

Minutes

MEETING: NIMDTA Board
DATE: Tuesday 26 January 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

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Dr C Loughrey (Director for Postgraduate GP Education)
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)

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

1 APOLOGIES

Ms A Carragher (Director for the Foundation Programme)
Mr G Smyth (Non Executive Member)
Dr I Steele (Director of Hospital Specialty Training)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Advanced On-Board Training Workshop

Mr Joynes (Chair) highlighted the upcoming Advanced On-Board Training Workshop which had been confirmed for Tuesday 8 March 2016. Members had received confirmation of the all day event via email.

4 MINUTES OF PREVIOUS MEETINGS (Paper 16/01)

Minute of the meeting held on 1 December 2015, copies of which had been circulated prior to the meeting, were approved subject to the following amendment:

Page 16: 9.2: last sentence to read: ...escalated to Quality Management Risk Register.

5 MATTERS ARISING

3. Announcements: Schedule of Board meetings 2016

It was noted that the updated list of dates for 2016 had been recirculated after the December 2015 meeting.

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

Ms Campbell (Professional Support Manager) advised that a programme of events and associated costs would be considered by the Senior Management Committee. Dates yet to be agreed. She would keep members informed.

Professional
Support
Manager

4. Financial Update: Collaborative Planning Training Session

It was noted that the Training Workshop, facilitated by Ms Paula McCann (BSO, Finance) and attended by Non-Executive Members of the Board, Senior Management and Team Leaders had taken place on 6 January 2016.

13. Report from Director for Postgraduate General Practice Education: Regional Medical Workforce Planning

Professor Gardiner (Chief Executive/Postgraduate Medical Dean), advised that NIMDTA's input into regional workforce planning had been discussed at the Bi-lateral meeting with the Sponsor Branch held on 20 January. He updated members on the discussion.

6 REPORT FROM THE AUDIT SUB-COMMITTEE

6.1 Unconfirmed Minute of the Meeting held on 5 October 2015 (Paper B16/02)

Members received and noted the unconfirmed minute from the meeting held on 5 October 2015. Mr Morrice (Chair of the Audit Sub-Committee) advised that he had nothing to add to Mr Smyth's comprehensive verbal update given to the Board at the December meeting. The unconfirmed minute would be approved at the February meeting.

6.2 ALB Audit Committee Chairs' Forum

Mr Morrice informed the members that he had attended a meeting of the Audit Committee Chairs' Forum held on the morning of 1 December 2015 at Castle Buildings. He highlighted a number of items from the agenda including of particular interest the 'Value for Money' presentation from a representative from the NI Audit Office, a presentation on 'Shared Learning across the HSC' delivered by the Head of Internal Audit from the Business Services Organisation (BSO). There had also been a presentation on the Review of DHSSPS Assurance & Accountability arrangements.

6.3 Correspondence for Noting

Members received and discussed the following:

- Timetable for 2015/16 Annual Accounts DHSSPS Circular HSC(F) 04-2016 (8.1.16)
- BSO Correspondence and Report - HRPTS Internal Report (issued September 2015) - Limited Assurance (24.12.15)

6.4 Date of Next Meeting

The next meeting of the Audit Sub-Committee was reconfirmed as Thursday 25 February 2016 at 11.00 am in the Boardroom. Further dates for 2016 would be arranged at the February meeting.

Governance
Manager

7 GOVERNANCE & RISK SUB-COMMITTEE

7.1 Unconfirmed Minute from the Meeting held on 22 September 2015

It was noted that the minute from the Governance & Risk Committee meeting held on 22 September 2015 had been

confirmed at the recent meeting held on 21 January 2016.

7.2 Meeting held on 21 January 2016

Policies for Review and Approval

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

- Standing Orders: Schedule 8: Scheme of Delegation
- Freedom of Information Charging Procedures Manual
- Information Governance Policy
- Information Governance Strategy
- IT Policy
- Records Management Disposal Schedule
- Records Management Strategy
- Subject Access Request Manual

These were subsequently approved by the Board.

