

Minutes

MEETING: NIMDTA Board
DATE: Thursday 28 September 2023
TIME: 10.00 am
VENUE: Online

Members:

Mr D Wilson	Chair
Mr B Garland	Member
Dr J Little	Member
Mr G McKenna	Member
Ms G Campbell	Member
Mr H Graham	Member

In Attendance:

Mr M McCarey	Chief Executive
Dr C Harron	Postgraduate Medical Dean & Director of Education <i>(part only)</i>
Mr A McClelland	Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Ms R Campbell	Senior Professional Support Manager <i>(part only)</i>
Dr Hendron	Dental Dean
Ms Hughes	Senior Education Manager <i>(part only)</i>
Ms Turner	Senior HR Manager – Trainee Employment
Dr Smyth	Director of Hospital Specialty and Professional Development
Dr M Stone	GP Director
Dr L Parks	Foundation Director
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	None.	
2.0	Declarations of Interests – Items of Business	

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2.1	None.	
3.0	Announcements	
3.1	Mr Wilson noted a positive meeting with the Permanent Secretary took place since the last Board meeting and thanked Mr McCarey for being so well prepared for the meeting.	
3.2	Mr McCarey noted that the Permanent Secretary is due to speak at tomorrow's Clinical Education event.	
3.3	Dr Harron advised that GP Director interviews have taken place, with Dr P Leggett appointed.	
3.4	Dr Harron advised that SAS Dean interviews have taken place, with Dr Julie Anne Forbes Appointed to the role.	
3.5	<u>Annual Report 2022/23</u> Mr Wilson thanked all staff for their work in the production and submission of the Annual Report.	
4.0	Minute of Meeting	
4.1	The Minutes of 26 June 2023 were approved, subject to minor wording amends.	Ms Kerr
5.0	Matters Arising	
5.1	Please see appended Action List.	
5.2	<u>1.0 - 4.1 Board Minutes (22.06.23)</u> Complete.	
5.3	<u>2.0 - 10.2 Report from the Postgraduate Medical Dean /Director of Education (22.06.23)</u> Dr Harron queried the SMC ToR and the responsibilities within, noting roles appear to be purely advisory. Mr McCarey clarified the ToR should be read in conjunction with the Scheme of Delegation and job descriptions and for specific Senior Officer responsibilities. Mr Wilson suggested holding a Workshop on resourcing and budgets, where clarification on ringfencing, resourcing, etc. can	Ms Black

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	<p>be shared. Mr McCarey welcomed the proposal of a workshop to provide clarity, noting the level of work involved in unpicking historic financial management and making working practices appropriate for current operating environment.</p> <p>Ms R Campbell noted there is nothing explicit re budget management within SMC job descriptions, adding this may need to be addressed. Members agreed.</p> <p>Ms Black confirmed that current in-year departmental budgets versus spend will be shared with SMC over the coming weeks. Ms Black highlighted that the Authorisation Framework details amounts which staff are able to approve, and confirmed that she will be engaging with SMC Members to answer questions and provide support. Mr Wilson suggested monitoring budgetary spend at Board level along with SMC Members budgetary awareness.</p>	
5.4	<p><u>3.0 - 11.2 Report from the Director of Hospital Specialty and Professional Development (22.06.23)</u></p> <p>Mr McCarey confirmed work for the Accountability Review is complete.</p>	
5.5	<p><u>4.0 - 19.1 Security Policy and Protocol (22.06.23)</u></p> <p>Mr McClelland confirmed work is ongoing re hybrid working references within policies.</p>	
6.0	Update from The Audit Sub-Committee	
6.1	<p>Members noted the minutes from the last meeting on 22 June 2023.</p> <p>Mr Garland asked for questions. None.</p>	
7.0	Update from Governance & Risk Sub-Committee	
7.1	<p>Members noted the minutes from the last meeting on 08 August 2023.</p> <p>Ms G Campbell highlighted the first cycle of Risk Register reviews is now complete. Ms G Campbell can now provide assurance to the Board that an appropriate risk management process in place. Ms G Campbell thanked Mr McCarey, Mr McClelland and Ms Gregge for their work on risk.</p>	

