

Minutes

MEETING: NIMDTA Board
DATE: Tuesday 1 December 2015
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

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

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Dr I Steele (Director of Hospital Specialty Training & Quality)
Dr C Loughrey (Director for Postgraduate GP Education)
Ms M Roberts (Administrative Director)
Ms R Campbell (Professional Support Manager)
Mr M McCarey (Governance, IT and Facilities Manager)

In Attendance

Mrs P Dardis (PA – Postgraduate Medical Dean’s Office)

By Invitation: Ms E Thompson/Ms P McCann (Finance Directorate, BSO) – Item 4

1 APOLOGIES

Ms A Carragher (Director for the Foundation Programme)
Mr D Morrice (Non Executive Member)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

ANNOUNCEMENTS

By Invitation: Ms E Thompson/Ms P McCann (Finance Directorate, BSO) – Item 4

Change of Agenda Order

It was noted that Item 4, Financial Update, would be deferred until the arrival of Ms Emma Thompson and Ms Paula McCann from the Finance Directorate, BSO at approximately 3.00 pm.

Schedule of Board Meetings 2016 (Paper B15/62)

Members received and noted the updated list of Board meetings and Non-Executive Workshops for 2016. Due to the Easter holidays falling at the end of March 2016, it was agreed to put the March meeting back to Monday 4 April. There would therefore be two meetings of the Board in April 2016.

The schedule would be revised and reissued to reflect this.

PA – Office of
PG Medical
Dean

Retirement of Postgraduate Dental Dean

The Chair formally announced the retirement of Professor David Hussey, from the post of Postgraduate Dental Dean, with effect from the end of 2015. On behalf of the members, he formally thanked Professor Hussey for his commitment to NIMDTA over the past eleven years. His service to the Dentistry was acknowledged.

Future Format of NIMDTA Board Meetings

Members received and noted the discussion paper from the Chair, which had been circulated prior to the meeting to the Non-Executive Members and Senior Management.

After further discussion, members agreed to accept the proposals as outlined, commencing from January 2016.

It was hoped to contain meetings to a maximum of two and a half hours commencing as usual at 2.00 pm and allotting time to each report. Heads of Department should highlight key areas of their report for discussion and necessary approval. Due to the current overlap of information provided, it was agreed that the report from the Chief Executive/Postgraduate Medical Dean, would be discussed at the end of the departmental reports, commencing from the meeting today. All other Departmental Reports would continue to be rotated in agenda order.

5

MINUTES OF PREVIOUS MEETINGS (Paper 15/64)

Minute of the meeting held on 24 September 2015, copies of which had been circulated prior to the meeting, were approved.

6

MATTERS ARISING

3. Announcements: Schedule of Board meetings 2016

It was noted that the revised list of dates had been recirculated after the September meeting.

4. Matters Arising: 10. Report from the Chief Executive/Postgraduate Medical Dean: Appointment of Postgraduate Dental Dean

Professor Gardiner (Chief Executive/Postgraduate Medical Dean) reported on the progress of the recruitment of the replacement Postgraduate Dental Dean. It was hoped to arrange interviews for the end of January 2016.

Members also discussed the need for an acting Head of Department for Dentistry to fill the void in the interim.

4. Matters Arising: 13. Report from Professional Support Manager: Human Resources Continuity Plan

Under the agenda.

4. Matters Arising: 18. Correspondence Received: Whistleblowing Guidance

Under the agenda.

4. Matters Arising: 4. Draft Annual Quality Report 2014/15

Professor Gardiner informed the members that the Report had been acknowledged and accepted, and as required been placed on the NIMDTA website.

9. Report from the Chief Executive/Postgraduate Medical Dean: 9.4 Joint Appointment Posts

Under the agenda.

12. Report from the Administrative Director: 12.4 Corporate Risk Register

Under the agenda.

7 REPORT FROM THE AUDIT SUB-COMMITTEE

Mr Smyth (Non Executive Member of the Board and Member of the Audit Sub Committee) gave an update on behalf of Mr Morrice (Chair of the Audit Sub Committee).

7.1 Draft Minute of the Meeting held on 5 October 2015 (Paper B15/65)

Members received and discussed the draft minute from the meeting held on 5 October 2015. Mr Smyth drew attention the following:

Mid Year Follow up on Outstanding Internal Audit Recommendations 2015/16

Head of Internal Audit, Mrs McKeown, had advised that NIMDTA had made excellent progress, reporting that fifty-one out of the fifty-five recommendations had been implemented, with the four remaining recommendations partially implemented.

