

Minutes

MEETING: NIMDTA Board
DATE: Monday 28 April 2016
TIME: 2.00 pm
VENUE: Seminar Room, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Mr D Morrice
Mr L Wilson

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Ms B Hendron (Postgraduate Dental Dean)
Ms A Carragher (Director for the Foundation Programme) *part only*
Dr C Loughrey (Director for Postgraduate GP Education)
Dr I Steele (Director of Hospital Specialty Training)
Ms R Campbell (Professional Support Manager)
Mr M McCarey (Governance, IT and Facilities Manager)

In Attendance

Ms G Kerr (Committee Support Executive Officer)

1 APOLOGIES

Mr D Maguire
Ms M Roberts (Administrative Director)
Ms P McCann (BSO)
Ms E Thompson (BSO)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Ms Hendron (Postgraduate Dental Dean) advised members that the father of a member of the Dental team recently passed away

unexpectedly. Members expressed their sympathy and asked that this sentiment be passed on.

4 MINUTES OF PREVIOUS MEETINGS (Paper 16/33)

Minute of the meeting held on 4 April 2016, were agreed subject to a minor wording amendment at paragraph 11.4. Committee Support Officer

5 MATTERS ARISING

3.1. ITN / RSM Promotional Video for NIMDTA

Professor Gardiner (Chief Executive/Postgraduate Medical Dean) advised members that the video is now available on the NIMDTA website and showed a new introductory segment by Natasha Kaplinsky. Professor Gardiner agreed to provide members with information on how many hits the video is receiving.

Chief Executive/Postgraduate Medical Dean

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

Professional Support Manager

Ms Campbell (Professional Support Manager) advised that the following dates have been agreed:

- 12th May
- 24th June
- 7th September

Dates for November and December 2016 are still to be agreed. Ms Campbell agreed to update members at the next Board on 23 June 2016.

5.2. European Data Protection Guidance

Under Agenda.

5.3. Draft Strategic Plan 2016/19

Under Agenda.

5.4. Unauthorised Telephone Usage

Under Agenda.

7.2 Governance & Risk Sub-Committee – Date of Next Meeting

Under Agenda.

8.5 Joint Appointment Posts

Under Agenda

9.1. Draft Business Plan 2016/17

Under Agenda.

9.3. Whistleblowing Review

Under Agenda.

9.4. Advanced OnBoard Training

Under Agenda.

9.6. Beechill House Lease

Under Agenda.

10. GP Report

Dr Loughrey (Director for Postgraduate GP Education) advised that the issues regarding HRPTS and FPL have been removed from the report. They will be monitored on the GP Departmental Risk Register. Members agreed that each new incident should be reported to the Business Support Committee, and will be raised at the Shared Services Forum by Mr McCarey (Governance, IT and Facilities Manager).

Director for Postgraduate GP Education /Governance, IT and Facilities Manager

10.2. Career Development Scheme

Under Agenda.

11.1. Foundation Dentistry

Professor Gardiner confirmed that should there be any perceived conflict of interest regarding the posting of a trainee to Mr Maguire's practice, this has been recorded on the Conflict of Interests Register.

14.5. Access NI Payments

Ms Campbell advised members that a response is awaited from Trusts, and agreed to update members at the next Board on 23 June 2016.

Professional Support Manager

15.1. Management Statement/Financial Memorandum

Professor Gardiner advised members that discussions have taken place with DHSSPS and a commitment given to provide a covering

Administrative Director

letter if the templates have not been provided by June 2016.

15.5. Corporate Risk Register

Under Agenda.

6 REPORT FROM THE AUDIT SUB-COMMITTEE

6.1 Audit Committee Self-Assessment

Mr Morrice (Chair of the Audit Sub-Committee) advised that the Audit Committee Self-Assessment has been reviewed and will be presented to the next Audit Committee on 25 May 2016.

6.2 Audit Committee Training

Mr Morrice highlighted to members that no training has taken place for Audit Committee members in some time and advised that training will be scheduled once appointment of the 2 new Board members is complete.

