

Minutes

MEETING: NIMDTA Board
DATE: Thursday 30 April 2015
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

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

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Dr C Loughrey (Director for Postgraduate GP Education)
Ms A Carragher (Director for the Foundation Programme)
Ms M Roberts (Administrative Director)
Ms R Campbell (HR Manager, Medical & Dental Training)
Mr M McCarey (Governance, IT and Facilities Manager)

In Attendance

Mrs P Dardis (Corporate Services)

1 APOLOGIES

Dr I Steele (Director of Hospital Specialty Training & Quality)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Mr Joynes (Chair) welcomed those assembled to the first paperless meeting of the Board.

Year End Accountability Meeting

It was noted that the Chair and Chief Executive would be attending a Year End Accountability meeting with the Permanent Secretary on 24 June 2015 @ 2.30 pm. Professor Gardiner (Chief Executive/Postgraduate Medical Dean) and Ms Roberts (Administrative Director), under the new format, in preparation, would attend a ground clearing meeting with representatives from the Sponsor Branch, scheduled for the morning of 12 June.

The Chair advised the members that he would provide an update from the meeting when addressing staff at the next briefing scheduled for 10.00 am on 25 June. Non-Executive Members of the Board were asked to attend if available.

Launch of the NI Clinical Leadership Fellows' Programme (ADEPT)

It was noted that the official launch and open evening for the ADEPT Programme had been held on the evening of 18 March and attended by Non-Executive Members, Stakeholders and potential Fellows. It was further noted that interviews had since taken place and all seven fellowships had been filled.

The Chair wished to record the appreciation of the Board and would write formally to Mrs Gillian Carlisle (Specialty Training Coordinator) and her Team, to thank them for their efforts in organising what was deemed an extremely successful event.

Chair

Provisional Dates for 2016 (Paper B15/18)

Members received, noted and confirmed the dates for 2016 subject to several small amendments. Mrs Dardis would correct the typographical errors and recirculate the dates.

PA – Corporate Services

4 MINUTE OF PREVIOUS MEETING (Paper 15/19)

Minute of the meeting held on 26 February 2015, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

5. Matters Arising: Governance & Risk Committee Meeting held on 15 December 2015: Strategic Plan

The Chair confirmed that he would arrange a date with the Non-

Executive Members to discuss the Strategic Plan before bringing their collective comments back to the Chief Executive for future consideration. The possibility of using a Non-Executive Workshop for this purpose was noted.

Chair

8. Financial Update: Trainer Recognition Pilot

It was confirmed that Professor Gardiner had contacted the Commissioners with regard to returning part of the allocation for the Pilot. He informed the members that it had been agreed that NIMDTA would retain £127k to cover the costs of the Pilot and return the remaining £123k.

9. Report from the Chief Executive/Postgraduate Medical Dean: Donaldson Report Recommendations Consultation

It was noted that correspondence from the Department of 24 February 2015 had been recirculated to the members for comment. Professor Gardiner would coordinate and return a response on behalf of NIMDTA, before the closing date of 22 May.

Chief Executive

14. Report from the Human Resources Manager: Issuing of Staff Payslips

Ms Campbell (Human Resources Manager) informed the members that she was awaiting notification from the BSO. It was noted that a working group had been established to take the matter forward.

HR Manager

14.3. Policies for Review: Management of Attendance Protocol

Ms Campbell (Human Resources Manager) confirmed that the policy had been circulated to all staff and placed on the intranet.

15.1. Review of Post-Registration Training and Education (PRET)

To be discussed under the Report from the Administrative Director.

15.3. Review of HSC Administrative Structures

To be discussed under the report from the Administrative Director.

6 REPORT FROM THE AUDIT SUB-COMMITTEE

6.1 Unconfirmed Minute of the Meeting held on 26 February 2015 (Paper B15/20)

Members received and noted the unconfirmed minute from the meeting held on 26 February 2015. Mr Morrice (Chair of the Audit Sub-Committee) advised that he had nothing to add to his comprehensive verbal update given to the Board at the February meeting. The unconfirmed minute would be approved at the May meeting.

6.2 Date of Next Meeting

It was further noted that to accommodate the tight deadline within the timetable for 2014/15 Annual Accounts, the May meeting had been put back to the original date of 27 May 2015 at 2.00 pm in the Boardroom.

Confirmed dates for remainder of 2015:

- Thursday 25 June 2015 @ 11.00 am (Boardroom)

7 GOVERNANCE & RISK SUB-COMMITTEE

7.1 Confirmed Minute of the Meeting held on 24 February 2015 (Paper B15/21)

Members received and noted the unconfirmed minute from the meeting held on 24 February 2015. Mr Smyth (Chair of the Governance & Risk Sub-Committee) had given a comprehensive verbal update on the business covered to the February meeting of the Board.