Internal Audit Progress Report to the Audit Committee

- Recruitment & Selection of Lay Advisors Audit

The Recruitment & Selection of Lay Advisors Audit had received a satisfactory level of assurance.

- Board Effectiveness Audit

It was further noted that the Board Effectiveness Audit had also received a satisfactory level of assurance with four priority findings noted. These had been addressed by the follow up approved by the Board and forwarded to the Department. The status of the recommendations would be checked and verified by Internal Audit in March 2016.

Draft NIMDTA Mid Year Assurance Statement 2015/16

Members had received and discussed the draft Mid Year Assurance Statement, which it was noted was subject to further amendment as necessary, before being submitted to the Department within the required deadline.

7.2 Date of Next Meeting

The next meeting of the Audit Sub-Committee had been confirmed for Thursday 25 February 2016 at 11.00 am in the Boardroom. Further dates for 2016 would be arranged at the February meeting.

8 GOVERNANCE & RISK SUB-COMMITTEE

Mr Joynes (Chair of the NIMDTA Board and member of the Governance & Risk Committee), gave an update on behalf of Mr Smyth (Chair of the Governance & Risk Committee) who had given an apology for the September meeting. Attention was drawn to the following:

8.1 Meeting held on 22 September 2015

It was noted that the minute from the Governance & Risk Committee, would be available for the next meeting of the Board.

Mr Joynes had updated members on the main focus of the meeting at the September meeting of the NIMDTA Board.

8.2 Date of Next Meeting

It was noted that the meeting of the Governance & Risk Committee scheduled for 24 November 2015 had been postponed and would be rescheduled for January 2016.

10 REPORT FROM PROFESSIONAL SUPPORT MANAGER (Paper B15/67)

Members received and discussed the report from the Professional Support Manager. Attention was drawn to the following and the accompanying documents received:

- HR Continuity Plan
- NIMDTA Sick Absence (1.4.15 – 30.9.15)

10.1 Recruitment, Training and Development of Staff to ensure appropriate Induction

- HR Contingency Plan

Members received and discussed the HR Contingency Plan which identified the additional resources required to assist the Directors

for Hospital Specialty Training and Foundation Training. The Board had approved the recruitment of an Associate Director for Foundation and Associate Director for Hospital Training, two PAs/week, at their September meeting.

10.2 Induction

Ms Campbell informed the members that organisational wide induction had been held on 16 November and had included Administrative Staff, Senior Educators and Training Programme Directors.

10.3 Health & Wellbeing Working Group

It was noted that a monthly Health & Wellbeing plan of events had been agreed from January 2016. Ms Campbell would keep members informed.

Professional
Support
Manager

10.4 Absence Management

Members received and discussed the paper outlining sick absence for the period 1 April to 30 November 2015.

10.5 Specialty Recruitment

Ms Campbell informed the members that 2016 recruitment had opened. Training for NIMDTA Administrative Staff would be provided on 2 December. Training had already been provided and taken place for panel members.

10.6 UK Border Agency (UKBA) Visit

The UK Border Agency had visited NIMDTA on 16 November 2015. It was noted that they had approved the continuation of the A grading of NIMDTA as a sponsor of Tier 2 doctors.

10.7 Educator Staff Recording of Attendance

Ms Campbell advised that following a complaint with regard to the recording of annual leave in 2014/15, she and the Chief Executive had met with the relevant staff to take the matter forward.

Professional
Support
Manager

10.8 HSC Staff Satisfaction Survey

Ms Campbell advised that the HSC survey had been rolled out to staff on 19 October and would be open for eight weeks. This would replace the NIMDTA annual survey from next year onwards and results would be available in mid December.

10.9 Voluntary Exit Scheme (VES)

It was noted that a letter had been sent to staff regarding the roll-out of the Voluntary Exit Scheme with effect from 27 November 2015 (letter appended under the report from the Administrative Director). Staff briefings would be provided on 1 and 9 December and staff will be given until 11 December to seek an expression of interest. Ms Campbell assured the Board that the eligibility criteria had been highlighted and clarified at the first briefing which had taken place that morning.

4 FINANCIAL UPDATE

The Chair welcomed Ms Thompson and Ms McCann (BSO Finance) to the meeting and thanked them for their detailed report.

