

# Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 28 September 2017  
**TIME:** 2.00 pm  
**VENUE:** Board Room, NIMDTA

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

**In Attendance:** Professor K Gardiner Chief Executive/Postgraduate Dean  
 Ms P Black Business Manager  
 Mr M McCarey Governance, IT & Facilities Manager  
 Dr I Steele Director of Hospital Specialty Training  
 Ms R Campbell Professional Support Manager  
 Dr C Loughrey Director for Postgraduate GP Education  
 Ms A Carragher Director of Foundation Programme  
 Dr B Hendron Postgraduate Dental Dean – *part only*  
 Ms D Hughes Education Manager  
 Ms G Kerr Committee Support Executive Officer

Ref	Item	Action
<b>1.0</b>	<b>Apologies</b>	
1.1	None.	
<b>2.0</b>	<b>Declarations of Interests – Items of Business</b>	
2.1	Mr Maguire highlighted that two of his dental practices currently have foundation trainees in post.	
<b>3.0</b>	<b>Announcements</b>	
3.1	Mr Joynes offered congratulations to Louise Sands, on her	

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	recent RCGP Bright Ideas Award.	
3.2	Mr Joynes praised the recent Education Day, and asked that this be passed to the staff involved.	<b>Ms Hughes</b>
<b>4.0</b>	<b>Draft Minute of Previous Meetings</b>	
4.1	The minutes of the meeting held on 22 June 2017 were agreed and signed.	
<b>5.0</b>	<b>Matters Arising</b>	
5.1	<u>3.2 Ms Roberts MBE</u> Mr Joynes confirmed that he has written a letter of congratulations to Ms Roberts on her recent MBE award.	<b>Complete</b>
5.2	<u>5.2 Review of the Operation of Health &amp; Social Care Whistleblowing Arrangements / Board Champion for Culture</u> Mr McCarey advised that the DoH Policy is still outstanding.	<b>Mr McCarey</b>
5.3	<u>5.3 Lead Employer</u> In Education Manager's Report.	<b>Ms Hughes</b>
5.4	<u>5.5 Venue Hire Contract</u> In Business Manager's Report.	<b>Ms Black</b>
5.5	<u>5.6 Taxi Fraud Case</u> Ms Black confirmed that the case has now been closed. The individual has received a caution and reimbursement of £70 has been received by NIMDTA, along with a note of apology.	<b>Complete</b>
5.6	<u>5.7 Board Training Options</u> Ms Black advised that work is ongoing to assess appropriate training options available.	<b>Ms Black</b>
5.7	<u>5.9 HR Continuity Plan</u> Ms Campbell advised the HR Continuity Plan will be brought to the next Board on 30 November 2017.	<b>Ms Campbell</b>
5.8	<u>8.3 Quality of Annual Report &amp; Accounts</u> Ms Black advised that discussions with Ms Sanderson of BSO have taken place to establish responsibilities around quality control.	<b>Complete</b>

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5.9	<u>11.2 Extra GP Funding/Posts</u> The question of whether the Department wants to maximise filling of GP training posts or to have the new GP training posts equally distributed across the 5 Trust areas has been discussed with the Department.	<b>Complete</b>
5.10	<u>13.2 Strategic/Business Planning Update</u> Mr McCarey advised that a date for a Board Workshop focusing on Cyber Security has not yet been confirmed.	<b>Mr McCarey</b>
5.11	<u>16.3 Dental Equipment Contract</u> Ms Black advised that the UK wide Framework is now being used.	<b>Complete</b>
5.12	<u>19.1 2018/19 Meeting Dates</u> Members agreed proposed dates.	<b>Complete</b>
<b>6.0</b>	<b>Finance Report</b>	
6.1	<u>Finance Report</u> Ms Black presented the Finance Report produced by BSO, highlighting that as the Resource Allocation has not yet been agreed with DoH, a budget is not yet ready to be presented to the Board. NIMDTA's financial position was discussed and noted.  Mr Joynes stated that the Board would prefer more detail than the headline figures provided. Ms Black advised that once budgets are in place more detailed information will be available. Ms Black agreed to meet with Professor Gardiner and arrange for a more detailed report to the Board.	<b>Ms Black</b>
6.2	<u>Monitoring Return</u> Ms Black advised that the monitoring return was submitted on 21 September 2017.	
6.3	<u>Prompt Payment</u> Ms Black advised that prompt payment is currently above targets, with 30 day rate at 95.62% and 10 day at 92.07%.	
<b>7.0</b>	<b>Report From The Audit Sub-Committee</b>	
7.1	<u>Minute of Committee – 22 June 2017</u>	