7.2 Date of Next Meeting

It was noted that the next meeting of the Governance & Risk Committee was scheduled for 28 April 2015 at 2.00 pm.

8 FINANCIAL UPDATE

In the absence of the Finance Manager, Professor Gardiner (Chief Executive/Postgraduate Medical Dean) gave a verbal update to the meeting. Attention was drawn to the following and accompanying documents received:

- NIAO Correspondence re. 2014/15 Annual Report & Accounts Submission Guidance & Process (14.4.15)

8.1 Breakeven

Professor Gardiner informed the members that based upon the information currently available, it was predicted that using the key performance definition of breakeven as a surplus or deficit +/- 0.25%, it appeared the target would not be met.

Members discussed the factors contributing to the predicted surplus which included monies assigned by the Business Services Organisation under the BSTP Project, which had not been used but accrued and was in the region of approximately £125k.

Professor Gardiner drew the members attention to the easement allocations letter from the Department of 15 April 2015 giving notification of a non recurrent reduction of £208,715.

It was noted that NIMDTA had actioned the contingency plan with BSO Finance, and were currently being supported in the preparation of the accounts for 2014/15. It was hoped that NIMDTA would be in a position to submit a draft of the accounts by the required deadline.

Upon enquiry, Ms Roberts (Administrative Director) advised the members that the Department had been kept fully informed of developments.

8.2 Prompt Payment Compliance

Professor Gardiner further advised that the performance against the thirty day prompt payment target of 95% of payments to commercial suppliers within thirty days, currently stood at 83.3%. The ten day prompt payment target of 50%, as set by the Board, currently stood at 38.93%. Members discussed the contributing factors.

8.3 Finance, Procurement & Logistics System (FPL)

Dr Loughrey (Director for Postgraduate GP Education), highlighted the significant increase in the volume of work which had been re-directed to the General Practice Department from Finance with the implementation of the FPL system. She advised that she had concerns with respect to the monitoring of payments and risk of duplication. It was noted that all Head of Departments were experiencing similar problems.

8.4 2014/15 Annual Report and Accounts Submission Guidance

Members received, noted and discussed the guidance from the Northern Ireland Audit Office to the Chief Executive of 14 April 2015, outlining the process and timeline for the submission of the accounts and annual report.

9 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B15/22)

The Board received and discussed the report from the Chief Executive/Postgraduate Medical Dean. Attention was drawn to the following and the accompanying papers received:

- Revenue Resource Limit 2014/15 – Allocation Letter, DHSSPS Correspondence (15.4.15)
- Clinical Education Day (18.9.15) Draft Programme
- GMC Publication (Interactive reports to investigate factors that affect progression of doctors in training)

9.1 Stakeholder Engagements

Members discussed the list of stakeholder engagements noted under the report from the Chief Executive/Postgraduate Medical Dean and the associated developments and activities. Professor Gardiner highlighted the following:

- Attendance at the JCST at the Royal College of Surgeons, Edinburgh (16 April)
- Invitation to Medical Director's meeting – South Eastern Trust (20 April)
- NICON Annual Conference – Café Conversations (22 April)
- Bi-lateral NIMDTA/Sponsor Branch Meeting (29 April)

The following future significant meetings/engagements were noted and discussed:

- Upcoming visit from Professor Ian Curran (Assistant Director of Education, GMC) (6/7 May)
- Meeting of Smaller ALBs Chief Executives (6 May)
- Invitation to speak at the UK Improvement Alliance (15 May)
- Invitation to participate in Interviews for the recruitment of two Postgraduate Dean's for NHS Education for Scotland (NES) (29/30 June)
- NIPEC/NIMDTA Workshop (20 October)

9.2 Senior Management

It was noted that a short meeting of Senior Management had taken place prior to the Board meeting. Professor Gardiner's report highlighted the main areas of business and associated risks discussed by Senior Management at the meetings held in March and April. The following was highlighted:

- Revenue Resource Limit 2014/15 – Allocation Letter, DHSSPS Correspondence (15.4.15)

The easement to the Department had been noted under the Finance Update. The Chair brought the members attention to the funding which had been allocated and not claimed for the Clinical Excellence Award for the period from 1 April 2014 to 31 March 2015.

- Learning Development Agreements (LDAs)

It was noted that the signed Learning & Development Agreements for 2014/15 had been returned by all five Trusts. LDAs for 2015/16 would be issued shortly together with the new Monitoring & Escalation Policy.

Administrative
Director

9.3 Academic/Research

- Research Opportunities Symposium

Professor Gardiner informed the members that the Symposium, hosted jointly with QUB and the Public Health Agency, had been held on 5 March at the Ramada. Feedback from the event had been extremely positive.