Freedom of Information Charging Policy

Members discussed and approved the FOI Charging Policy subject to amendment of page 9: penultimate para to read ... Section 16 of the FOI Act must be taken ...

Data Protection Policy

It was noted that the Data Protection Policy which had been also considered at the January meeting of Governance & Risk, required further review and would be brought back to a future meeting.

7.3 Date of Next Meeting

It was noted that dates for meetings of the Governance & Risk Committee in 2016 were to be arranged.

9. REPORT FROM THE GOVERNANCE, IT & FACILITIES MANAGER

9.1 DRAFT Business Plan 2016/17 V3 (Paper B16/06)

Members received and noted the draft Business Plan for 2016/17 Version 3 which had been considered at the January meeting of Governance & Risk and since been superseded.

9.2 **DRAFT Business Plan 2016/17 V4 (Tabled)**

Members received, discussed and suggested a number of further amendments to Version 4, which were noted by Mr McCarey, Governance, IT & Facilities Manager. The draft document which included the Strategic Plan Overview for 2016/17 – 2018/19, would be forwarded for further consideration to Senior Management before being forwarded to the Department.

The final version would be forwarded to the Board meeting scheduled at the beginning of April for final approval.

Governance
Manager

8 **FINANCIAL UPDATE**

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

8.1 **NIMDTA Month 8 Accounts 2015/16 Report (Paper B16/04)**

Members received and noted the monthly Budget Income and Expenditure and Forecast Report for the period ended 30 November 2015, which had been circulated prior to the meeting and now superseded by Month 9.

8.2 **NIMDTA Month 9 Accounts 2015/16 Report (Paper B16/05)**

Members further received and discussed the monthly budget Income and Expenditure and Forecast Report for the period ended 31 December 2015, which had been tabled prior to the meeting and included the following appendices:

- Appendix 1 – Income & Expenditure & Forecast Report
- Appendix 2 – Payroll Report
- Appendix 3 – Reversal of Overstated 2014/15 Accruals

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 £54k with a current year end forecast of approximately £61k, which fell within the breakeven target of 0.25% of RRL and income was predicted.

- Variance Analysis

Members attention were 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 recent 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.

- 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 9, NIMDTA met both the thirty and ten day prompt payment targets.

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

8.3 Allocation Letters from DHSSPS

Members received and discussed the allocation letter of 29 December 2015, outlining the non-recurrent reduction relating to the easements notified by NIMDTA in December.

Members further received and discussed the allocation letter of 26 January 2016, outlining a recurrent increase in relation to the costs incurred by Northern Ireland in respect to National Recruitment and Foundation Programme.

10 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION

Review of General Practitioners acquiring a CCT in Northern Ireland between August 2010 – August 2015

Members received and discussed the report which had been written after the Department had requested information on GP Trainees who had gained a Certificate of Completion of Training

(CCT) and those remaining on the Primary Medical Performers List (PMPL). It was agreed that the statistics showed that the majority of trainees remained active in General Practice and stayed within Northern Ireland.

Professor Gardiner advised that the document would be discussed at the HSCB/NIMDTA/PHA Group. The statistics would also be used in the next Quality Report.

11 CORRESPONDENCE/REPORTS/PAPERS

Members received and noted the following:

- Reform of HSC Structures Consultation – Correspondence from DHSSPS (15.12.15)

13 ANY OTHER BUSINESS

There was no further business.

19 DATE OF NEXT MEETING

- Thursday 25 February 2016 - Boardroom

Confirmed dates for 2016

Monday 4 April 2016 – Seminar Room (*changed from 24.3.16*)

Thursday 28 April 2016 – Boardroom

Thursday 30 June 2016 – Boardroom (*holding Thursday 23.6.16 alternative*)

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.

14. Confidential Agenda