

Minutes

MEETING: NIMDTA Board
DATE: Thursday 25 February 2016
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

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

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Dr I Steele (Director of Hospital Specialty Training)
Ms A Carragher (Director for the Foundation Programme)
Ms B Hendron (Postgraduate Dental Dean)
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)
Ms G Kerr (Committee Support Officer)

By Invitation: Ms E Thompson/Ms P McCann (Finance Directorate, BSO) – Item 8

1 APOLOGIES

Dr C Loughrey (Director for Postgraduate GP Education)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Mr Joynes (Chair) welcomed Ms Hendron and congratulated her on her recent appointment as Postgraduate Dental Dean.

Mr Joynes (Chair) highlighted the programme for the upcoming Advanced On-Board Training Workshop scheduled for Tuesday 8 March 2016.

Mr Joynes (Chair) highlighted the dates of two Staff Briefings later in the year that Board Members have been invited to attend:

- Thursday 30th June @ 12 noon
- Thursday 24th November @ 12 noon

After discussion, it was agreed to change the date of the June Staff Brief to Thursday 23rd June. This will allow the Audit Committee, Staff Briefing and Board meeting to take place on one day.

4 MINUTES OF PREVIOUS MEETINGS (Paper 16/07)

Minute of the meeting held on 26 January 2016, were agreed as a true and accurate record.

5 MATTERS ARISING

10. Report from the Professional Support Manager: Health & Wellbeing Group

Ms Campbell (Professional Support Manager) advised that dates have yet to be agreed by the Senior Management Committee for a programme of events. She agreed to keep members informed. Professional Support Manager

4. Draft Business Plan 2016/17

Mr McCarey (Governance, IT and Facilities Manager) advised that the Draft Business Plan is currently with DHSSPS for comment. The Draft Business Plan will be brought to the next Board meeting on 4 April for approval. Governance, IT and Facilities Manager

6 REPORT FROM THE AUDIT SUB-COMMITTEE

6.1 Verbal Update of the Meeting held on 25 February 2016

Mr Morrice (Chair of the Audit Sub-Committee) provided a verbal update of the meeting held on 25 February 2016.

Mr Morrice advised that the BSO Internal Audit Progress Report showed 4 Audits carried out so far this year, all with a satisfactory level of assurance and confirmed that all recommendations are in progress or complete.

Mr Morrice advised that the Audit Strategy for the 2015/16 Accounts had been presented. This is a standard document, which highlighted 1 significant risk re Breakeven and which is to be expected given the issues experienced in 2014/15. It was noted that the timescales given would be challenging, but achievable.

Mr Morrice highlighted the requirement for Members to note receipt of the Investigation Report regarding the *'Failure of Financial Forecasting and failure to break even for 2014/15'*. Members discussed and formally approved the report, however it was noted that NIMDTA will be unable to complete some of the recommendations included due to the non-return of the Finance Manager. Ms Roberts agreed to provide a copy of the final report to NIAO.

Administrative
Director

6.2 Date of Next Meeting

The next meeting of the Audit Sub-Committee was confirmed as Wednesday 25 May 2016 at 11.00 am. Further meetings for 2016 are as follows:

- Thursday 23rd June 2016 at 11am
- Thursday 4th October 2016 at 11am

7 GOVERNANCE & RISK SUB-COMMITTEE

7.1 Meeting held on 21 January 2016

Minutes of the meeting on 21 January 2016

It was noted that the minutes are delayed by agreement until the end of March 2016, due to work pressures.

The following had been reviewed and approved with minor amendments at the meeting of the Governance & Risk Committee held on 21 January 2016:

- Draft Business Plan
- Policy Review (10 documents)

Mr McCarey provided a brief update on delays re European Data Protection Guidance. Advice has now been received from the Information Commissioner that we should progress in the absence of new guidance. A draft will be updated and circulated to the next Board meeting.

Governance,
IT and
Facilities
Manager

7.2 Date of Next Meeting

It was noted that dates for meetings of the Governance & Risk Committee in 2016 were to be arranged. Mr Joynes noted that a meeting during March would be preferable.