- Clinical Academic Training

It was noted that interviews for the Clinical Academic Training programme were scheduled to take place on 30 June. Professor Gardiner informed the members that he had met recently with one of the current trainees to discuss a potential undermining concern.

9.4 Trainee Support

The Trainee Support Review Group, Chaired by Dr John Collins (Associate Dean), continued to meet monthly. It had met on three occasions since the February meeting of the Board.

- Fitness to Practice

Professor Gardiner advised that twelve open cases had been discussed when representatives of the Trainee Support Review Group met with the GMC Employer Liaison Adviser on 27 March. It was noted that there were a further three open cases with the National Clinical Assessment Service (NCAS). He wished to highlight the considerable amount of correspondence and time required to manage these cases.

9.5 Faculty Development

The Faculty Development Group, chaired by Dr Richard Tubman (Associate Dean) had met on one occasion since the February meeting of the Board. Members noted the recent events and those planned for the future. The following upcoming events were highlighted:

- Leadership Training

NIMDTA would be facilitating a Leadership Training Workshop for Training Programme Directors on 19 June in the Boardroom.

- Clinical Education Day

It was noted that the draft programme for the event, had been missed from the papers. Mrs Dardis would recirculate to the Non-Executive Members of the Board, who had been invited to attend the event due to be held on 18 September 2015.

PA – Corporate Services

9.6 Quality Management

It was noted that the Quality Management Group, chaired by Dr Steele (Director for Hospital Specialty Training & Quality Management) had met on four occasions since the February meeting of the Board. Members further noted the extensive activities generated from Quality Management.

- GMC National Training Survey

The National Training Survey was now open and patient safety and undermining comments were being received and assessed on an individual basis to determine action required. It was noted that, in a change to the previous process, the GMC would now provide the name of the trainee making comments in either category, if required for investigation. Trainees have been made aware of this requirement in the survey by the GMC.

- GMC Representatives Visit to NIMDTA

It was noted that representatives from the GMC Visits and Monitoring Team, Education and Standards Directorate, had visited NIMDTA on 23 April. Among the subjects covered and discussed were the Undermining Check Visit Reports and Enhanced Monitoring Processes.

- GMC Publication of Recruitment and Examination Outcome Data (Interactive reports to investigate factors that affect progression of doctors in training)

Members received, noted and discussed the information from the GMC outlining publication of two interactive reports which formed part of a wider programme of work investigating how doctors progress through training.

- Subject Access Request

It was noted that a subject access request, previously reported to the Board, had been brought to the attention of the GMC, following a complaint about access to IP addresses.

- Future Activities

It was noted that Professor Gardiner had been invited to speak at the Belfast Trust Associate Medical Directors action planning meeting on 5 May.

It was further noted that NIMDTA had been invited to participate in the Belfast Trust Group discussing management of concerns regarding undermining and bullying. Dr Steele and Ms Roberts would represent NIMDTA.

9.7 Hospital Deanery Visits

Members noted the recently completed and upcoming visits listed within the report.

Professor Gardiner highlighted the following upcoming visits:

- Triggered visit to Paediatric Neurology (21 May)
- Enhanced Monitoring visit to Obstetrics & Gynaecology, Altnagelvin (28 May)
- Enhanced Monitoring visit to Obstetrics & Gynaecology, RJMS (10 September)

9.8 Workforce Planning

- Clinical Radiology Funding

It was noted that the Department had confirmed the availability of funding for two of the five Clinical Radiology posts previously requested by the HSBC.

9.9 Clinical Leadership Programme (ADEPT)

Already discussed under matters arising. Professor Gardiner advised that fourteen applications had been received for the seven fellowships. He also highlighted the following:

- Simulation Lead

It was noted that it was hoped to be able to appoint a Simulation Lead for the Deanery. The successful candidate would also mentor one of the ADEPT fellows.

- Royal College of Surgeons of Edinburgh Clinical Leadership Fellow

It was noted that Professor Gardiner had been approached by the Royal College of Surgeons of Edinburgh, who were interested in funding a Joint Leadership Fellow position with Northern Ireland. The official letter was expected from the President of the College and Professor Gardiner would keep the members updated.

Chief
Executive/
Postgraduate
Medical Dean

9.10 Generic Skills for Specialty Trainees

Members noted the update with respect to Generic Skills within Professor Gardiner's report. A great deal of work was involved in the development and piloting of the extensive programme. It was noted that the launch of the programme would be hosted by the HSC Leadership Centre on 15 October.

9.11 Trainee Forum

The second meeting of the Trainee Forum had taken place on 14 April. Attendance figures were low. It was noted that as yet no trainee had come forward to take on the Chairmanship of the group. Chairmanship Skills Training had been offered. The Forum would next meet in October 2015.