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	Ms G Campbell noted that Board Members need to now formally agree NIMDTA's risk appetite.	
8.0	NIMDTA Resourcing	
8.1	<p><u>Growth Management Scoping</u> Mr McCarey suggested it may be useful to have wider discussion at a Workshop, as this falls into the organisational development work piece.</p> <p>Mr McCarey noted a BSO request for a letter of comfort in relation to financial support for additional resource. Mr McCarey has been liaising with BSO and DoH in respect of requirements, discussions are ongoing.</p> <p>Mr McCarey has met with Ms Kelly (HSCLC) re organisational development and work is ongoing. Mr McCarey provided an overview of the BSO service offering, examining the value for money received and outlined comparators of utilising a shared service against inhouse delivery.</p>	
8.2	<p><u>SLE Post Project Evaluation</u> Mr McCarey highlighted plans to address current staffing challenges via internal prioritisation.</p> <p>Ms G Campbell asked if NIMDTA can bring in an internal consultant to look at this piece of work, Mr McCarey confirmed this is an option that can be discussed further. DoH are to action the SLE Post Project Evaluation.</p>	
9.0	NIMDTA Policies	
9.1	<p>Mr Garland asked if the Business Recovery plan for IT in Beechill House is complete. Mr McClelland confirmed a draft version of the IT Business Continuity Plan had been brought to a previous meeting of Governance & Risk Committee to demonstrate progress achieved to date. The plan will return to Governance & Risk Committee for approval.</p> <p>Members noted that the majority of data breaches have generally occurred during e-mail communications, stressing care must be taken to ensure such occurrences are reduced. Mr McClelland stressed ongoing staff awareness sessions in</p>	

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	<p>relation to data breach prevention are being delivered across NIMDTA.</p> <p>Members asked if these are BSO policies which NIMDTA are obliged to adopt. Mr McClelland confirmed this is the case.</p> <p>Members approved subject to minor wording amends.</p>	
10.0	Report from the Chief Executive	
10.1	Members noted the report from Mr McCarey, Chief Executive.	
10.2	Mr McCarey overviewed his report, noting that Pathology pathway information is included.	
11.0	Report from the Postgraduate Medical Dean / Director of Education	
11.1	Members noted the report from Dr Harron, PGMD/Director of Education.	
11.2	Mr Garland asked how NIMDTA are handling the revalidation staffing shortfall. Dr Harron advised through the use of additional temporary staff, overtime and borrowing staff from other work areas.	
12.0	Report from Senior Business Manager	
12.1	Members noted the report from Ms Black, Senior Business Manager.	
12.2	<p><u>Financial Management</u></p> <p>Ms Black highlighted a new format for breakeven calculation, which results in a reduction to NIMDTA's breakeven target.</p> <p>Ms Black confirmed that during Month 6, departmental budgets will be uploaded and support provided to SMC Members. Routine data capture will also begin which will reduce the need for time intensive reactionary work.</p> <p>Ms Black stressed that the Whole of Govt Accounts is a very significant piece of work since the introduction of SLE.</p>	

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	<p>Ms Black noted that workload has been extremely difficult for Business Management staff over the summer months.</p> <p>Ms Black advised Members that Ms McStravick (BSO Client Accountant) is moving on to a new role within BSO Finance. Mr McCarey recognised that the high staff turnover within client facing roles in BSO has added complexities for new staff attaining an immediate understanding of NIMDTA's financial environment in recent years.</p>	
12.3	<p><u>Business Cases</u></p> <p><u>IBC59</u> Ms Black advised this requires formal approval now that final figures have been added. Approved.</p> <p><u>IBC 55</u> Members noted the position.</p> <p><u>IBC 53 and IBC61</u> Ms Black asked for Board support subject to the addition of final figures. Members approved in principle, recognising the need has been identified by Senior Managers, and on the basis that DoH are expected to provide funding.</p> <p><u>New Posts</u> Five new posts were noted:</p> <ul style="list-style-type: none"> • B5 Perm - Foundation Support for Expansion • B4 Perm - Foundation Support for Expansion • B3 Perm - Foundation Support • B5 SAS Career Development • Associate Dean SAS Career Development <p><i>Dr Harron and Ms R Campbell left the meeting.</i></p>	
12.4	<p><u>Online Study Leave</u> Ms Black noted that unexpected higher volumes are being seen. Mr Graham queried asked how costs can increase given each trainee has an assigned amount. Ms Black provided clarity, suggesting that the ease of application could increase individual spend which has historically been under budget.</p>	
12.5	<p><u>Overpayments</u></p>	