8 FINANCIAL UPDATE

The Chair welcomed Ms Thompson and Ms McCann (BSO Finance) to the meeting.

8.1 NIMDTA Month 10 Accounts Final Financial Position (Paper B16/08i)

Members received and noted the monthly Budget Income and Expenditure and Forecast Report for the period ended 31 January 2016, which was circulated prior to the meeting.

Ms McCann highlighted and members discussed the following from the report:

- 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 just over £160k with a current year end forecast of approximately £61k, which fell within the breakeven target of +/- 0.25% of RRL and income was predicted.

Ms McCann highlighted the surplus of £160,888 and explained this was due to an unexpected refund by NHSCT during Month 10. Ms McCann explained that following advice from the DHSSPS, the Month 11 RRL will be reduced by £58,401 (equivalent to the Clinical Excellence funding for 15/16).

Mr Joynes sought assurance that there would not be any risks associated with the return of funds to DHSSPS. Ms McCann clarified that as the refund from NHSCT had been unexpected, it was understood by DHSSPS that this was outside NIMDTA's control.

Mr Morrice raised concerns about whether the returned payments should initially have been made to NHSCT. Ms McCann clarified that the invoices paid were expected costs and so it was correct that they were paid. It was later highlighted by a NHSCT Audit that some of the planned works did not take place, and thus a refund to NIMDTA was required.

Members agreed it was appropriate to return £58,401 to DHSSPS as soon as possible.

- Variance Analysis

Members' attention was drawn to Appendix 1 which provided a detailed variance analysis. Ms McCann further highlighted and members discussed the main income, pay and non-pay variances as outlined in the report.

It was noted that, in accordance with the update from the Minister on 8 January 2016, a 1% pay award had been agreed for AFC staff at the top point of the pay scale with effect from 1 April 2015. This is currently being accrued until such times as it is paid via payroll.

Mr Gardiner confirmed that DHSSPS has verbally confirmed that NIMDTA will not be liable for the financial impact of VES, however written confirmation of this is still outstanding. Ms McCann confirmed VES spend has not been factored in as a cost to NIMDTA. Ms Campbell highlighted that confirmation will be required before payroll on 9th March, as VES payments are expected to be made in March salaries.

- Payroll Reports

Members received and discussed Appendix 2: Payroll Report. Ms McCann advised that all variances had been queried and confirmed.

- Prompt Payment Performance

It was noted that as of Month 10, NIMDTA met both the thirty and ten day prompt payment targets.

8.2 NIMDTA Month 9 Accounts 2015/16 Report (Paper B16/08ii)

Members further received and discussed the NIMDTA Month 9 Accounts for the period ended 31 December 2015, which were circulated prior to the meeting. Ms McCann highlighted that the figures contained in this report are not like for like as the 14/15 figures are for a 12 month period and 15/16 figures are for 9 months.

Ms McCann highlighted and members discussed the following from the report:

- Updated Departmental Accounts Template

Ms McCann advised that DHSSPS has created a new template to be used for the end of year accounts. As yet this has not been made available so has not been used for the Accounts for the 9 month period ending 31 December 2015.

- Increased Staff Costs

Ms McCann highlighted the increased staff costs for 2015/16 and advised this increase is due to additional Agency staff costs. Ms McCann also advised that additional changes are expected at year end due to the Voluntary Exit Scheme.

- Prompt Payment Policy

Ms McCann highlighted the significant improvement in prompt payment during 15/16, up from 83.3% in March 2015 to 95.5% in December 2015 (30 day payment target).

Members agreed this was a very comprehensive overview.

Mr Smyth asked when a normal working relationship between NIMDTA and BSO could be expected, where the levels of information and support required from NIMDTA staff would reduce.

Ms McCann and Ms Thompson advised this is very difficult for them to predict at this stage, given the impending retirement of the Administrative Director and raised their concerns about the impact on service levels this staff change will have.

Mr Smyth asked if, after a full cycle of Accounts has completed in June, would BSO expect a more normal relationship. Ms Thompson again expressed the expected difficulties with the losing their main contact when Ms Roberts retired. Ms Thompson also highlighted that the complexities of NIMDTA's set-up and the requests this creates, mean there will always be fluctuations and changes year on year.