10

REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B15/23)

Members received and discussed the report from the Postgraduate Dental Dean which included updates on the following:

- Meetings /Actions since the February meeting of the Board
- Foundation Dentistry Issues
- Hospital Dentistry Issues
- Continuing Education

Attention was drawn to the following:

10.1 Meetings/Actions

Members noted the number of activities that Professor Hussey (Postgraduate Dental Dean) had attended since his last report to the Board in February.

10.2 Foundation Dentistry Issues

- Dental Foundation Recruitment 2015

Professor Hussey informed the members that following the second round of recruitment for Dental Foundation Trainers, the target of thirty-three Trainers required to accommodate the Foundation trainees, had now been met. It was further noted that Foundation Dental training would commence in September as opposed to August for the first time. A full pilot scheme would be run using Interim Reviews of Competency Progression (IRCPs) at targeted points throughout the year, in an attempt to demonstrate satisfactory completion.

- Funding for Dental Foundation Recruitment

Professor Hussey advised that funding for National Recruitment had been agreed for 2015/16 with the relevant stakeholders. The recruitment process would commence from November, following a similar timeline to 2014/15. It was noted that plans to have an on-line Situational Judgment Testing (SJT), had been put back to 2016/17.

- E-Portfolio Contract for Dental Foundation

Professor Hussey informed the members that further to the February meeting, the contract for E-Portfolio had been awarded to Smile-On by Health Education England (HEE) procurement. He advised that Northern Ireland were as yet, not committed to the

contract. He would be making direct contact with Smile-On to discuss options and costs. He would keep the Board updated.

Postgraduate
Dental Dean

10.3 Hospital Dentistry

- Recruitment

It was noted that Dental Core Training recruitment had taken place on 25 March, resulting in twenty-two applicants being offered a place. Professor Hussey informed the members that several applicants may not be in a position to accept the offer, as they would not have completed their Foundation Training by August 2015. It was noted that this situation would not reoccur in 2016, due to the start date being put back to September. Relevant Trusts had been kept fully informed of the change. A second round of recruitment had been organised for 26 May 2015.

Professor Hussey informed that members that the number of places available in General Dental Practice were declining.

- E-Portfolio Contract for Dental Core Trainees

Professor Hussey advised that consideration was currently being given to procuring an E-Portfolio for the use of DCT trainees.

- ARCPs

It was noted that ARCPs had been held on 2 April 2015 for the seven Specialty Registrars. SAC representatives had participated via teleconference, on behalf of the dental specialties. All were considered to be progressing satisfactorily.

10.4 Continuing Education

Professor Hussey informed the members that 150 delegates had attended the annual symposium held at Mossley Mill this year. Feedback had been extremely positive.

Professor Hussey's report provided facts and figures for the courses and events held in the year ended on 1 April 2015 which included updates on the following:

- Infection Prevention & Decontamination in Practice training sessions
- Practice Management Programme
- SafeTALK Alert training
- Let's Talk Programme

It was further noted that the Dental Team had been contracted by the Western Trust to provide 'Infection Prevention & Decontamination' training to the Community Dental Service. They had also been requested to organise 'Extended Duties' training for dental nurses on suture removal.

11 REPORT FROM THE DIRECTOR OF HOSPITAL SPECIALTY TRAINING (Paper B15/24)

Members received and discussed the report from the Director for Hospital Specialty Training, presented on his behalf by Professor Gardiner (Chief Executive/Postgraduate Medical Dean) and which included updates on the following. Attention was drawn to the following:

- Update on Hospital Training Issues
- Appointments
- Participation in Meetings
- Meetings attended since the February meeting of the Board

Attention was drawn to the following:

11.1 Hospital Specialty Training Committee Meetings

The Hospital Specialty Training Committee, chaired by Dr Steele, had met on three occasions since the February meeting of the Board.

The Lead Educators' Forum (the expanded Specialty Schools Forum to include Training Programme Directors), also chaired by Dr Steele had met on the 20 March. A presentation had been delivered by Ms Pamela McCreedy (Director of Transforming Your Care).

Upon enquiry from the members the following updates on Hospital Training issues were discussed:

- Unsatisfactory References

It was noted that a policy had been prepared with the assistance of and legal advice from BSO (Business Services Organisation) Legal Department. Input had also been received from the GMC Employer Liaison Officer.

- Mid-Year Review of Open Items for the Dean's Report

The Dean's report was now only submitted annually in October each year. To monitor progress, Trusts had been contacted requesting updates to allow NIMDTA to complete an internal mid-year review. It was noted that returns had been received from four of the Trusts. The NIMDTA log had been updated with the information.

