

1 Minutes

MEETING: NIMDTA Board (Ad Hoc)

DATE: Thursday 11 May 2023

TIME: 2.00 pm

VENUE: Seminar Room, NIMDTA

Members:	Mr D Wilson	Chair
	Mr B Garland	Member (<i>via Zoom – part only</i>)
	Ms G Campbell	Member
	Dr J Little	Member
	Mr G McKenna	Member
	Mr H Graham	Member

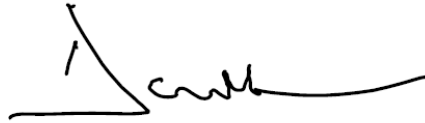
In Attendance:	Mr M McCarey	Chief Executive (<i>via Zoom</i>)
	Ms P Black	Senior Business Manager (<i>via Zoom</i>)
	Mr A McClelland	Senior Governance, IT & Facilities Manager
	Ms M Gregge	Governance & Facilities Co-ordinator
	Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	None.	
2.0	NIMDTA Annual Report 2022/23	
2.1	Mr McClelland overviewed the version being shared on screen, noting this was amended following Ms Black's input re Remuneration. Mr Wilson's amendments have been made. Mr McCarey's amendments are still to be made. Ms Black asked for copy to be forwarded. Ms Gregge did this during meeting.	

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	Mr McClelland noted that Ms Gregge will make further formatting tweaks to ensure consistency with the Strategic Plan. Mr McCarey added that he would like a 1 page infographic of good news for promotional purposes.	
2.2	<u>Chair Foreword</u> Dr Little queried the wording around Dr Harron's appointment as PGD, as it currently does not reflect that a recruitment process took place. Mr Wilson confirmed he is happy with current wording. Ms G Campbell asked if it is correct to refer to Dr Steele's retirement, all discussed and agreed this is appropriate.	
2.3	<u>Chief Executive Foreword</u> Members are happy with content.	
2.4	Mr Wilson asked re standardised wording from DoH, are these applicable within the Annual Report or do they only apply to the Accounts. Ms Black noted there are some within remuneration and accountability sections, along with the Accounts which are lifted from the FREM. These wordings cannot be changed.	
2.5	Acronyms are being addressed via Mr McCarey's comments, but are not done in version being looked at today.	
3.0	Performance Overview	
3.1	<p>Ms G Campbell queried fill rates for posts, as she sees Foundation elsewhere but not others. Mr McCarey advised this requires wider discussion as current arrangements mean by default posts are underfilled. Members discussed and agreed this is not something to highlight here.</p> <p>Dr Little noted that the wrong financial year is referred to in some cases. Mr McClelland confirmed this will be checked prior to submission. Ms Gregge added that some educational sections will correctly refer to previous years due to how work is managed.</p> <p>Members requested that some of the figures be put into tables for ease of reading. Mr McCarey confirmed he has requested this within his feedback.</p>	

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	<p>Members asked if there will be page numbers added. Mr McCarey confirmed these added at the end due to formatting challenges created.</p> <p>Mr McCarey clarified that an Accounts review by the Board is a required governance step. However today's review of the Annual Report is a best practice, but not requirement.</p>	
3.2	<p><u>Trainee Engagement</u> The use of capitals is not consistent. Dr Little believes the year is wrong.</p>	
3.3	<p><u>PSU referrals</u> Dr Little suggested this would make a good pie chart.</p>	
3.4	<p><u>Educational Faculty</u> There is inconsistent use of inverted comments and capitals</p>	
3.5	<p><u>SLE Doctors & Dentists in Training</u> There is improper grammar. Mr McCarey confirmed he has largely rewritten this section.</p>	
3.6	<p><u>SLE Governance</u> There is incorrect use of semi-colons, instead of commas.</p>	
3.7	<p>Mr Wilson requested agreement of a consistent approach to numbers in figures or in words. Eg. Use words at beginning of sentence. 1-12 is words, 13 and above is numbers.</p>	
4.0	Performance Analysis	
4.1	<p>Mr McCarey overviewed the amendments he has requested.</p> <p>Mr Garland asked if work done on NIMDTA's behalf by BSO is reflected within the Corporate Scorecard, i.e. If they are missing targets would this be red. Mr McCarey clarified this is covered within Governance Statement instead.</p>	
5.0	Accountability	
5.1	<p><u>Declarations of Interest (DoI)</u> Ms G Campbell advised she needs to submit additional DoI's.</p> <p>Mr Garland noted his should refer to the Pharmaceutical NI not</p>	

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	<p>Ireland.</p> <p>Mr Wilson noted he has another to add re being a Board Member for Co-Ownership.</p> <p>Ms Black provided clarification of what should be included and why these are included. All concluded it is preferable to over declare to be on safe side.</p>	
6.0	Pension Table	
6.1	<p>Mr Wilson noted that within the pension table, Dr Stone has slipped a line, this should be fixed.</p> <p>Ms G Campbell highlighted that the Board are noted as Senior Management, this incorrect wording should be fixed.</p> <p>Dr Little queried the noting of her end date as 2025, adding that she does not want this to be viewed as her no longer intending to retire. Mr McCarey committed to seek advice on how this should be worded. Dr Little highlighted that DoH have still not acknowledged her intention. Mr McCarey confirmed both he and Mr Wilson have raised with DoH to push for acknowledgement.</p>	
6.2	<p><u>Pensions for Senior Management</u></p> <p>Dr Little asked if these are correct, there is a lot of variation in the figures. Ms Black provided clarification on why figures have been calculated in this way by Pensions Branch. Dr Little asked that a footnote is added to provide this clarification.</p>	
7.0	Any Other Business	
7.1	<p>Mr McCarey confirmed that an indicative Budget has been received, with less savings than originally expected. Mr McCarey committed to share the allocation letter with Members in advance of tomorrow's meeting with DoH.</p>	Mr McCarey



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NIMDTA Chair

22.06.23

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Date