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	Mr Morrice presented the Minutes, highlighting that these were previously verbally discussed. Mr Morrice advised that the Audit report has now been amended following feedback.	
<b>8.0</b>	<b>Report from the Governance &amp; Risk Sub-Committee</b>	
8.1	<p><u>Verbal Update</u> Mr Wilson advised that the Committee last met on 31 August 2017, and provided a verbal update of the meeting.</p> <p>Mr Wilson highlighted that Audit has raised concerns that operational &amp; strategic risks appear on both Education Risk Register, Business Support Risk Register and Corporate Risk Register. Mr Wilson asked for the Boards confirmation that they wish for the approach to continue. All agreed.</p> <p>Mr Joynes suggested an SMC review takes place once the Education Risk Register is in place to ensure the process is working.</p> <p><b><i>Professor Gardiner joined the meeting.</i></b></p> <p>Mr Wilson also highlighted that the Governance &amp; Risk Committee had agreed the number of business objectives and level of detail in the Business Plan needs to be reduced.</p>	
<b>9.0</b>	<b>Report from the Director of Hospital Specialty Training</b>	
9.1	Dr Steele provided Members with an overview of his report. Members noted the current position regarding recruitment, training, staffing and funding.	
9.2	<p><u>Occupational Health Medicine</u> Dr Steele highlighted his continuing concerns about the current state of the Occupational Health training programme. There is potential that OH training becomes unsustainable in Northern Ireland.</p> <p>All agreed a risk should be added to the Education Risk Register, to reflect that within the smaller specialities there is a risk if both Trainer &amp; TPD roles have to be carried out by one person.</p>	<b>Dr Steele Ms Hughes</b>

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<b>10.0</b>	<b>Report from the Director of Postgraduate GP Education (Verbal)</b>	
10.1	Dr Loughrey verbally updated Members on the current position regarding recruitment, training and continuing education.	
10.2	Mr Wilson queried the Physician Associate Programme at University of Ulster. Dr Loughrey advised that while this does have an impact on NIMDTA, at this stage it is difficult to judge how substantial this impact will be.	
<b>11.0</b>	<b>Report from the Postgraduate Dental Dean</b>	
11.1	Members noted the current position regarding recruitment, training and continuing education.	
11.2	Dr Hendron advised that the national recruitment process will be taking place on 21 November 2017. Steps have been taken to mitigate potential risks.	
<b>12.0</b>	<b>Report From The Governance, IT and Facilities Manager</b>	
12.1	<p><u>Corporate Scorecard</u> Mr McCarey presented the Scorecard for approval, proposing that this become a standing Board agenda item.</p> <p>Mr Joynes queried the reporting of Annual KPIs, Mr McCarey advised these will be discussed at SMC regularly, but it would create a disproportionate administrative burden to report on these at each Board meeting.</p>	
12.2	<p><u>Business Plan</u> Mr McCarey provided an overview of the Business Plan, highlighting that along with Professor Gardiner, he has carried out work to streamline the number of objectives.</p> <p>Mr Joynes stated that he would prefer the number to be reduced further, Mr McCarey confirmed that work is ongoing.</p>	<b>Mr McCarey</b>
12.3	<p><u>Property Asset Management Plan</u> Mr McCarey advised of the recent revision, highlighting the updated figures. Members discussed and requested that the</p>	<b>Mr McCarey</b>

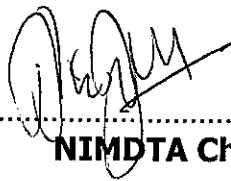
Ref	Item	Action
	appendices be circulated for information.	
<b>13.0</b>	<b>Report from the Professional Support Manager</b>	
13.1	Members noted the current position regarding recruitment and training & development.	
13.2	<u>Absence Figures</u> The absence rate for 1 July 2017 to 30 September 2017 currently sits at 1.5%.	
13.3	<u>HR SLA with BSO</u> Ms Campbell advised that BSO took over processing of NIMDTA staff new starts and leavers from 1 July 2017. Recruitment for non-medical posts will move to BSO from 6 November 2017.	
<b>14.0</b>	<b>Report from the Director of the Foundation Programme (Verbal)</b>	
14.1	Ms Carragher verbally updated Members on the current position regarding recruitment, training and continuing education.	
14.2	Ms Carragher advised that a full complement of staff is now in post within the Foundation Department.	
14.3	Ms Carragher advised that recruitment, including that for the 9 academic posts, has now begun. Ms Carragher expects that the programme will be undersubscribed for the current year, with an over-subscription being seen for next years intake.	
14.4	Ms Carragher advised that 7 Foundation trainees are due to complete SCRIPT training on 10 October 2017.	
14.4	Ms Carragher advised Members that the first session of Foundation Generic Skills training, delivered in conjunction with GMC was very well received. Ms Carragher advised that 70 days of training will be delivered in year and highlighted the excellent working relationship with locally based GMC staff.	
<b>15.0</b>	<b>Report From The Business Manager</b>	