- Recruitment Appeals

A number of appeals had been received and, it was noted, had been dealt with according to the policy and within the required timelines.

- Dean's Report (October 2014)

It was further noted that NIMDTA had received notification on 22 April 2015, that the GMC assessment of the RAG ratings relating to six of the areas in the Dean's Report from October 2014, had been incorrect and that they agreed with the NIMDTA assessment.

11.2 Appointments/Resignations

It was noted that the following appointments had been made since the February meeting of the Board:

- Dr H Boyd (Training Programme Director, Child & Adolescent Psychiatry)

11.3 External/Internal Meetings/Visits

Members noted the meetings and visits attended by Dr Steele on behalf of NIMDTA since the February meeting of the Board.

12

REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME (Paper B15/25)

Members received and discussed the report from the Director for the Foundation Programme which included updates on the following:

- Meetings/Events attended
- Recruitment to Foundation Programme 2015 - 2017
- Participation in GMC funded Research
- Celebrating Success
- Foundation Weekly Update

Attention was drawn to the following:

12.1 Meetings/Events

Ms Carragher highlighted the commitments/meetings she had attended on behalf of NIMDTA since her last report to the Board.

12.2 Recruitment to Foundation Programme

It was noted that the Northern Ireland Foundation Programme for 2015 - 2017 was oversubscribed and a national reserve list was in operation.

It was further noted that one hundred and nineteen applications had been received for the F2 LAT standalone posts. Forty-three had been shortlisted and invited to attend for interview.

12.3 Participation in GMC Funded Research

The University of Newcastle was conducting research for the GMC on the work of the F1 doctor. NIMDTA had facilitated two focus groups with Foundation Programme Directors, on the work of the Foundation Doctor. It was noted that Northern Ireland was one of five centres to participate.

12.4 Celebrating Success

It was noted that an F2 doctor from Northern Ireland, had been awarded runner up prize at the National Foundation 'Good Practice' event in Bristol, held in January 2015.

12.5 Foundation Weekly Update

Members confirmed that they were receiving the weekly update, which was circulated on a Friday afternoon. Members praised the

regular publication, which it was noted, provided foundation contacts with 'sharing learning' medicine notifications and highlighted regional alerts.

13 REPORT FROM THE HUMAN RESOURCES MANAGER (Paper B15/26)

Members received and discussed the report from the Human Resources Manager. Attention was drawn to the following:

13.1 Summary

- Recruitment

Ms Campbell (Human Resources Manager) informed the members that as discussed under the report from the Postgraduate Dental Dean, the second round of recruitment for Dental Trainers had achieved the required number of thirty-three.

It was noted that the first round of recruitment for GP Appraisers had not achieved the required number and would therefore require a second round.

- Induction Training

Ms Campbell informed the members that induction training had been provided for the newly appointed Clinical Facilitator and Lay Representatives. A second round of recruitment had been organised for Lay Representatives on 19 June 2015. It was noted that original contracts were due to expire in August 2015, after a three year period.

- HRPTS and E-Recruitment System

It was noted that the system had gone live on 1 April 2015. Applicants for administrative posts would now apply via Shared Services based in Armagh. However, it was noted that the recruitment of Medical and Dental Educators would be retained by NIMDTA's Human Resources Department.

She further advised, that the issue in relation to the recording of Educator annual leave using HRPTS had been resolved.

- Staff Engagement Workshop

Ms Campbell informed members that following the successful Staff Engagement session on Quality Improvement for HSC Change Day,

held on 12 March, facilitated by Dr Nigel Harte, feedback was being received from staff.

13.2 Resourcing

It was noted that the Revalidation/Faculty Development Band 4 post had been advertised.

It was noted that three Band 4 posts continued to be held as redeployment options for employees impacted by the introduction of Shared Services.

13.3 Business Objectives

- Absence Figures

Ms Campbell reported that the absence figures for NIMDTA in 2014/15 stood at 2.9%. The low rate of absence in the Hospital and Corporate Departments was noted. It was further noted that one of the departments had fallen outside the DHSSPS target rate of 5.2%.

13.4 Complaints

Discussed under the Report from the Director for Hospital Specialty Training.

13.5 Audit Recommendations

It was noted that a meeting had taken place with Internal Audit on 24 March at which it was agreed that the Human Resources Department could input sickness absence and quota corrections for annual leave for NIMDTA staff going forward.

13.6 Risks

- Human Resources, Payroll, Travel & Subsistence System (HRPTS) and Finance, Procurement & Logistics System (FPL)

Members noted the risks highlighted within the report from the Human Resources Manager. The increased volume of work with the introduction of the HRPTS and FPL systems had been discussed under the Financial Update.

REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B15/27)

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

- Expansion of Shared Services within the Business Services Organisation – Correspondence from the Office of the Permanent Secretary, (8.4.15)
- Extension of Shared Services – Circular (HSC(F) 21-2015 (14.4.15)
- Expansion of Shared Services within the Business Services Organisation – Correspondence from the Office of the Permanent Secretary, (22.4.15)
- Expansion of Shared Services within Business Services Organisation – Correspondence from Chief Executive, BSO, (24.4.15)
- Post Registration Review of Education and Training (PRET) - Correspondence from Assistant Director, Workforce Policy Directorate (28.4.15)
- Corporate Risk Register
- Vacancies Spreadsheet (wef 23.3.15)
- Information Requests/Ministerial Correspondence (20 February – 20 April 2015)

14.1 Senior Management Committee

It was noted that Senior Management Team had met on three occasions since the February meeting of the Board. The most recent meeting had been held prior to the Board meeting that day.

14.2 Review of HSC Administrative Structures

Ms Roberts (Administrative Director) advised the members, that as discussed and approved at the February meeting of the Board, NIMDTA had provided the required information within the requested timeline. No response had been received from the Department as yet.

- Expansion of Shared Services

It was noted that following the responses from Arm's Length Bodies (ALBs) in relation to the expansion of Shared Services for corporate functions, the Permanent Secretary had written to advise that the Business Services Organisation (BSO), had been requested

to take the lead in undertaking scoping studies in relation to five different functions. Members received and noted the related correspondence.

14.3 Review of Post-Registration Training and Education

Members received and noted the correspondence from the Sponsor Branch confirming that, though the Review remained a priority, the commencement date, due to ongoing resource constraints within the Department, had been delayed.

14.4 Corporate Risk Register

Members received and discussed the Corporate Risk Register. Ms Roberts drew the members attention to the additional comments against the risks highlighted in red.

The following amendments were discussed and agreed:

- Risk 8: If there are not robust processes and procedures in place for recruitment and appraisal of trainees ...

Agreed to change rating from 3B to 3D – ‘will probably occur’.

- Risk 14: If prompt payment targets are not achieved ...

Agreed to change rating from 3D to 3E – ‘almost certain’.

- Risk 19: If there is further reductions in budget allocation ...

Agreed to change the word ‘will’ to ‘may’.

- Risk 20: If regulatory/statutory requirements are ...

Agreed to change the word ‘will’ to ‘may’.

Ms Roberts highlighted the addition of a new risk:

- Risk 21: If Shared Services within the BSO is expanded then there may be a risk to the delivery of NIMDTA functions and key staff members

It was further discussed and agreed that a further risk should be added around the implementation of the FPL system and possible risk associated with the checking and authorising of invoices and other claims and the potential for duplication or inaccurate payments.

It was noted that members had experienced difficulty reading the Corporate Risk Register on-line. It was agreed to recirculate the document via email.

PA – Corporate Services

14.5 Junior Doctor Vacancies

Members received and discussed the vacancies spreadsheet which showed the position with effect from April 2015. It was noted that the number of vacancies had increased to 156.

It was noted that the Department, Health & Social Care Board (HSCB) and Public Health Agency (PHA) were kept fully briefed on the position and impact on service delivery.

14.6 Recruitment for August 2015

Members noted the fill-rate statistics within the report from the Administrative Director. Ms Roberts advised that as at 1 April, there was a 92% fill rate for CT1/ST1 posts excluding locum appointments for training (LATs) for August 2015.

It was noted that Combined Specialty Training had been included with the Round 1 re-advertisement for unfilled or additional posts at CT1/ST1 level. Interviews would be taking place throughout April and May.

Round 2 applications for ST3/4 level posts had closed on 11 March with interview taking place from March through to May.

It was further noted that the MDRS Oriel system had been used for all aspects of the recruitment process to date, including application, shortlisting, preferencing of posts and release and acceptance of offers. It was further noted that it was proposed to use the Oriel system for Foundation recruitment instead of FPAS.

It was noted that, to date, there had been no agreement in relation to the Northern Ireland contribution (£144k) to the funding of MDRS, including the Oriel system. Ms Roberts advised that the issue had been raised at the recent Sponsor Branch meeting.

14.7 Internal Audit Plan and Reports

It was noted that in line with the Internal Audit Plan, NIMDTA had received the final reports relating to the Financial Review, Controls Assurance Verification and Year End Follow Up of all outstanding Audit recommendations. It was noted that all had received a satisfactory level of assurance except for the Financial Review. NIMDTA was working closely with the BSO to address the

weaknesses identified, to ensure the uploading of transactions and journals from the Exchequer system onto the new Finance, Procurement & Logistics (FPL) system and improve compliance with prompt payment targets.

