

Minutes

MEETING: NIMDTA Board (Ad-Hoc)
DATE: Thursday 30 August 2018
TIME: 1.00 pm
VENUE: Board Room, NIMDTA

Members: Mr A Joynes Chair
 Mr D Maguire *(Part only)*
 Mr D Morrice
 Mr L Wilson
 Mr G McKenna
 Dr J Little

In Attendance: Professor K Chief Executive/Postgraduate Dean
 Gardiner
 Mr M McCarey Governance, IT & Facilities Manager
 Ms G Kerr Committee Support Executive Officer *(part only)*
 Ms K McIlvenny Governance Executive Officer *(part only)*

Ref	Item	Action
1.0	Apologies	
1.1	None.	
2.0	Declarations of Interests – Items of Business	
2.1	None.	
3.0	Announcements	
3.1	Mr Joynes advised that there were a number of issues which needed to be discussed and which had required this additional Board Meeting. Going forward there would be Board Meetings with reduced agendas prior to each of the Board Workshops.	
4.0	Annual Quality Report	

Ref	Item	Action
4.1	<p>Mr Joynes asked for Members views on the Quality Report, advising that he felt it presented a good reflection of NIMDTA's achievements throughout the year, 2017/18.</p> <p>Mr Morrice agreed that the Quality Report was excellent, highlighting his only concern that the quality of some of the images was not great, Professor Gardiner confirmed these were being improved. Dr Little seconded that a lot of graphics were very difficult to read, Mr McCarey clarified that printing had caused some quality issues. Mr Oliver was going to optimise images on his return, which would hopefully improve the quality. Mr Joynes suggested reviewing the report and if images were not adding to the content, they should be removed.</p>	<p>Mr Oliver Ms McIlvenny</p>
4.2	<p>Mr Morrice also highlighted the wording on Page 11 which referred to five departments, supported by three further business departments. However the graph below showed four and four, which was inconsistent. Professor Gardiner agreed this needed to be amended. Members discussed the merits of the image being included and concluded as it was not a requirement, it should be removed. Ms McIlvenny was asked to make the appropriate changes.</p>	<p>Ms McIlvenny</p>
4.3	<p>Mr McCarey suggested adding a graphic after Mr Joynes' and Professor Gardiner's statements, to highlight NIMDTA's key achievements during 2017/18. This would provide a summary and reduce the requirement to read through the entire document in order to identify achievements.</p>	<p>Ms McIlvenny</p>
4.4	<p>Mr Joynes asked when the Quality Report was due to be submitted to the DoH. Professor Gardiner advised that the deadline was 14 September 2018, which was felt to be too close to leave for Board approval at the meeting on 13 September 2018.</p> <p>Mr Joynes confirmed that he was content with the document, subject to the changes agreed above being made. Mr Joynes asked that the Board see the final version on 13 September, or that it be circulated in advance.</p> <p><i>Ms McIlvenny left the meeting.</i></p>	<p>Ms McIlvenny</p>
5.0	Lead Employer Update	
5.1	Mr Joynes highlighted to Members the press release from the	Mr

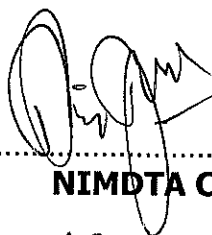
Ref	Item	Action
	<p>DoH Permanent Secretary, clarifying that this named NIMDTA as the potential organisation for a pilot as the medical lead employer, but that it was unlikely that this would be the case when a lead employer was introduced across all of the HSC organisations.</p> <p>Members discussed a range of concerns raised by the Permanent Secretary's letter, particularly the short timescale available for implementation. Members agreed that Professor Gardiner should write to DoH Sponsor Branch on behalf of trainees, highlighting these concerns and the negative press which could occur if the Lead Employer pilot was rushed or not implemented correctly.</p>	<p>McCarey/Professor Gardiner</p>
<p>6.0</p>	<p>SWAH</p>	
<p>6.1</p>	<p><i>Mr Maguire joined the meeting.</i></p> <p>Professor Gardiner circulated his letter of reply to Professor Kelly. Professor Gardiner asked the Board if they felt there was anything further to be done at this point.</p> <p>Mr Joynes stated that he felt the matter should be highlighted as a risk. Dr Little suggested adding it to the Corporate Risk Register.</p> <p>Members were in agreement that, at this point, there was no further action to be taken, provided that the actions outlined by WHSCT in the various pieces of correspondence, were implemented.</p>	
<p>7.0</p>	<p>SAS Doctors</p>	
<p>7.1</p>	<p>Professor Gardiner advised that a request was made for NIMDTA to become involved in training for this group of doctors who were not currently in training or seeking Consultants. Mr Joynes highlighted his concern around the provision of sufficient funding for this training.</p> <p>Professor Gardiner advised that the DoH had identified Confidence & Supply funding during 2018/19 and 2019/20. Professor Gardiner stated that while it would be good to support these doctors in training, there were concerns about the nature of Confidence & Supply funding. Dr Little asked how many doctors currently fell into the SAS category. Professor Gardiner advised there were approximately 600.</p>	<p>Professor Gardiner</p>