NIMDTA Month 7 Accounts 2015/16 Report (Paper B15/63)

Members received and discussed the monthly budget Income and Expenditure and Forecast Report for the period ended 31 October 2015, which included the following appendices:

- Appendix 1 – Income & Expenditure & Forecast Report
- Appendix 2 – Payroll Report

Ms McCann advised that she would take the members through the report initially and would then take questions. The following were highlighted and discussed:

- Income and Expenditure Position (Cumulative)

Ms McCann brought the members attention to the figures within the table on page 1 of the Finance Report. A surplus of £475k with a current year end forecast of £399k, which would exceed the breakeven target of 0.25% of RRL and income was predicted. It was noted that the estimated surplus was primarily caused by the reversal of accruals carried from 2014/15.

Members received and discussed the tabled Month 7 Financial Monitoring Return to the Department, which highlighted the £399k surplus forecast and footnote informing that current forecast spend would be reviewed and the Department notified of a possible easement within the next few months. Members discussed the timeline involved.

Chief
Executive/PG
Medical Dean

- Variance Analysis

Ms McCann drew the members attention to Appendix 1 which provided a detailed variance analysis and was based on a number of assumptions as yet to be agreed with the Department, including:

- A 1% pay award for those employees at the top scale point of their band
- GP Educator Pay Award

To take budget planning forward, Ms McCann offered to provide, and members accepted the need for a collaborative planning training session for Non Executive and Senior Management members on how to understand the layout, and drill down the Income and Expenditure and Forecast Report. Mrs Dardis was requested to pursue a possible date for the workshop before the January meeting of the Board.

PA – PG
Medical Dean

- Payroll Reports

Members received and discussed Appendix 2: Payroll Report, the details of which, Ms McCann advised were discussed with the Professional Support Department.

- Prompt Payment Performance

It was noted that as of Month 7, NIMDTA met both the thirty and ten day prompt payment targets.

Mrs Dardis was excused from the remainder of the meeting. Mr McCarey (Governance, IT & Facilities Manager) continued to take a formal note

Ms McCann asked if all issues in relation to staff training needs with regard to using the new FPL system had now been resolved. Dr Loughrey advised that there had been some queries raised around the implementation of link and load within her department, but that now the system was working better. Ms Roberts added that there was a recurrent issue that involved the payment of an historic invoice that appeared to have caused a glitch in the system, but that the issue was known and being investigated.

Ms Thompson and Ms McCann exited the meeting, after the Chair thanked them again for their attendance and continuing support

11

REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B15/68)

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

- Vacancies from August 2015 (Sept 15)
- Implementation of NIMDTA Voluntary Exit Scheme (VES)
- Joint Appointments Business Case
- Procurement and Contracts Management Report to Board – December 2015
- NIMDTA Mid Year Assurance Statement
- Corporate Risk Register – December 2015 (Updated 25.11.15)
- Information Requests/Ministerial Correspondence (October/November 2015)

11.1 Senior Management Committee

It was noted that Senior Management had met on two occasions since the September meeting of the Board

11.2 Ground Clearing Accountability Meeting

Ms Roberts advised that the Ground Clearing Meeting with Deborah McNeilly, Deputy Permanent Secretary had been held on 4 November 2015. The Postgraduate Dean/Chief Executive and Administrative Director were in attendance. Ms Roberts commented that this had been a constructive meeting.

- Management Statement/Financial Memorandum

Ms Roberts informed the members that the revised Management Statement and Financial Memorandum had not yet been received, and that the Department would be seeking to approve this in due course.

- Zero – based Budget

Ms Roberts stated that the Department is keen to move forward with the Zero-based Budget Review in order to inform decisions for 2016/17. It was pointed out that it would take some time for NIMDTA to collate the required information and any proposed redistribution of training based on the quality of training posts would require measurable agreed quality indicators, careful planning and consultation with all stakeholders. It was agreed that NIMDTA should commence the exercise with the submission of

scenarios based on 50% and 100% funding of the basic salary costs of doctors in training. Ms Roberts confirmed that she has discussed the preparation of this with BSO Finance.