14.8 Contracts Management

- Service Level Agreements

An update on the Learning & Development Agreements (LDAs) with Trusts had been given under report from the Chief Executive/Postgraduate Medical Dean.

- NIMDTA Contract for Venues

It was noted that following a Priority One finding in relation to the use of hotel venues, the Administrative Director and Corporate Governance Manager had met with representatives from both the BSO's Procurement & Logistics Service (PALS) on 25 March and the Department of Finance and Personnel's Central Procurement Directorate (CPD) on 16 April, to discuss the instigation of a procurement competition relating to the provision of appropriate venues for training events and recruitment assessment centres. Ms Roberts advised that a report was expected by 7 May. She would report back to the next meeting on the findings of the scoping exercise.

Administrative
Director

- Intrepid (Core and Course Management Systems)

Ms Roberts informed the members that, due to the cumulative cost, a case had been made to the Permanent Secretary for a Single Tender Action (STA) in relation to the continuation of the Intrepid contract with Hicom for the trainee management system until the tendering process and procurement competition for a new contract for the Trainee Information Systems (TIS) had been completed by Health Education England (HEE) procurement. It was anticipated that the new contract would not be in place until April 2017. A decision is awaited from the Permanent Secretary.

It was further noted that as governance rests with the Department, HEE had sought the approval of the Deputy Chief Medical Officer for engagement in the TIS project. NIMDTA had stressed the importance of engaging in the project.

- Actors

It was noted that NIMDTA were working with the Business Services Organisation (BSO) in relation to a contract for the provision of

actors for participation in recruitment and training events. It was noted that it had been confirmed by the Department of Finance and Personnel's Central Procurement Directorate (CPD), that there were no regional contracts within the public sector that would suit NIMDTA's requirements in this area.

14.9 Information Requests and Ministerial Correspondence

Members received and discussed the summary of information requests and responses, which included Assembly Questions, received during 20 February 2015 to date.

15. REPORT FROM THE GOVERNANCE, IT & FACILITIES MANAGER (Paper 15/28)

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

- Governance in DHSSPS Arm's Length Bodies: Reporting on Compliance with Controls Assurance Standards for 2014/15 – DHSSPS correspondence (16.4.15)
- NIMDTA Business Plan for 2015/16 – Correspondence from the Director of Workforce Policy, DHSSPS (1.4.15)
- ALBs – Business Planning 2014/15 & 2015/16 – Correspondence from the Deputy Secretary Finance & Personnel, DHSSPS (2.4.15)
- ALB Business Planning Priorities Update 2014/15
- Property Asset Management Plan 2015/16 – 2020/21
- Board Governance Self-Assessment Tool 2014/15 (completed)
- Complaints/Incidents/Accidents (February/March 2015)

15.1 Summary

- End of Year Audit Work

Mr McCarey (Governance, IT and Facilities Manager) informed the members that the main focus of work since the February meeting of the Board had been the completion of the end of year audit work. The Administrative Director had given an update on the level of compliance received in her report.

Members received and noted the correspondence from the Department of 16 April, reminding ALBs of the requirement to return the annual Controls Assurance Standards (CAS) compliance scores for 2014/15 within the required timeline of 8 May 2015. Mr

McCarey informed the members that Controls Assurance fieldwork had taken place in relation to the core standards of Governance (92%), Risk (90%), Finance (84%), as well as a sampled standard, Buildings (83%). It was noted that the scores had been confirmed following external benchmarking by Internal Audit, indicating substantive compliance.

15.2 Business Objectives

- Business Plan 2014/15

It was noted that the delegated tasks within the 2014/15 Business Plan had now been largely achieved.

- Draft Business Plan 2015/16

Members received and noted the correspondence from the Director of Workforce Policy (DHSSPS) of 1 April, acknowledging submission of the 2015/16 Draft Business Plan and proposing further revisions. The updated plan would be considered at a future meeting of Senior Management before being brought back to the Board for final approval.

Governance,
IT & Facilities
Manager

- ALBs Business Planning 2014/15 & 2015/16

Members received and noted the correspondence from the Deputy Secretary Finance & Personnel (DHSSPS) of 2 April requesting end-year position reports from ALBS on progress against 2014/15 Departmental Requirements. Members further received, discussed and approved the draft of NIMDTA's submission due to be forwarded to the Department.

- Property Asset Management Plan 2015/16 to 2020/21

Members received, discussed and approved the Property Asset Management Plan, which had been prepared in line with the priorities for 2015/16

- Draft Board Governance Self-Assessment Tool

Members received, discussed and approved the completed Board Governance Self-Assessment Tool, which had been submitted as a draft to the Department within the required timeline. Mr McCarey advised the members that the final submission would now be forwarded.