Ref	Item	Action
15.1	Ms Black provided Members with an overview of her report.	
15.2	<p><u>Resource Planning</u>            Professor Gardiner circulated a copy of a new allocation letter issued on 26 September 2017, advising that he had queried the figures shown. Professor Gardiner agreed to arrange a meeting with Sponsor Branch to discuss.</p> <p>Ms Black confirmed that Trust RRL's can now be issued.</p>	<b>Professor Gardiner</b>
15.3	<p><u>Study Leave – Expenditure Analysis</u>            Ms Black advised Members that work is ongoing to analyse if trainees are attending training and not claiming the available funding, or if trainees are not attending training courses available to them. The 2017/18 Study Leave budget has been reduced to £700,000.</p> <p>Mr Joynes raised concern that NIMDTA could face criticism for encouraging trainees to claim Study Leave funding. He was assured that funding was only provided for prospectively approved mandatory and highly recommended training.</p>	<b>Ms Black</b>
15.4	<p><u>Petty Cash Policy</u>            Ms Black presented the Petty Cash policy for approval. Members discussed and approved.</p>	
<b>16.0</b>	<b>Report from the Education Manager</b>	
16.1	Ms Hughes provided Members with an overview of her report.	
16.2	<p><u>Annual Quality Report 2016/17</u>            Ms Hughes presented the Annual Quality Report for Board approval. Members were content to approve subject to some minor wording and formatting changes.</p>	
16.3	<p><u>Trainee Information System (TIS)</u>            Ms Hughes updated Members on HEE plans to move to TIS from April 2018 when the current contract with HICOM expires. NIMDTA are required to decide if they will also give notice to HICOM by 29 September 2017. Professor Gardiner</p>	

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	<p>highlighted the risks of moving to a new supplier, and the benefits of using the same supplier as HEE.</p> <p>Mr Joynes advised his preferred option would be TIS, preferably with a 6 month extension to the HICOM contract to allow time for any problems with the TIS system to be ironed out by HEE.</p>	
<b>17.0</b>	<b>Report From The Chief Executive/Postgraduate Medical Dean</b>	
17.1	Professor Gardiner provided an overview of his report and associated papers.	
17.2	<p><u>Review of Annual Number of Medical School Places needed in Northern Ireland – Terms of Reference</u></p> <p>Professor Gardiner provided background behind the Review, advising that DoH have asked him to act as Chair.</p> <p>Dr Loughrey stated that GP input will be very important.</p> <p>Dr Little highlighted concerns that the ToR does not reflect local students who go to GB to study because they are unable to get a place in Northern Ireland. Dr Little agreed to email a list of her concerns to Professor Gardiner.</p> <p>Members discussed and agreed to email all comments on the ToR to Professor Gardiner.</p>	<b>All</b>
17.3	<p><u>Transformation Funding – NIMDTA Submission - Workforce</u></p> <p>Professor Gardiner advised the bid had been made with very short notice, and provided an overview of the content.</p>	
17.4	<p><u>Visit of Chief Medical Officer (CMO) and Deputy Chief Medical Officer (DCMO)</u></p> <p>Professor Gardiner advised that Dr McBride (CMO) and Dr Woods (DCMO) have accepted the invitation to visit NIMDTA. The visit has been scheduled for 20 December 2017 and all Members are invited to attend.</p>	
<b>18.0</b>	<b>Correspondence/Circulars (for information)</b>	
18.1	The following correspondence/circulars were noted:	



Ref	Item	Action
	a. Memo from La'Verne Montgomery regarding Corporate Membership fees	
<b>19.0</b>	<b>Any Other Business</b>	
19.1	None.	
<b>20.0</b>	<b>Date of Next Meeting</b>	
	Thursday 30 <sup>th</sup> November 2017 at 2pm in the Board Room, NIMDTA	

  
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**NIMDTA Chair**

30-11-17  
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**Date**