- Savings Plan

Ms Roberts advised that the Department had issued a response to the Savings Plan that they had requested NIMDTA prepare. In their response the Department expressed the opinion that savings should be sought from different sources than those identified. Professor Gardiner stated that he was disappointed with the response received, as having considered the implications of such savings fully, the plan represented the best available options with a view to maintaining the quality of education. Professor Gardiner added that NIMDTA's position may have been weakened due to the fact that easements had been made in both of the last financial periods, though it had been made very clear that these easements were not recurrent and due to the reversal of accruals. Mr Smyth stated that he believed that NIMDTA had provided the information that the Department requested, and had reviewed the savings plan in a prudent manner. Following discussion it was agreed that Prof Gardiner would communicate with the Department that anything above £59k, taken from sources different to those identified in the Savings Plan, would directly impact the quality of training. The Chair added that if the Department seek to impose the plan in a different manner than that set out in the Savings Plan, their guidance should be sought in relation to which budgets it may be best to make savings from.

11.3 Meeting with Sponsor Branch

It was noted that a meeting with the Director of Workforce Planning, attended by the Chief Executive and Administrative Director, had been held on 11 November 2015 to discuss the costs associated with the Medical & Dental Recruitment System (MDRS) and NIMDTA's savings plan.

11.4 Review of HSC Administrative Structures

Members noted and discussed the Service Offering from the BSO. Ms Roberts advised that this was the second draft of the document, which had been issued along with a letter from Hugh McPoland (Director of Human Resources, BSO). Ms Roberts informed the Members that the Service Offering was enclosed for approval or rejection. Ms Roberts further clarified that the savings identified within the Service Offering would be impacted if other organisations within the auspices of the review rejected it, and for that reason the offering would need to be accepted (or rejected) in

full. Prof Gardiner noted that the projected savings of the project had been reduced following the consideration of the first draft by each of the organisations.

Following discussion it was decided that the decision would be deferred for two weeks, as the VES expression of interests timeline was running concurrently. Following the completion of this VES stage, it was agreed that, subject to schedules, the proposed finance training could be organised to take place at the same time as this decision would require to be finalised. It was hoped that this would present an opportunity for an Extraordinary meeting to discuss the matter further.

11.5 Contracts Management

Members received and noted the Contracts Management Report, which included a list of Single Tender Actions (STAs).

11.6 Complaint from Western HSC Trust

Ms Roberts advised that following a complaint to the Department by the Western Trust in relation to the distribution of training posts and the allocation process, there have been two meetings held with NIMDTA's Sponsor Branch, HSCB/PHA and the Western Trust. Following discussion it has been agreed, if possible, to expand the number of training posts by an additional 15 F1 posts from August 2016 and 15 F2 posts from August 2017 on a recurrent basis. A bid for these posts will be submitted by NIMDTA's Sponsor Branch. The HSCB has also undertaken to seek the real costs of excess travel and relocation for doctors in training from each of the Trusts. A follow up meeting is to be organised for January.

Ms Roberts added that concerns regarding the process for dealing with the issues raised by the Western Trust have been highlighted in the Corporate Risk Register.

11.7 Mid-Year Assurance Statement

The Members noted the Mid-Year Assurance Statement. Ms Roberts advised that this document had been returned to the Department in line with the deadline date of 16 October 2015.

11.8 Internal Audit Plan

Members noted the Internal Audit Assignments, as listed in the report from the Administrative Director for 2015/16.

11.9 Corporate Risk Register

The Members discussed and noted the revised Corporate Risk Register. Ms Roberts stated that the register had been drafted to reflect the conclusion of discussion at the previous Governance & Risk Committee, when the Hospital Risk Register had been reviewed.

The Chair informed the Members that he was pleased with the structure of the document, and that he believed that it had benefitted from the time that had been put into its management and review. Ms Roberts advised that the Corporate Risk Register would be discussed at the next Governance & Risk Committee. Mr McCarey will also have prepared the protocol document for the management of risk registers, for consideration at this meeting.

11.10 Information Requests and Ministerial Correspondence

The Members noted and discussed this report.

12. REPORT FROM THE GOVERNANCE, IT & FACILITIES MANAGER (Paper 15/69)

Members received and discussed the report from the Governance, IT & Facilities Manager. Attention was drawn to the following and the accompanying papers received and noted:

- NIMDTA Business Plan for 2015/16 – Correspondence from Director of Workforce Policy, DHSSPS (20.11.15)
- Strategic Planning Away Day – October 2015 (Summary)
- Whistle Blowing Policy + Screening Template
- Complaints/Incidents/Accidents (August - October 2015)
- Corporate/Foundation Complaint

12.1 Strategic Planning Away Day

Mr McCarey provided an overview of the outcomes from discussion at the Strategic Planning Away Day on 29 October 2015. With regard to the values statements it was noted that the word 'probity' should be replaced with the word 'principled'. Following discussion it was agreed that the statements as contained within the document (subject to the above amendment) should form the basis of the draft Strategic and Business Plans. It was noted that these drafts will be considered at the next meeting of the Board.