7 GOVERNANCE & RISK SUB-COMMITTEE (Paper B16/34)

7.1 Meeting held on 21 April 2016

Mr Wilson (Chair of the Governance & Risk Sub-Committee) presented the minutes of meeting held on 21 April 2016, highlighting the changes made to the Corporate Risk Register.

7.2 Date of Next Meeting

Members were presented with suggested dates of further meetings in 2016 and agreed the following:

- 14th June 2016 (am)
- 25th August 2016 (am)
- 1st November 2016 (am)
- 19th January 2017 (pm)

7.3 Committee Roles in Managing Risk

Mr Wilson suggested that the roles of all NIMDTA Committees in managing risk be reviewed, to ensure all aspects are being managed fully without duplication of work. Members agreed this would be a worthwhile exercise and should be added to the Agenda for the next Board.

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8 FINANCIAL UPDATE (Paper B16/35)

8.1 NIMDTA Month 12 Accounts Final Financial Position

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

In the absence of BSO staff, Professor Gardiner highlighted and members discussed the following from the report:

- Income and Expenditure Position (Cumulative)

Members received and noted Appendix 2: Payroll Report.

Professor Gardiner brought the members attention to the figures within the table on page 1 of the Finance Report. A current year end forecast of approximately £76k, which falls within the breakeven target of +/- 0.25% of RRL and income was predicted.

Mr Joynes (Chair) queried where the authority lies for approving the write off of debts. Mr Morrice confirmed that this normally goes to the Audit Committee for approval. Members agreed a process should be in place for reporting to the Board. Mr Morrice agreed to raise under his report from the Audit Sub-Committee.

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- Payroll Reports

Members received and noted Appendix 2: Payroll Report.

- Prompt Payment Performance

It was noted that as of Month 12, NIMDTA met both the thirty and ten day prompt payment targets.

Professor Gardiner highlighted BSO intention to raise the 10 day prompt payment target to 70% to ensure consistency across HSC. Members agreed to this increase subject to this being applied across all HSC bodies.

8.2 Additional Finance Services

Mr Morrice highlighted that this was the second Board meeting with no attendance from BSO staff. Professor Gardiner advised apologies had been submitted due to the heavy workload of BSO staff during the year end process and this was not an indication of non-attendance in future. Members noted that they would expect BSO attendance to continue, at a minimum until NIMDTA have a new staff structure in place.

9 REPORT FROM THE GOVERNANCE, IT AND FACILITIES MANAGER (Paper B16/36)

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

- Summary Report of DHSSPS Feedback on Business Plan 2016/17 (to note)
- Draft Business Plan 2016/17 (for approval)
- Draft Strategic Plan 2016/19 (for approval)
- Summary Report of RQIA Stakeholder Event (to note)
- NIMDTA Board Self-Assessment & Case Study (for approval)
- Space Utilisation Survey (to note)
- Summary Report of ICO briefing on European Data Protection Guidance (to note)
- Data Protection Policy (for approval)

9.1 Business Plan 2016/17

Mr McCarey presented the draft Business Plan, highlighting a plan (in response to the RQIA report on Whistleblowing) for the appointment of a Champion for Culture on the Board. Mr Joynes asked to see the Terms of Reference for this appointment. Mr McCarey agreed to update members at the next Board on 23 June 2016. Members discussed and agreed the draft Business Plan.

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Mr Joynes asked if the KPIs had been reviewed within the last year. Mr McCarey advised that the KPIs are reviewed on an on-going basis and circulated a document detailing the current KPIs. Mr McCarey agreed to facilitate a meeting for the Board to review the KPIs to ensure they are still valid and applicable

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Mr Joynes asked that the wording on Page 4 'Trained Workforce' be amended to more clearly reflect this refers to doctors and dentists, rather than NIMDTA staff. This should also be amended in the Strategic Plan. Mr McCarey agreed to update prior to the next Board on 23 June 2016.

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Members also discussed and noted the feedback received from DHSSPS on the draft Business Plan.

9.2 Strategic Plan 2016/19

Mr McCarey presented the draft Strategic Plan, highlighting that this was produced at this time as per the Board's request. It will require amendment once DHSSPS issue the new template document. Members discussed and agreed to consider the

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document outside of the meeting, with a view to discussing further at the Board Workshop on 24th May.