Mr Wilson asked if it is possible for NIMDTA to pay additional fees for extra support from BSO, to allow all finance works to be carried out by them. Ms Thompson advised that this was an option, at an additional cost to NIMDTA, but as it was not what was originally planned would need to be agreed.

Mr Smyth queried if it is in fact cost effective for NIMDTA to have a Senior Management contact on site, with no Finance team and utilise a Shared Service. Ms Thompson offered to meet with NIMDTA Senior Management to discuss the support BSO needs from NIMDTA staff and come up with an agreed approach for the future.

Chief Executive/Post graduate Medical Dean
Ms Thompson
Ms McCann

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

9 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B16/09)

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

- Schedule 3: Senior Management Committee Standing Orders (Revised 11.02.16)
- Vacancies from August 2015
- Business Case MDRS
- Business Case Autopsy Training
- Business Case ICM
- Service Offering
- Contracts Management Report
- Corporate Risk Register – December 2015 (Updated Feb 16)

- Information Requests/Ministerial Correspondence (24 November 2015 – January 2016)

9.1 Senior Management Committee

Ms Roberts advised that it has been decided that the Senior Management Committee (SMC) will meet, where possible on a weekly basis. The Terms of Reference have been revised to reflect this, and are included for Board approval. Members discussed and agreed.

Members noted that BSO are not attending SMC meetings. Ms Roberts advised that BSO meet with her and Professor Gardiner on a monthly basis and they take issues/queries to SMC as required. Ms Roberts advised that in addition to this monthly meeting, she has very regular contact with BSO staff and liaises with NIMDTA staff to resolve queries/issues as they arise.

Members noted the high levels of NIMDTA staff time still being spent on Finance issues that they would have expected BSO to be managing under the contract. While it is understood that in Year 1 there is a steep learning curve for BSO, members would expect the burden on NIMDTA staff to reduce significantly during Year 2. Members agreed this should be raised with BSO.

9.2 Management Statement/Financial Memorandum

Ms Roberts advised that the revised Management Statement and Financial Memorandum have not yet been received from DHSSPS.

9.3 Zero-Based Budget

Ms Roberts advised it had been 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 advised that she has already discussed the preparation of this with BSO and will begin the budget build at the end of the financial year.

9.4 Savings Plan

Ms Roberts advised that NIMDTA is awaiting feedback from DHSSPS as to the budget for 2016/17 and the level of cuts being imposed.

9.5 Junior Doctor Vacancies

Ms Roberts drew members' attention to Appendix 2, and the

current level of vacant training posts standing at 155.

9.6 Medical and Dental Recruitment System

Ms Roberts advised that NIMDTA's financial allocation has been uplifted to take account of the £52k spend associated with the national recruitment process for Foundation trainees. This amount, along with other historic commitments still needs to be invoiced by HEE. Invoices for new commitments in relation to national recruitment, Dental E-Portfolio and the Inter-Deanery transfer process have been paid for 2015/16, however, recurrent funding has been sought as per Appendix 3 – Business Case for Costs associated with the national Medical and Dental Recruitment System. DHSSPS has confirmed this is currently being considered by the Minister.

9.7 Autopsy Training

Ms Roberts advised that a business case had been submitted to DHSSPS in January. DHSSPS has asked NIMDTA to explore other options. Ms Roberts reported that feedback suggested approval would not be given for this funding.

Professor Gardiner advised that funding could be taken from vacant posts to cover these training costs. Members agreed that we would need to make a strong case to DHSSPS stating this is an interim measure for the current year only.

Mr D Maquire was excused for the remainder of the meeting.

9.8 Intensive Care Medicine

Ms Roberts advised that a business case was submitted for two additional training posts in Intensive Care Medicine in February. Ms Roberts reported that as yet no response has been received from DHSSPS.

