has not been raised or viewed but recognised there is always a risk.	
12.5	<u>Sudden Death of Trainee</u> Dr Harron advised Members of the sudden death of a trainee 2 weeks ago, work is ongoing to identify appropriate support to be offered by NIMDTA.	
12.6	<u>ARCP</u> Mr Garland noted this has been ongoing for some time. Dr Harron advised this will be raised under Risk on resourcing.  Mr Garland stressed the Board are here to provide support as needed.	
12.7	Ms G Campbell queried where monies for IBCs come from. Ms Black confirmed IBCs are the redirecting of money already held within NIMDTA.	
<b>13.0</b>	<b>Report from the Postgraduate Dental Dean</b>	
13.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
13.2	<u>Training Practices</u> Dr Hendron advised that following shortlisting there remains 47 successful applicants. Mr Wilson asked for the consequences of these numbers.  Dr Hendron clarified there is a disparity between training capacity and the number of trainees available, thus a number of training practices will not be assigned a trainee. This has a negative impact for a dental practice and could result in less willingness to apply next year.	
13.3	<u>SIMODONT</u> Dr Hendron confirmed work is ongoing with QUB to negotiate training time in suite, which will attract some income for NIMDTA.	
<b>14.0</b>	<b>Report from the Senior Professional Support Manager</b>	

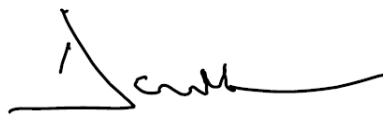


Ref	Item	Action
14.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
14.2	<u>QUB Careers Fair</u> Ms R Campbell advised she hopes to have placements from May 2023 and awaits confirmation.	
14.3	<u>NIMDTA Equality and Disability Action Plan 2023 - 2028</u> Ms R Campbell thanked Members for their input.  Ms R Campbell noted that there is work to be done with the GMC to complete an Equality plan with them.	<b>Ms R Campbell</b>
14.4	<u>PSU</u> Ms R Campbell advised there is an ongoing review of workload. NIMDTA expansion has had a knock-on effect on resourcing, which will be looked at alongside Mr McClelland.	<b>Ms R Campbell Mr McClelland</b>
14.5	<u>Immigration</u> Ms R Campbell confirmed immigration remains a challenging workstream, with numbers unknown at present.  Ms R Campbell also highlighted the increasing number of trainees not complying with their visa, adding that a process needs to be put in place for this going forward.	<b>Ms R Campbell</b>
14.6	Mr Wilson stressed the need to incorporate equality disability action plans within the NIMDTA Strategy. Ms G Campbell stressed the importance of these and of NIMDTA creating a culture which provides opportunity for a diverse workforce.  Ms G Campbell added there needs to be an equality disability plan alongside this.	<b>Ms R Campbell</b>
14.7	Ms G Campbell noted her concerns about the inability to fill staff posts, and welcomed the beginning of focused discussion on this.  Mr Wilson suggested this should be discussed at a specific session, it is a significant risk to NIMDTA.	<b>Ms R Campbell</b>

Ref	Item	Action
	Mr Wilson stressed the need to include the statistical table under resourcing each time.	
<b>15.0</b>	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	
<b>15.1</b>	<p><u>Partnership Agreement</u> Mr McClelland confirmed work is progressing, noting the delay due to COVID during which DoH and NIMDTA having other priority workstreams. Mr McClelland advised he hopes to send the Partnership Agreement to Board in April and subsequently submit to DoH in May 2023.</p> <p>Mr Wilson queried if it will link to the NIMDTA Strategy. Mr McClelland confirmed this will be developed in conjunction with the Strategy and will be subject to change going forward/based on DoH input.</p> <p>Ms G Campbell asked for Board Members to have early sight of the Partnership Agreement with a view to input prior to approving at the Board in April.</p>	<b>Mr McClelland</b>
<b>16.0</b>	Members noted the report from Ms Hughes, Senior Education Manager.	
16.1	Ms Hughes highlighted the positive verbal feedback from GMC on the self-assessment, confirming this will be followed up in writing.	
16.2	<p><u>Staffing</u> Ms Hughes highlighted difficulty filling posts. Revalidation particularly which is a statutory function remains very understaffed.</p> <p>Mr Wilson asked if ongoing tribunals have impacted staffing. Ms Hughes confirmed these take the majority of her time and are impossible to plan for.</p>	
<b>17.0</b>	Members noted the report from Ms Turner, Senior HR Manager (Trainee Employment).	
17.1	Ms Turner advised of payment issues resulting from a combination of shorter timelines from December, staff absence, industrial action and less flexibility from payroll due to internal staffing issues. Solutions are being investigated.	

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	<p>Mr Wilson asked for detail on the impact on affected trainees. Ms Turner advised that 15 GP trainees who did not have their supplement extended, along with 18 part-time trainees who have not had supplement applied. All trainees have been informed, and payment will be processed in next pay run.</p> <p>Mr Wilson asked if there is any support the Board can provide. Ms Turner suggested conversations on resourcing and re the extended Christmas leave period would be helpful. Mr Garland asked if there is benefit to bringing in agency staff to assist. Ms Turner confirmed this has been very useful to keep up with business as usual during rotations. Ms Turner advised the PPE will hopefully review staffing and provide more appropriate levels going forward.</p>	
<b>18.0</b>	Members noted the report from Dr Stone, GP Director.	
18.1	<p><u>Staffing Levels</u> Dr Stone highlighted admin requirement for current trainee level needs to be reviewed, it is unsustainable to keep increasing trainee numbers and not provide the admin support to facilitate their training.</p>	
18.2	<p>Mr Wilson noted that DoH colleagues understand the ongoing increase and the need for the overspend. Dr Stone stressed the importance of the pipeline for GP's being kept moving, highlighting that GPs provide 90% of healthcare in NI.</p> <p>Ms Black confirmed she is working closely with DoH colleagues on finances.</p>	
18.3	<p><u>Maternity Leave</u> Dr Stone noted that the Band 6 will soon go on maternity leave and will be replaced for a 1 year period.</p>	
<b>19.0</b>	Members noted the report from Dr Parks, Foundation Director.	
19.1	<p><u>Expansion</u> Dr Parks noted she is mindful that national policy re no reserve list is likely to have a negative impact with late notice withdrawals.</p> <p>Dr Parks noted plans to strategically work with RoI colleagues re filling places and the management of last min withdrawals as this happens in both directions.</p>	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
	Mr Garland queried if having funding makes any difference when you are not attracting enough applicants. Dr Parks overviewed the benefits and how she believes this will help going forward, stressing that communication of opportunity is key.	
<b>20.0</b>	<b>Reports for Noting</b>	
20.1	The following report was noted:  - Report from Dr Smyth, Director of Hospital Specialty Training and Professional Development.	
<b>21.0</b>	<b>Correspondence/Reports/Papers received (for information)</b>	
21.1	None.	
<b>22.0</b>	<b>Any Other Business</b>	
22.1	None.	
<b>23.0</b>	<b>Date of next meeting</b>	
23.1	30 March 2023, 2pm	



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**NIMDTA Chair**

**30.03.23**

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**Date**