9.3 Beechill House Lease

Mr McCarey presented members with the Space Utilisation Survey. Members discussed the content and noted the report showed NIMDTA's excellent space utilisation. Members requested figures be compiled showing the projected room hire spend should Beechill House no longer be available to NIMDTA. Mr McCarey agreed to update members at the next Board on 23 June 2016.

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9.4 Summary Report of RQIA Stakeholder Event - Whistleblowing

Members received and noted the Summary Report.

9.5 Board Self-Assessment 2015/16

Mr McCarey presented members with a case study including an action plan, which has been prepared detailing the work carried out at the training which was held on 8 March 2016. Members discussed and approved the report.

9.6 European Data Protection Guidance

Mr McCarey presented members with a summary report, following a previous request for an update in relation to planned changes to Data Protection legislation. Members received and noted the report.

Mr McCarey presented the updated NIMDTA Data Protection policy to members, which was discussed and agreed.

9.7 International Phone Calls

Mr McCarey advised members, that following a previous incident of unauthorised telephone usage, the telephones in both the kitchen and the print room have been barred from making international phone calls. Phone bills continue to be monitored.

9.8 Five Year Review of Equality Scheme

Mr McCarey highlighted and circulated the report. Members discussed and agreed to consider at the next Board on 23 June 2016.

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10 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B16/37)

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

10.1 GP Recruitment

Dr Loughrey advised that as of today 83 GP trainee posts to commence in August 2015 are filled, from a total of 85. Of the 83, a total of 3 posts will be filled via Inter Deanery transfers. Mr Joynes asked if there was a set number of posts which must remain vacant, in order to justify the need for a further recruitment round. Dr Loughrey confirmed that no official guidance has been issued.

Members noted the on-going issues surrounding the management of the GP National Recruitment process by Health Education England (HEE). These issues have been raised with HEE by Dr Paddy Woods (Deputy Chief Medical Officer). An audit is to be carried out. Dr Loughrey stated that the issues had been raised with Ms Stevens (Director of Workforce Policy, DHSSPS).

10.2 Career Development Scheme

Dr Loughrey confirmed that funding has now been made available by the HSCB. Members were pleased to note funding has been made available to support the extra administration of the scheme.

11 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B16/38)

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

11.1 Foundation Dentistry

Ms Hendron informed members that the trainee experiencing difficulties is settling well in her new practice, adding that work is on-going to ascertain if there are any recommendations or areas of learning to be gained from the recent experience.

11.2 Recruitment intake for 2016/17 (Foundation)

Ms Hendron updated members regarding the recruitment intake for 2016/17, advising that 32 Educational Supervisor were successfully recruited at interviews which took place on the 11th/12th April. Ms Hendron informed members that 2 of the 32 trainees who have accepted Northern Ireland posts have now withdrawn, leaving 2 appointed trainers without a trainee allocation. It is anticipated

these places will fill through national clearance by 6th July.

11.3 DCT1 and DCT2 Posts

Ms Hendron advised that recruitment attracted a significant number of applications for DCT1 & DCT2 posts, at 53 and 52 respectively. Interviews took place on 5th/6th April, with 15 DCT1 posts and 7 DCT2 posts successfully filled. Members queried the appropriateness of 3 DCT2 candidates repeats. Ms Hendron advised that this has occurred due to the lack of any available DCT3 posts. All agreed that the potential for DCT3 posts for the 2017/18 year should be investigated, to avoid any unfairness on first time DCT2 candidates.

11.4 Continuing Education

Ms Hendron advised that a new contract for Community Dental Services between DHSSPS and the BDA came into effect on 1st April 2016. It is intended to investigate ways in which NIMDTA could facilitate use of some of the available funding for training. Although this is a revenue generating exercise it is recognised that additional administrative support will be required and the associated costs of this must be covered.

Mr Joynes highlighted possible issues around recruiting speakers outside the normal procurement processes and asked that caution is exercised to ensure NIMDTA does not breach any procurement rules. Ms Hendron confirmed that guidance will be sought before any action is taken.

