

# Minutes

**MEETING:** Agency Board (Extraordinary Meeting)

**DATE:** Thursday 4 July 2013

**TIME:** 12.15 pm

**VENUE:** Boardroom, Beechill House, NIMDTA

## Present

### Members

Mr A Joynes (Chair)

Mr D Morrice

Mr L Wilson

Mr G Smyth

### Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)

Ms M Roberts (Administrative Director)

Mr T Hutchinson (Finance Manager)

### In Attendance

Mrs P Dardis

## 1 APOLOGIES

Mr D Maguire (Non-Executive Member)

## 2 DECLARATION OF MEMBERS INTERESTS

None declared.

## 3 FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013 (Paper 13/42)

Members received and discussed the Financial Statements, which had been considered prior to the meeting by the Audit Sub-committee which had met that morning.

Mr Morrice, Chair of the Audit Sub-Committee, confirmed that the members were content to recommend the statements to the Board for approval, subject to the following amendments. Page 5,

penultimate paragraph should read ‘... currently constituted, is made up of a Chair and five Non-Executive Members ...’. The word Senior should be added in front of the phrase Educator Staff where found within the document.

The Board approved the Statements for sign-off subject to the revisions.

Chair/Chief Executive

*Mr Morrice wished to record his thanks to Mr Hutchinson (Finance Manager) and the Finance Team for successfully bringing the accounts home on target including the break-even and prompt payment targets.*

#### **4 ANNUAL REPORT 2012/13 (Paper B13/43)**

Members received and discussed the content of the Annual Report which had been considered prior to the meeting by the Audit Sub-Committee.

Mr Morrice wished to congratulate Senior Management and commented that the report read well and had been well laid out.

The Board approved the Annual Report for sign-off subject to a minor amendment recommended by the Chair of the Audit Sub-Committee on Page 6 last paragraph – Agency to be amended to read NIMDTA.

Chair/Chief Executive

*The Chair wished to thank the Non-Executive Members and Officers of the Audit Sub-Committee for their work during 2012/13. It was notable that major in-roads had been made in clearing previous recommendations and building a good working relationship with our Audit colleagues.*

#### **5 ANY OTHER BUSINESS**

There was no further business.

#### **6 DATE OF NEXT MEETING**

- Thursday 26 September 2013 – Boardroom

##### Confirmed Dates for 2013

- Thursday 28 November 2013 - Boardroom

*All formal meetings unless otherwise advised will commence at 2.00 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.00 pm.*

### Non-Executive Members Workshops

- Thursday 29 August 2013 - Boardroom
- Thursday 24 October 2013 - Boardroom

*The above issue led Workshops will commence at 1.30 pm with a Pre-Lunch Meeting. Workshop business to commence at 2.30 pm*