9.9 Joint Appointment Posts

Ms Roberts advised that the DHSSPS has responded regarding the business case submitted in October 2015 for 11 Joint Appointment posts. DHSSPS has advised this will not be supported and has stated they cannot support the cutting of available places, thus NIMDTA will be required to fund these posts within the existing RRL.

Members raised concerns that DHSSPS is reducing the budget year

on year, and NIMDTA cannot continue to provide the same level of service within these budgets. Members felt that NIMDTA should only be providing the posts that it is fully funded for. Members agreed that NIMDTA should advise DHSSPS that it is unable to fund the 11 posts without additional funding.

9.10 Corporate Risk Register

Members discussed and noted the updated Corporate Risk Register.

Members raised concerns about the administration of Access NI related income by Shared Services in that there does not appear to be any facility to monitor who has made payments and who is still required to pay. Professor Gardiner suggested the addition of a risk regarding the imminent retirement of Ms Roberts and the associated loss to NIMDTA of her many years of knowledge and experience.

Administrative
Director

10 REPORT FROM THE GOVERNANCE, IT AND FACILITIES MANAGER (Paper B16/10)

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

- RQIA Review of the Operation Whistleblowing
- Assurance Framework
- Code of Practice for Board Members
- Complaints Policy
- Management of Risk Register Guidance
- Complaints/Incidents/Accidents (November 2015 – January 2016)

10.1 Business Plan 2016/17

Mr McCarey advised that the draft Business Plan has been submitted to DHSSPS for consideration. An updated version will be presented for Board approval at the next meeting on 4 April 2016.

Governance,
IT and
Facilities
Manager

10.2 Strategic Plan 2016/19

Mr McCarey advised that work on the Strategic Plan has stopped pending advice from DHSSPS. This recommended work to be paused until such times as a Central Strategy document is released by DHSSPS.

Mr Joynes expressed concern that at present NIMDTA does not have a strategic plan in place and suggested we should recommence work on a draft plan, which can be reviewed as required when Departmental guidance is made available.

Members agreed with this approach and Mr McCarey agreed to bring the draft to the next Board meeting for consideration.

Governance,
IT and
Facilities
Manager

10.3 Beechill House Lease

Mr McCarey advised members that a space utilisation survey had been carried out on 5 February 2016. To date, the report for this has not yet been received. Once received, this report will enable the completion of the business case in relation to the break clause.

10.4 Whistleblowing Review

Mr McCarey advised that as part of the on-going RQIA led review of Whistleblowing, an organisational survey has been returned to inform the review. Members discussed and noted the content of the questionnaire.

A focus group with staff had taken place on 22 February with NIMDTA staff and a Review meeting is planned for 21 March at 1415. This will be attended by members of the review team, as well as the Chief Executive, the Chair, the Audit Chair, and representatives of Senior Management. Mr McCarey opened the invite to all members who wish to attend.

10.5 Policy Review

Mr McCarey advised that the following policies had been reviewed in line with the policy review schedule and presented them for approval:

- Assurance Framework

Members discussed and agreed the Assurance Framework subject to minor wording amendment.

- Code of Practice for Board Members

Members discussed and agreed the Code of Practice for Board Members, subject to minor wording amendment.

- Complaints Policy

Members discussed and agreed the Complaints Policy, subject to

Governance,
IT and
Facilities
Manager

Governance,
IT and
Facilities
Manager

amendments on Page 11, para 3 re Senior Management titles and Appendix 1 re NHS.

- Management of Risk Registers Guidance

Governance,
IT and
Facilities
Manager

Mr McCarey presented this new policy for approval. Members discussed and agreed the Management of Risk Registers Guidance, subject to minor wording amendments, including the removal of 'on a regular basis' from Page 6, Para 3, changing SMT to SMC and changes the diagram on Page 6 to reflect internal restructuring of work areas.

Governance,
IT and
Facilities
Manager

Ms Roberts requested that the Hospitality Policy be brought to the next Board meeting for review.

Governance,
IT and
Facilities
Manager

10.6 Complaints/Incidents/Accidents/Information Requests

The reports for November 2015, December 2015 and January 2016 were noted.