12 REPORT FROM THE DIRECTOR OF HOSPITAL SPECIALTY & QUALITY MANAGEMENT (Paper B16/39)

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

12.1 Allocation Process

Dr Steele (Director of Hospital Specialty Training) informed members that due to a reduced number of applications, particularly in Core Medical training, it is anticipated that there will be a higher number of training gaps during 2016/17.

Dr Steele advised members that the Western Health & Social Care Trust (WHST) have raised concerns over their allocation with the DHSSPS Permanent Secretary. Professor Gardiner informed

members he will write to the Deputy Secretary to clarify that a national selection system is being used, it is hoped this will mitigate the concerns raised by WHSCT.

12.2 NTS Completion

Dr Steele updated members that to date 73% trainees and 30% trainers in NI have completed the survey.

12.3 Joint Appointment Funding

Professor Gardiner advised that he had attended a meeting earlier on 28 April with DHSSPS and Belfast HSCT to try to resolve the issues. DHSSPS agreed that they will fund the posts and NIMDTA should begin the process to fill said posts. Mr Joynes asked if this had been confirmed in writing. Professor Gardiner advised it would be recorded in the note of the meeting.

12.4 Trainee Reflections

Dr Steele informed members that BSO legal advice will be sought regarding risks associated with trainees completing reflections in their e-portfolio. Trainee guidance is currently being prepared by the Joint Academy Training Forum (JATF).

12.5 GMC Recruitment Data

The data provided by GMC has been reviewed and found to be inaccurate with regard to Northern Ireland. GMC have been made aware of the inaccuracies and asked to remove NI from the reports.

13 *Ms Carragher (Director for the Foundation Programme) entered the meeting.*

REPORT FROM THE DIRECTOR OF THE FOUNDATION PROGRAMME (no Paper)

13.1 Annual Review Competency Panel (ARCP)

Ms Carragher advised members that preparation for ARCP was the main workload within Foundation at present. Ms Carragher highlighted the high levels of sickness absence with Foundation trainees may have a negative effect on the outcome of ARCP. Mr Joynes asked why the levels are so high. Ms Carragher advised that trainees are working in very stressful/high pressure positions and clarified that the rising trend is being seen across all grades.

13.2 F2 Recruitment

Ms Carragher advised that 150 applications have been received for the standalone F2 posts. This raises a potential issue of resignations from other work areas, however applications close on 2nd May and at this stage it will be possible to establish if applicants are already in post elsewhere.

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

14 REPORT FROM THE PROFESSIONAL SUPPORT MANAGER (Paper B16/41)

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

- Summary of Employees and Leavers 2015
- Summary of Applicants, Appointees & Promotees

14.1 Equality Screening Training

Ms Campbell advised that the annual monitoring return has been made and as a result NIMDTA is not required to take any actions. The accompanying papers show a breakdown of the statistics.

14.2 Lead Employer

Ms Campbell updated members on work which is on-going to establish a lead employer for trainees, advising that a meeting had taken place on 5th April with more to follow in coming weeks. Dr Loughrey and Dr Steele expressed their interest in NIMDTA taking on this role. Members discussed and agreed that subject to full cost recovery NIMDTA would be best placed to carry out this role.

14.3 HR Service Offering

Ms Campbell advised members that a meeting took place between NIMDTA, DHSSPS HR and BSO to discuss the HR service offering on 23rd March 2016. A further meeting is scheduled for 4th May to discuss the services BSO can offer NIMDTA. Mr Joynes stressed the importance of ensuring NIMDTA's requirements and expectations are clearly stipulated.

15 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B16/42)

Members received and discussed the report from the

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

- Savings Plan 2016/17
- Business Plan 2015/16 and 2016/17
- Junior Doctor Vacancies and Fill Rates for August 2016
- Contracts Management
- Governance Statement
- Corporate Risk Register
- Gifts and Hospitality Policy
- Information Requests / Ministerial Correspondence

15.1 Savings Plan 2016/17

Mr McCarey presented the Savings Plan to members for approval. Members discussed and approved the report.