Attention was drawn to the final comments on the last page of the document, outlining the requirement for an Internal Audit review

of Board effectiveness to be carried out within 2014/15. As reported at the February meeting of the Board, it was noted that the Department had agreed to extend the deadline to the end of July.

15.3 Incidents

Members received and noted the Incidents, Accidents and Complaints reports for February – March 2015. The March report highlighted an incident in relation to an allergic reaction by a participant at a course.

15.4 Risk Register

Members received and the noted the Corporate Department Risk Register which had been reviewed and updated and enclosed with the report.

16 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B15/29)

Members received and noted the report from the Director for Postgraduate General Practice Education and attention was drawn to the following:

16.1 Staff Pressures

Dr Loughrey (Director for Postgraduate GP Education) highlighted the ongoing pressures in the General Practice Department due to the increasing workload which was in part due to the move to Shared Services, resulting in the redirection of a significant volume of work, previously handled within the Finance Department. Her concerns with respect to the monitoring of payments had been discussed under the Finance Update.

16.2 Specialty Training

The GMC had published data regarding the performance of individual Specialties and Deaneries/LETBs across the United Kingdom. It was noted that Northern Ireland had received the best performance in ARCP Outcomes and the MRCGP Examinations.

16.3 General Practice Recruitment

It was noted that sixty-five training programmes in General practice had been filled and trainees were now indicating

preferences for their programmes.

It was further noted that ten applicants had indicated their interest in the Accreditation of Transferable Competence Framework (ATCF). Dr Loughrey advised that if gaps should appear due the process, wherever possible another trainee would be placed instead.

16.4 Updated Statistics April 2015

Members noted the updated statistics within the report which outlined the number of trainees in the programme from ST1 – ST3. The number of trainees out of sync due to maternity leave and less than full-time (LTFT) were noted.

16.5 HRPTS and FPL

Dr Loughrey highlighted the risk associated with the outsourcing of payroll and the potential for errors in pay calculation being difficult to detect. She advised that this had particular relevance for General Practice trainees, as they moved between posts and in and out of the programme with greater frequency than other specialties.

The problems associated with the FPL system and the need to add an additional risk to the Corporate Risk Register, had been discussed under the report from the Administrative Director. Dr Loughrey reiterated, that the large volume of manual payments, now being handled within the General Practice Department, distracted from the core business of the department.

16.6 GP Appraisal

It was noted that the collaborative work with the Health & Social Care Board (HSCB), continues in the delivery of GP revalidation.

Members noted that the budget for sessional and locum appraisals had been removed from the NIMDTA allocation and transferred to the HSCB from the start of April 2015. NIMDTA would continue to administer payments and recharge the HSCB.

It was further noted, that the second annual appraiser training day was scheduled to take place on 3 June and would be held at Mossley Mill.

16.7 Continuing Personal Development (CPD)

It was noted that the GP Returner Scheme had been relaunched

nationally and it was thought that Northern Ireland would follow the scheme proposed in England and Wales.

It was further noted that the General Practice Committee of the BMA had produced a document setting out the work pressures in General Practice in Northern Ireland. The statistics had been provided and endorsed by the Department.

17 CORRESPONDENCE/REPORTS/PAPERS (Papers B15/30 & B15/31)

Members received and noted the following:

- Public Appointments – Correspondence from Director of Workforce Policy, DHSSPS (5.3.15)
- Election Guidance – Correspondence from the Office of the Permanent Secretary, (16.3.15)

18 ANY OTHER BUSINESS

Complaint to Trust Chief Executive

Professor Gardiner advised that he was in receipt of a letter to one of the Trust Chief Executives alleging religious discrimination. It was noted that he had been copied into a similar letter previously. It was thought that the sender, who had also copied the letter to the Editor of the Belfast Telegraph, was fictitious.

Confidential Issues

The Chair asked the members views on the inclusion of a confidential section at future Board meetings. After discussion it was agreed that this should be included at the end of business as a standing item, to allow Non-Executive members to discuss sensitive issues with relevant Officers.

19 DATE OF NEXT MEETING

- Thursday 25 June 2015 – Boardroom

Confirmed dates for 2015

- Thursday 27 August 2015 – Boardroom *(date added for Extraordinary Meeting – Non Executive Members/CEO/Administrative Director & Governance, IT & Facilities Manager only – to sign off on the Annual Quality Report)*

- Thursday 24 September 2015 – Boardroom
- Tuesday 1 December 2015 – Boardroom (*previously 26.11.15*)

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 2015

- Thursday 21 May 2015 – Boardroom
- Thursday 27 August 2015 – Boardroom (*1st hour to be used as Extraordinary Meeting of the Board*)
- Thursday 29 October 2015 - Boardroom