The Chair asked how the agreed statements would be communicated. Prof Gardiner stated that they would need to be

communicated clearly and would likely be the focus of a future Staff Briefing or Workshop.

12.2 Beechill House Lease

Mr McCarey provided an overview of the changes in Landlord and Handling Agent that he had noted in his report. Mr Smyth enquired as to the controls that were in place that allowed for the double payment to be made. Mr McCarey assured the Members that appropriate controls were in place, and that the issue had been identified at an early point. Mr McCarey provided further context in relation to the timing of the transferring of the lease and handling agent, in that it took place at the same time that a quarterly rent and service charge payment was due. This was compounded by the fact that the previous handling agent had forwarded an invoice to Shared Services in error. Mr McCarey advised the members that he had received confirmation that the funds had been returned in full.

12.3 Whistleblowing Policy

Mr McCarey informed the Members that one of the outcomes of the Donaldson Report was a review of Whistleblowing procedures across the HSC. This review will be carried out by RQIA. The revised Whistleblowing Policy, and accompanying screening template, were discussed and approved.

12.4 Complaints/Incidents/Accidents/Information Requests

The reports for August, September, and October 2015 were noted.

13 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B15/70)

Members received and noted the report from the Director for Postgraduate General Practice Education. The following paper was received and noted:

- Reach Out – a Programme for GP Specialty Trainees

Dr Loughrey provided Members with an overview of her report and invited questions.

Mr Wilson noted that within Dr Loughrey's report there was a request for organisational direction in relation to whether the GP Department should continue to seek opportunities and revenue streams in GP Continuing Professional Development. Dr Loughrey

clarified that this was an activity previously made largely obsolete due to savings and efficiencies, but there were now many opportunities emerging. Dr Loughrey added that the risk of not engaging is that NIMDTA will be isolated and miss opportunities to build its reputation and standing in the HSC.

The Chair, following discussion, requested that Mrs Stevens (Director for Workforce Planning, DHSSPS) is written to, in order to request how NIMDTA would best input into and be aware of the views of the Regional Medical Workforce Group.

Chief
Executive/PG
Medical Dean

14 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B15/71)

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

14.1 Foundation Dentistry Issues

Prof Hussey informed the Members that the National Recruitment for Dental Foundation Training had been carried out at the Ramada Hotel in Belfast on the 18/19th November 2015. Prof Hussey congratulated the administrative staff for the excellent organisation of the event, which had also been complimented by the National Lay Assessor.

14.2 Continuing Education

Prof Hussey informed the Members that a decision had been made not to organise an Annual Conference in 2016, and explained that this was due in part to the re-allocation of staff members. Ms Roberts enquired if this decision would have an impact on the Dental budget for next year, as the conference generated a profit. Prof Hussey clarified that the profit raised was generally in the region of £2k, and that this therefore would not have a material impact on budgets.

14.3 Retirement of Postgraduate Dental Dean

Prof Hussey thanked the Chair for his earlier comments in relation to his retirement, and stated he wished to add his sincere thanks to all NIMDTA colleagues. Prof Hussey added that he had the opportunity to work across a number of organisations, and that he would particularly fondly remember his time at NIMDTA.

15 REPORT FROM THE DIRECTOR OF HOSPITAL SPECIALTY TRAINING (Paper B15/72)

Members received and discussed the report from the Director for Hospital Specialty Training and attention was drawn to the following:

15.1 Allocation Process

Dr Steele informed the Members that there had been concerns raised by the Western Trust with regard to equity of distribution of gaps where we have fewer trainees than there are posts, and noted that this had been discussed under the Administrative Director's report.

15.2 Study Leave

Dr Steele advised the Members that significant changes had been made to how study leave was administered this year. Dr Steele outlined some issues that were caused by high cost mandatory training.

15.3 Dean's Report

Dr Steele confirmed that the Dean's Report had been submitted on 30 October in advance of the GMC's deadline.