15.2 Business Plan 2015/16 – End of Year Review

Mr McCarey drew members' attention to Appendix 2, and highlighted objectives that had not been achieved. Members discussed and noted the content of the report, requesting that the headcount figures be checked (re Pg 24, 6h).

Professional
Support
Manager

15.3 Business Cases

Mr McCarey advised that within the last month NIMDTA business cases recently submitted to DHSSPS for MDRS and ITN productions have been approved. There was now agreement that DHSSPS would fund the Joint Appointment posts. Business cases outstanding were the ones for Intensive Care posts and Autopsy training. Members were pleased to note the progress.

15.4 Contracts Management

Mr McCarey drew members' attention to Appendix 4, highlighting that BSO are currently working on a new contract for Multi-Function Devices (MFDs). Members noted the content of the report and requested that the poor quality of the sandwiches from the new supplier be raised.

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15.5 Corporate Risk Register

Mr McCarey drew members' attention to Appendix 6, highlighting that all changes requested at the Governance & Risk Committee on 21st April have now been made.

15.6 Gifts and Hospitality Policy

Governance,

Mr McCarey drew members' attention to Appendix 7, highlighting the additional paragraph on Pg 12 re Financial Sponsorship. Members discussed and approved the policy, subject to a minor change to the new paragraph to clarify what is meant by sponsorship in this context.

IT and
Facilities
Manager

16 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B16/43)

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:

- NIMDTA Educational Excellence Day Programme – 15 June 2016
- NIMDTA Educational Excellence Day – Nomination Form
- National Training Survey 2016 – Response Rates
- DHSSPS Letter – ALB's Annual Quality Reports 2015/16 (06.04.16)
- DHSSPS Email – Recognition of Trainers – 04.04.16
- Letter to Belfast Health & Social Care Trust re Joint Appointment Posts – 05.04.16
- Belfast Health & Social Care Trust reply – Joint Appointment Posts – 15.04.16
- Letter to DHSSPS re Vacant Positions on NIMDTA Board – 05.04.16

16.1 NHSCT Safe Supervision

Following the raising of concerns with the Medical Director and Deputy Chief Executive of the Northern HSCT regarding safe supervision within paediatrics at Causeway Hospital. Ms Roberts will represent NIMDTA at a meeting with the Northern Trust on 7th June to discuss.

16.2 Educational Excellence Day –

Professor Gardiner advised members of the upcoming Educational Excellence Day on 15th June 2016 and invited members to attend. After discussion, members requested that a more prestigious venue be sought for the event. Professor Gardiner agreed to seek a new venue.

Chief
Executive/Post
graduate
Medical Dean

16.3 Administrative Director Position

Professor Gardiner informed members that BSO Finance feel it is not appropriate for a Band 7 to act as the Finance liaison, BSO feel

Chief
Executive/Post

that this post should be Band 8a and the postholder should be a member of Senior Management who reports to NIMDTA Board. After discussion, members agreed that there is a need for 2 posts at Band 8a and that these should be sought urgently, in order to ensure some overlap before Ms Robert's retirement. Ms Campbell agreed to ask BSO to desk match for the Business Support post.

graduate
Medical Dean

Professional
Support
Manager

16.4 Recognition of Trainers

Professor Gardiner provided an update to members on the total numbers of trainers now recognised per Trust:

Total number of Trainers to be recognised:	1100
Belfast Trust:	235/365
South Eastern Trust:	64/196
Southern Trust:	22/128
Western Trust:	51/219
Northern Trust:	52/150
Public Health Agency (PHA):	1/42

As at 28 April 2016, 425 trainers are fully recognised.

17 CORRESPONDENCE/REPORTS/PAPERS

Attention was drawn to the following and the papers received & noted:

- Amendment Consultation Letter to Chairs and Chief Executives of HSC ALBs about the Remuneration of the Northern Ireland Medical and Dental Training Agency Regulations (Northern Ireland) 2016
- Public Services Ombudsman Act (Northern Ireland) 2016

18 ANY OTHER BUSINESS

No other business.

19 DATE OF NEXT MEETING

- Thursday 23 June 2016 – Boardroom

Confirmed dates for 2016

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
- Tuesday 1 November 2016 – Beechill Room

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 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