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	<p>Ms Black advised that an increased number of overpayments are being seen. Members agreed to discuss further under confidential section. Ms Black noted that controls around staff in post reporting can cause contribute to the risk of overpayments.</p> <p>Ms Black highlighted an offer of Fraud Awareness training for Board Members in order to understand NIMDTA policy in this area.</p> <p>Mr Garland asked at what stage he, as Audit Chair is notified of fraud investigations. Ms Black confirmed there will be full disclosure at Audit Committee meetings.</p>	
12.6	<p><u>Appendix 3 Savings Plan</u> Please see confidential business.</p>	
12.7	<p><u>Funding Gap</u> Please see confidential business</p>	
12.8	<p><u>Financial Test Drilling</u> Ms Black confirmed 2022/23 results have been obtained. Foundation Temporary expansion was rated amber, which has provided some learning and the IBC template will be amended as a result.</p> <p>Mr Wilson requested further information on report content.</p>	Ms Black
12.9	<p><u>Access to Information Requests</u> Mr Garland asked if work has been done to ensure data is double checked before release. Mr McClelland overviewed the current process and confirmed he is confident appropriate controls for checking information applicable for release is currently in place.</p>	
13.0	Report from the Postgraduate Dental Dean	
13.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
13.2	<p><u>Vacancies</u> Please see confidential business.</p> <p><i>Dr Harron returned to meeting.</i></p>	

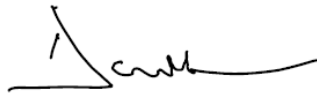
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13.3	<p><u>Educational Supervisor Recruitment</u> Dr Hendron noted that feedback received during and following this year's Educational Supervisor recruitment process amendments will be made to future processes, with split regional recruitment being considered as a potential option going forward.</p>	
13.4	<p><u>COPDEND</u> Dr Hendron advised of a number of retirements which will result in an additional time commitment for her.</p>	
13.5	<p><u>Training Numbers</u> Dr Hendron noted the push to deliver enough training places to match local university output. At present QUB output is approx. 45, with NIMDTA currently providing 30 posts.</p>	
14.0	Report from the Director of Hospital Specialty and Professional Development –	
14.1	Members noted the report from Dr Smyth, Director of Hospital Specialty and Professional Development.	
14.2	<p>Dr Smyth thanked Ms Black and Mr McCarey for their work to progress development of the recruitment team. Dr Smyth noted her continuing concerns about the ongoing risk and the re-designation of post funding streams, while recognising current limitations.</p> <p>Mr Wilson asked if Dr Smyth is content with the solution and asked what the next steps are. Dr Smyth recognised the historic team structure is not fit for purpose, and will take a phased approach to fully resolve.</p> <p>Mr Wilson asked if it would be helpful for an external consultant to review and provide a preferred structure. Mr McCarey recognised the wish of all involved to resolve this issue and agreed an external view could be useful, however this may have limited impact given sectoral budget pressures. Members discussed and agreed that an external consultant should be sought. The Board formally recorded their concerns about recruitment and the capacity impact this is causing across other work areas. To be discussed further at Governance & Risk Committee.</p>	

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	<i>Ms Hughes left the meeting.</i>	
14.3	<u>ARCPs</u> Mr Garland asked if NIMDTA can mitigate potential risk by recording ARCP sessions. Dr Smyth advised it would not be practical to record, with sessions taking more than 6 hours at times.	
15.0	Report from the Director of Postgraduate GP Education	
15.1	Members noted the report from Dr Stone, Director of Postgraduate GP Education	
15.2	Dr Stone noted that the increasing number for international graduates has resulted in increased support requirements from trainees and associated increases in costs.	
15.3	<u>ARCP Monitoring</u> Dr Stone advised of 21 required extensions, 18 of which are for international graduates. Dr Stone confirmed a strategic support system will be introduced to help reduce the numbers of outcome 3s (extensions) being seen, it is hoped this will be cost saving in the long term.	
16.0	Report from the Senior Education Manager	
16.1	Members noted the report from Ms Hughes, Senior Education Manager.	
17.0	Report from the Senior Professional Support Manager	
17.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
17.2	<u>Staffing</u> Ms R Campbell advised work is ongoing to increase administrative post fill rates, and noted particularly high staff turnover in some departments. Ms R Campbell highlighted a lack of staffing resilience within the VISA work stream.	