15.4 Ophthalmology ARCP

Dr Steele informed the Members that a trainee in the last year of training received an outcome 4. The decision was upheld on review and an appeal panel will now consider the decision.

15.5 Training in Public Health Medicine

Dr Steele advised that a legal opinion has been requested from the BSO on the appropriateness of the current arrangement of only recruiting medical graduates to the training scheme (in contrast to the arrangements in the other three nations) and the ability of PHA/NIMDTA to respond to any challenge to this approach.

15.6 Trainees working in the private sector

Dr Steele informed the Members that a legal opinion is also being sought from the BSO with regard to indemnity requirements for trainees who assist with working list initiatives in the private sector or require access to patients in the private sector to achieve training numbers.

10 REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME

Deferred to the next meeting.

9 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B15/66)

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 and noted:

- BSO Service Offering (Version 2) inc Covering letter (13.11.15)
- FMLM NI Regional Conference (12.11.15)
- IQuest Generic Skills Programme Launch (15.10.15)
- Annual Junior Doctors' Prize Evening (5.11.15)
- NIMDTA World Quality Day Event (13.11.15)
- Workshop to Explore having a Lead Employer In HSC for Doctors & Dentists in Training Programme (17.12.15)
- NIMDTA Business Plan for 2015/16 – Correspondence from Director of Workforce Policy, DHSSPS (20.11.15)
- Public Sector Transformation Fund: HSC VE Scheme (Emails 14.10.15 & 19/20.11.15)
- Planning Scenarios for 2016/17 Budget – Correspondence to Director of Finance, DHSSPS (19.11.15)

9.1 Easement

Prof Gardiner sought to clarify if the Members were agreeable to the plan to return an easement of £200k-£250k. Following discussion it was agreed that this was approved, though any appropriate spend that enhances training should be made, as long as the spend is achievable, and will not impact breakeven.

9.2 Units in Difficulty

Prof Gardiner stated that he wished to draw the attention of the Members to a number of units that were experiencing difficulties.

The difficulties experienced in Emergency Medicine at one of the Trusts, have been caused by an ambulance divert that is currently in place. It was decided that this should be escalated to the Quality Management Risk Register.

Administrative
Director

9.3 Events

Prof Gardiner provided an overview to the Members of the following events:

- Annual Junior Doctor's Prize Evening [5 November 2015]
- iQuest Generic Skills Programme Launch [15 October 2015]
- Faculty of Medical Leadership and Management [12 November 2015]
- World Quality Day Event [13 November 2015]

9.4 Simulation Strategy

Prof Gardiner referred the Members to a report that he had tabled in relation to NIMDTA's Simulation Strategy. Prof Gardiner provided an overview of the report which detailed progress in this regard up to 30 November 2015.

17 CORRESPONDENCE/REPORTS/PAPERS (Paper B15/74 & B15/75)

Members received and noted the following:

- Completion of Board Governance Self- Assessment Tool by all DHSSPS Sponsored ALBs for 2015/16 – Correspondence from DHSSPS (27.10.15)
- Correspondence from Office of the Permanent Secretary re. Future of Health & Social Care in Northern Ireland (4.11.15)

18 ANY OTHER BUSINESS

There was no further business.

19 DATE OF NEXT MEETING

- Tuesday 26 January 2016 - Boardroom

Confirmed dates for 2016 (as agreed previously under the agenda)

Thursday 25 February 2016 – Boardroom (*originally Non Executive Workshop*)

Monday 4 April 2016 – Seminar Room (*changed from 24.3.16*)

Thursday 28 April 2016 – Boardroom

Thursday 30 June 2016 – Boardroom (*holding Thursday 23.6.16 alternative*)

Thursday 29 September 2016 – Boardroom

Thursday 24 November 2016 – Boardroom

All formal meetings will commence at 2.00 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.00 pm.

Non-Executive Members Workshops 2016

- Tuesday 24 May 2016 – Boardroom

Confirmed dates for remainder of 2016

- Thursday 25 August 2016 - Boardroom
- Thursday 27 October 2016 - Boardroom

All Non Executive Workshops unless otherwise advised will commence at 2.30 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.30 pm.

Dr Loughrey (Director for Postgraduate GP Education), Professor Hussey (Postgraduate Dental Dean), Dr Steele (Director for Hospital Specialty Training) and Ms Campbell (Professional Support Manager), were excused from the remainder of the meeting.

20. Confidential Agenda