Mr Wilson queried if following the January incident re unauthorised telephone usage, any measures had been put in place to ensure this could not happen again. Mr McCarey advised that a solution is currently being sought to ensure this risk is minimised but that as yet no measure have been introduced.

Governance,
IT and
Facilities
Manager

11 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B16/11)

Members received and discussed the report from the Director for Postgraduate General Practice Education.

Mr Joynes queried if NIMDTA is receiving funding for all 20 additional GP Trainee places announced by the Minister. Professor Gardiner advised that funding has only been provided for 15, but with careful planning it is expected all 20 places will be able to go ahead. Professor Gardiner also advised, this funding has been provided for 1 year only, which creates an inescapable pressure for DHSSPS as withdrawal of funding after Year 1 would leave trainees without a post.

Professor Gardiner advised that as of today 62 GP trainee posts have been filled, from a total of 85. Concerns were expressed about the management of the GP National Recruitment process by HEE and it was acknowledged that the lack of transparency in the

Chief Executive
/Postgraduate
Medical Dean

process and shifting rules may make it difficult for NIMDTA to continue with national recruitment. Mr Joynes requested that these issues are raised with DHSSPS for them to take forward with their counterparts in GB.

12 REPORT FROM THE POSTGRADUATE DENTAL DEAN

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

12.1 Foundation Dentistry

Ms Hendron advised that NIMDTA has agreed to place 32 foundation trainees. This number increases to 33 with the inclusion of a trainee taking a year out. Applications are being accepted up to 4pm today (25 February 2016), and to date 37 applications have been received.

12.2 3 Year Training Appointments

Ms Hendron advised that, in order to encourage previous Educational Supervisors to train again, some applicants are being approved for a three year training appointment. This will avoid the requirement for these individuals to attend the interview process each year. Seventeen of the 33 places available fall into this bracket.

12.3 Annual Trainer Engagement Day

Ms Hendron advised that this event, which is open to all Educational Supervisors was held on 23 February in NIMDTA. The feedback received was positive.

12.4 DCT1 and DCT2 Posts

Ms Hendron advised that recruitment for DCT1 & DCT2 posts is planned for 5/6 April 2016 and posts have been uploaded to the NIMDTA website. Members requested a short report on uptake for the next meeting on 4 April.

Postgraduate
Dental Dean

Ms Hendron highlighted that DCT3 posts are not currently being offered, although it is recognised that there is merit in creating these posts and it would be hoped that this will happen in the future.

13 REPORT FROM THE DIRECTOR OF HOSPITAL SPECIALTY & QUALITY MANAGEMENT

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

13.1 Allocation Process

Dr Steele informed members that a meeting took place with Western Trust, HSCB and DHSSPS on 20 January to further discuss WHSCT's concerns regarding equity of distribution of trainees. WHSCT have proposed two new ST3+ medical posts in SWAH and applications for these posts are expected. Dr Steele expressed concerns about the Commissioners and DHSSPS approving these WHSCT posts and three new ST3+ medical posts in the Northern Trust when the regional workforce planning process hadn't been completed.

13.2 Study Leave

Dr Steele updated on previously discussed issues around high cost mandatory training for psychotherapy trainees. This is expected to cost NIMDTA in the region of £5000 per year per trainee. Dr Steele advised that work is on-going to ensure trainees are aware of and avail of the study leave funding available.

13.3 Transfusion Medicine

Dr Steele advised members of a meeting which took place with the Medical Director of the Blood Transfusion Service on 14 January 2016. This followed a request to recruit a trainee for transfusion medicine training, which is not an existing specialty. Arrangements were discussed to increase the exposure of Haematology trainees to transfusion medicine.

13.4 Staff Concerns regarding Unacceptable Behaviour from Trainees

Following the receipt of a letter from staff outlining concerns, a meeting took place on 2 February, followed by a workshop on 8 February. Guidance has subsequently been drafted and staff are content that their complaint has been addressed.

13.5 Late Requests for LAT recruitment

Dr Steele highlighted that, despite Schools being asked to identify

February 2016 LAT vacancies by end September 2015, requests for recruitment were received in December 15/January 16. Early notification is essential, as in this case it was not possible to carry out recruitment for February due to the August 2016 process having already begun.