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	<p>Members discussed a number of concerns regarding the adequacy of funding and NIMDTA's inability to absorb additional costs. Professor Gardiner stated that he felt NIMDTA should support SAS doctors, but only once appropriate funding has been established. Mr Joynes endorsed this conclusion.</p> <p>Mr Maguire highlighted his surprise that there were 600 doctors within this category. Professor Gardiner confirmed this was a rising trend.</p> <p>Professor Gardiner agreed to write to the DoH stating that NIMDTA were content to support SAS doctors, but required a coherent approach on funding and suitable NIMDTA accommodation before proceeding.</p>	
8.0	Pharmacy Update	
8.1	<p>Professor Gardiner provided an update on the last meeting attended by Mr Timoney (NICPLD), Mr Dawson (DoH), Professor Gardiner and Mr McCarey, giving context for the paper that was circulated. Mr Pengelly had confirmed that the arrangement with QUB would not be extended again, so something had to be done. The initial proposal was for NICPLD to "co-habit" rather than actually merging with NIMDTA at this stage.</p> <p>Professor Gardiner highlighted a number of significant costs within the document which had not previously been disclosed. There were major concerns as to where the additional funding would come from.</p> <p><i>Ms Kerr left the meeting. The Board took a recess for a presentation by Mr Gordon, DoH Communications.</i></p>	
8.2	<p><i>The Board resumed.</i></p> <p>Members discussed the nature of "co-habiting", highlighting that the cost to NICPLD for administrative space, training space and use of IT/phone facilities at NIMDTA would need to be carefully calculated and could not be met from the existing NIMDTA budget</p> <p>Members agreed that the space allocated to Pharmacy must be based on the same considerations as any other team at</p>	

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	<p>NIMDTA, in order to remain fair and equitable with current staff.</p> <p>Members agreed that any charges to NIMDTA should be done on the basis of breakeven, as opposed to NIMDTA gaining from the arrangement.</p> <p>Mr Maguire stated that it would be a significant challenge to manage and integrate two cultures.</p> <p>Members discussed the nature of the IP issues and the cost of these.</p> <p>Professor Gardiner highlighted NIMDTA's inability to take on the additional expenses associated with the extraction of NICPLD from QUB ie additional expenses associated with accreditation of courses, loss of discount on hire of QUB venues, or costs of QUB diplomas/degrees.</p> <p>Members queried the sponsorship structure of Pharmacy as there appeared to be an accountability structure through the CPO. However it was unclear if there was a link to Education as opposed to Health.</p> <p>Professor Gardiner highlighted the uncertainty as to whether NICPLD would be in a position to complete an Annual Report or Financial Statements due to the lack of associated legislation.</p> <p>Dr Little queried the legislative amendments required and the likely timeframe, given the current political situation.</p>	
9.0	Property Update	
9.1	<p>Mr McCarey provided a progress update and identified the final option from LPS, following their examination of the open market.</p> <p>Mr McCarey provided an update of the opening bid in negotiations, which was currently with the Landlord to work out cost implications and feasibility. Mr McCarey also advised that there were currently drawings being produced that would allow NIMDTA to manipulate the layout and see what way the space could best be used.</p>	

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9.2	Mr Joynes highlighted that it was unacceptable that the roof was currently leaking. Members discussed this and proposed that this should be repaired as a priority and not be linked with the current discussions on extending our space and, therefore, not as part of these additional negotiations.	
9.3	Mr Joynes stressed that he would like any future refurbishment and movement of space to be done with as little impact as possible on staff. Mr McCarey highlighted the opportunity to equip additional space before any move of staff. There would be a need for detailed discussions as to where best to accommodate staff	
10.0	Proposal from Chief Dental Officer/PGDD	
10.1	<p>Professor Gardiner provided context to the proposal. Members discussed the risk and liability that would be borne by NIMDTA if it was decided to progress this proposal. Members identified the need for contingencies if it became necessary to locate the trainee concerned into another Deanery. Members also discussed the fact that part of the solution might be to appoint a second consultant since that would make the overall service more robust.</p> <p>Members noted that this was a service that was likely to become busier with an aging population.</p>	
10.2	Members concluded that NIMDTA should write to Sponsor Branch and the CDO expressing our reservations about starting a new programme in the context of the very limited resilience in the service. It was also agreed to highlight the possible need for additional support from DoH if there was a collapse in the service and loss of capacity to train.	Professor Gardiner
11.0	Audit of Board Effectiveness	
11.1	Dr Little queried if this was the same as the Audit recently completed. Mr McCarey clarified that this related to a work stream from the Internal Audit Plan, which was carried out every three years as opposed to the Self-Assessment annual submission to DoH.	

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11.2	Mr McCarey advised that he had shared an Audit Plan with Mr Joynes and agreed to email this to all Board Members. Mr Joynes stated that there was a Questionnaire that should be completed and asked that this also be shared. Mr McCarey agreed to circulate the Questionnaire.	
11.3	<p>Members queried who would participate in the audit. Mr McCarey advised that it was his understanding that Audit would sample a few members to interview. Mr McCarey advised that he would like to spend time with Board Members to discuss the completion of this year's assessment.</p> <p>Members agreed to do this between 1-2pm on 24 October 2018.</p>	
12.0	Any Other Business	
12.1	Mr Joynes advised that the previously reported Information Request had now been escalated to the ICO. Mr McCarey confirmed that he had not heard anything further in relation to this.	
13.0	Date of Next Meeting	
	Thursday 13 th September 2018 at 2pm in the Board Room, NIMDTA	



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NIMDTA Chair

13 - 09 - 18

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Date