17.3	<p><u>Equality</u> Ms R Campbell presented the 5-year plan for approval. Members welcomed a very comprehensive document.</p> <p>Ms G Campbell asked if trainees receive EDI training, and if the Mental Health Charter, along with Health & Wellbeing initiatives extend to trainees. Ms R Campbell confirmed not at present, adding that she does have concerns regarding this. Mr Garland noted the difficulties caused by the level of support NIMDTA receives from BSO in relation to equality matters. Mr McCarey updated that concerns with BSO support in relation to equality would be raised directly with as part of the ongoing SLA discussions.</p> <p>Members stressed the importance of clear communication to all staff, asking that a communication strategy is included within Organisational Development work.</p> <p>Dr Smyth committed to speak with Ms R Campbell regarding the development of an EDI module, which she has worked on in conjunction with ADEPT fellows.</p> <p>Ms G Campbell suggested a Board Workshop focusing on EDI be scheduled. All agreed.</p> <p>Ms R Campbell advised there is an EDI group which would benefit from a Board representative. Ms G Campbell volunteered to be the Board representative.</p> <p>Members approved the 5-year Plan subject to minor wording amendments.</p>	<p style="text-align: center;">Dr Smyth</p> <p style="text-align: center;">Ms R Campbell Mr A McClelland</p> <p style="text-align: center;">Ms R Campbell</p>
18.0	Report from the Senior Governance, IT & Facilities Manager	
18.1	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	
18.2	<p><u>Standing Orders – NIMDTA Committees</u> Mr McClelland welcomed the planned meeting with Chairs re Governance & Risk and Audit Committee Standing Orders in advance of the October Governance & Risk Committee meeting.</p>	
18.3	<p><u>Corporate Scorecard</u> Mr McClelland presented for approval the scorecard following review in consultation with SMC. The medical and dental</p>	

	strategies will further identify more operational KPI's during the course of their development.	
18.4	<u>Partnership Agreement</u> Mr McClelland presented for approval. Members agreed to pick up in Workshop this afternoon.	All
18.5	<u>Expansion of Beechill House Project</u> Mr McClelland shared his hope that the expansion business case will reach conclusion soon. Members discussed that landlord is still actively marketing the building.	
18.6	<u>Complaints</u> Mr McClelland provided an update on recent complaints received and their current status in line with NIMDTA Complaints Policy.	
19.0	Report from the Director of Foundation	
19.1	Members noted the report from Dr Parks, Director of Foundation.	
19.2	<p>Dr Parks shared her concerns about the level of vacancies following a significant number of withdrawals. Dr Parks confirmed this is a result of using the national recruitment process and is thus outside of NIMDTA control. This will be an ongoing issue.</p> <p>Dr Parks advised that due to projected local university outputs next year, vacancies are expected to become a larger issue. Discussions with DoH are ongoing on options to minimise the impact.</p> <p>Dr Parks noted that previously local foundation recruitment was an option, stressing the need for a recruitment team within NIMDTA. This team must be agile to facilitate all departments.</p> <p>Dr Parks provided some background to the large numbers of withdrawals seen in NI.</p> <p>Ms G Campbell requested that Officers consider adding burnout rates of F1/F2's and the associated risk to patients on the medical education risk register.</p>	Dr Parks
20.0	Correspondence/Reports/Papers received (for information)	

20.1	The following items were noted: <ul style="list-style-type: none"> • HSC(F) 30-2023 – DAO (DoF) 03_23 - Guidance on Conflicts of Interest – Employment Related Legal Cases • BSO CUSTOMER ASSURANCE LETTER FOR 2022-23 	
21.0	Any Other Business	
21.1	None.	
22.0	Date of next meeting	
22.1	Thursday 25 January 2023, 10am	



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NIMDTA Chair

30.11.23

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Date