Ms A Carragher joined the meeting.

14 REPORT FROM THE DIRECTOR OF THE FOUNDATION PROGRAMME (Paper B16/14)

Ms Carragher (Director of the Foundation Programme) provided a verbal update to members and apologised for being unable to attend the full meeting. Attention was drawn to the following:

14.1 Appointment of Deputy Director of Foundation

Ms Carragher advised that Dr Lorraine Parks, currently a Consultant Anaesthetist in Craigavon Area Hospital, has been appointed following interview, as Deputy Director of Foundation and is expected to be in post by early April.

14.2 Funding for Additional Posts at F1

Ms Carragher advised that funding has been provided by DHSSPS for 15 additional posts, which has created a large additional workload on staff to manage the administration of this. An expansion has not occurred since 2010, when 7 additional F1 posts were funded, however, it was noted that the additional funding was not subsequently provided for the corresponding F2 posts. Ms Carragher highlighted that she has been able to use head-room posts at F2 in order to ensure these additional trainees will be able to access the full 2 years training. This gives a total of 267 posts at F1 and F2 level. Posts are being advised on Thursday 3rd March.

Mr Joynes queried where these additional posts would be placed and if they have been fully funded. Ms Carragher advised 11 would be placed in the Western Trust and 4 in Southern Trust. Professor Gardiner advised that £720,000 has been provided, which fully covers training costs, but does not cover the costs of banding.

Mr Joynes also queried if this is year on year additional funding, or just for the current year intake. Professor Gardiner confirmed that funding will need to be applied for next year and clarified that funding would be required for 30 posts going forward. To facilitate 15 F1 posts, plus 15 F2 posts for those progressing from F1.

Mr Morrice queried if there are enough trainers available to facilitate these extra posts. Ms Carragher advised that there are, as this is part of the funding agreement. However, the location of trainers needs to be re-aligned, given the changes in the location of trainees.

Mr Smyth queried if all 15 posts will be filled. Ms Carragher advised that nationally there is over-subscription so this should not present any issues. However, there is also a 5% drop out due to trainees not passing exams.

14.3 Information Evening for Trainees

Ms Carragher advised that an information evening is to be held for Foundation Trainees on Tuesday 8th March.

Ms A Carragher was excused for the remainder of the meeting.

15 REPORT FROM THE PROFESSIONAL SUPPORT MANAGER (Paper B16/15)

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

- NIMDTA Sick Absence (01.04.15 – 29.02.16)

15.1 Recruitment, Training and Development of Staff

Ms Campbell advised that the following posts have now been filled:

- Postgraduate Dental Dean – Dr Brid Hendron was appointed and commenced post on 1 February 2016
- Deputy Director for the Foundation School – Dr Lorraine Parks has been appointed and will commence in post on 1 April 2016
- Band 4 – GP Department
- Band 3 x 2 – GP Department
- Band 4 – Dental Department
- Band 3 – Hospital Department
- Band 4 – Board Secretary

Ms Campbell further advised that interviews will be held on 29 February 2016 to appoint a Deputy Director for Hospital Specialty Training.

Ms Campbell highlighted that the Administrative Director will be retiring at the end of April 2016.

15.2 Payroll Legacy Information

Ms Campbell advised that a meeting had taken place on 3 February 2016 with payroll shared services to progress the transferal of NIMDTA Legacy payroll information & USS pension data to payroll shared services. This had been delayed due to sick absence of NIMDTA Finance staff and has been causing difficulties for past NIMDTA staff trying to obtain pension information.

15.3 Staff Development

Ms Campbell advised members about a recent Administrative Development programme provided by the HSC Leadership Centre on 8 January 2016. Fourteen staff attended the event and excellent feedback was received. It is hoped to run a further event for new staff later in 2016.

Ms Campbell also advised members that an harassment, bullying & dealing with difficult customers workshop was held for administrative staff on 8 February 2016.

Ms Campbell also highlighted the following initiatives:

- Three Team Leaders are being supported to undertake the PRINCE 2 Project Management course
- A Team Leader is being supported to undertake a Postgraduate Certificate in Workplace Health and Well Being
- SMC have agreed to support 27 Educators to undertake a course in Clinical Education through QUB
- Six Senior Educators have been supported to undertake certificate course in Quality Improvement.

15.4 Absence Management

Members received and discussed the paper outlining sick absence for the period 1 April 2015 to 29 February 2016. Ms Campbell advised that figures are currently 5.5% above target levels and it is unlikely the 2015/16 target will be met.

15.5 Specialty Recruitment

Ms Campbell advised that 2016 Speciality Recruitment has commenced. Eleven sessions of Recruitment and Selection and Equality and Diversity training have been provided to panel members since the last Board meeting.

Ms Campbell also advised that Equality and Diversity training was provided to Dental Core Trainees on 10 February 2016.

15.6 VES

Ms Campbell updated members on the uptake of the VES Scheme which was rolled out in December 2015. There were:

- 14 Expressions of Interest
- 10 employees applied for the VES scheme
- 4 employees were supported in their application by their head of department

The 4 employees will receive their VES payment at the end of March 2016 and will also leave their employment with NIMDTA on this date, with their post being removed from the organisational structure. The total cost for VES is £199,533.

Ms Campbell advised that a meeting took place on 10 February 2016 with NIPSA and BSO to establish the approach for Finance staff from 1 April 2016 if they chose not to take VES. It was agreed in this case TUPE would apply.

16 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B16/16)

Members received and discussed the report from the Chief Executive Postgraduate Medical Dean. Attention was drawn to the following and the accompanying papers received & noted:

- Specialty Trainee Newsletter (January & February 2016)
- Attracting, welcoming and retaining trainees in NI (Strategy & Approaches in different parts of UK)

Professor Gardiner tabled two additional papers:

- Recognition and Approval of Trainers – Timeline of Actions January to July 2016
- April Breakfast Discussion Session – Leadership for High Quality Healthcare (Professor Dame Sue Bailey)

16.1 Attracting, Welcoming and Retaining Trainees in NI

Professor Gardiner referred members to the report tabled in relation to attracting trainees to Northern Ireland, highlighting the work being undertaken to promote training in NI and providing an

overview of what is being done in other UK regions. Professor Gardiner advised members of an approach by ITN to produce a short film highlighting what is special about training in Northern Ireland. DHSSPS is very keen for us to be involved in this project and a producer has now been assigned. Professor Gardiner advised that there is an associated cost of £14k.

16.2 Recognition of Trainers

Professor Gardiner drew members attention to his paper regarding Recognition of Trainers and provided an update on the significant amount of work still outstanding, advising that approximately 25% have been signed off to date. Members expressed concerns about the workload involved to complete this exercise within deadlines. The total numbers of trainers to be recognised was highlighted.

Total number of Trainers to be recognised:	1167
Belfast Trust:	365
South Eastern Trust:	284
Southern Trust:	129
Western Trust:	220
Northern Trust:	127
Public Health Agency (PHA):	42

As at 11 February 2016, 424 trainers are fully recognised.

17 CORRESPONDENCE/REPORTS/PAPERS

Members received and noted the following:

- Annual Theft & Fraud Report 2014/15 – HSC(F) 12 - 2016 – DHSSPS Correspondence (29.1.16)
- Public Service Ombudsman – Announcement Paper (11.2.16)
- Launch of Good Relations Statement 2106 – BSO Equality Unit – Email re. invite & statement
- Correspondence re. Remuneration of NIMDTA Agency Regulations NI 2016 – DHSSPS Correspondence (17.2.16)

18 ANY OTHER BUSINESS

There was no further business.

19 DATE OF NEXT MEETING

- Monday 4 April 2016 – Seminar Room

Confirmed dates for 2016

Thursday 28 April 2016 – Boardroom
Thursday 23 June 2016 – Boardroom
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.

Non Executive Members and Professor Gardiner, Ms Roberts and Ms Campbell were requested to remain for relevant items on the Confidential Section of the agenda. All other members were excused from the meeting.

20 Confidential Agenda