

## Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 25 January 2024  
**TIME:** 10.00 am  
**VENUE:** Boardroom, NIMDTA

**Members:**

Mr D Wilson	Chair
Mr B Garland	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
Mr A McClelland	Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Ms R Campbell	Senior Professional Support Manager
Dr Hendron	Dental Dean
Ms Hughes	Senior Education Manager
Ms Turner	Senior HR Manager – Trainee Employment
Dr Smyth	Director of Hospital Specialty and Professional Development
Dr P Leggett	GP Director
Dr L Parks	Foundation Director
Dr J Forbes	Associate Dean for SAS Career Development
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
<b>1.0</b>	<b>Apologies</b>	
1.1	None.	
<b>2.0</b>	<b>Declarations of Interests – Items of Business</b>	

Ref	Item	Action
2.1	None.	
<b>3.0</b>	<b>Announcements</b>	
3.1	<p>Mr Wilson welcomed Dr Forbes to the meeting which is forming part of her induction.</p> <p>Mr Wilson welcomed Dr Leggett to his first official Board meeting as GP Director.</p>	
3.2	<p>Mr Wilson welcomed Mr McCarey back, recognising the difficulties experienced in his absence and highlighting a number of continuity processes which need addressed.</p> <p>Attendees noted that business continuity for all staff should be examined. Members requested a workshop is facilitated to carry out a skills audit of where potential gaps may exist.</p>	<b>SMC</b>
3.3	<p><u>Accountability Review</u> Mr Wilson confirmed that the Accountability review meeting which was pushed back due to Mr McCarey's absence is now in diaries.</p>	
3.4	<p><u>Replacement of Medical Board Member</u> Mr Wilson confirmed he has spoken to DoH regarding a replacement Board Member following Dr Little's retirement. Mr Wilson advised he has stressed the need for a medical member appointment. Suggestions have been made regarding co-option, however this only covers Committee membership and not the Board.</p> <p>Dr Harron queried the need for medical representative on the Board as she is aware Trusts don't have this as a requirement. Mr McCarey advised that NIMDTA do not have in-house staff to call on regarding medical issues and MHPS, etc. Mr Wilson asked for Dr Harron's personal view on the need for a medical Board Member. Dr Harron stated she feels there is a need for medical board representation within NIMDTA.</p> <p>Mr Wilson suggested further discussion outside of today's meeting to confirm a potential co-option process and an approach to individuals.</p>	<b>Mr McCarey</b>
3.5	<p><u>Public Sector Chairs Forum</u> Mr Wilson alerted attendees that the Northern Ireland Public Sector Chairs' Forum recently wrote to the Prime Minister and</p>	

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	<p>Secretary of State stating that the withholding of funding to NI is immoral.</p> <p>Mr Wilson confirmed he has expressed his displeasure at the letter being issued without seeking advice from members in advance.</p>	
<b>4.0</b>	<b>Minute of Meeting</b>	
4.1	The Minutes of 30 November 2023 were approved.	
4.2	The Minutes of 20 December 2023 were approved.	
<b>5.0</b>	<b>Matters Arising</b>	
5.1	Please see appended Action List.	
5.2	Ms Hughes requested an amendment on Page 2 of the Action List 20.12.23. Ms Hughes will email changes to Ms Kerr.	<b>Ms Hughes Ms Kerr</b>
5.3	<u>Risk</u> Members noted Risk is now a standing item at SMC.	
<b>6.0</b>	<b>Update from The Audit Sub-Committee</b>	
6.1	<p>Mr Garland confirmed there has been no meeting since the last Board.</p> <p>Mr Garland highlighted that the amended Standing Orders are presented today for approval.</p> <p>Mr Garland noted the audit report included in Ms Black's papers, advising he has requested the opportunity to call an ad-hoc Audit Committee where reports are released in advance of a scheduled meeting.</p>	
<b>7.0</b>	<b>Update from Governance &amp; Risk Sub-Committee</b>	
7.1	<p>Ms G Campbell confirmed the Committee is due to meet on 30 January 2024, which will be the inaugural meeting as the newly named Governance, Resources and Performance Committee.</p> <p>Ms G Campbell and Mr McClelland will be meeting to discuss future reporting requirements to the Committee.</p>	

Ref	Item	Action
8.0	<b>NIMDTA Resourcing</b>	
8.1	<u>Organisational Review</u> Mr McCarey noted this process started in early November 2023 with input from Ms O’Kelly (HSCLC). A meeting with Mr Wilson is scheduled for week commencing 29 January 2024 to discuss priorities.	
8.2	<u>Cost Savings</u> Mr McCarey recognised the significant work Ms Black has put into the Savings Plan, which has now been submitted to DoH	
8.3	<u>SMC Approval of Posts</u> Mr McCarey confirmed that both the SLE and Business Management Band 7 posts have been approved and banding confirmed by BSO.  Mr McCarey noted there remains work to be done on funding sources for Revalidation posts, and the business case requires amendment.  Mr Wilson advised he asked for an update on current recruitment processes and status of same. Mr Wilson noted the large number (15) and asked that SMC colleagues look at moving these forward as some particularly have been very protracted. Dr Harron stated there is an impression that some posts get fast tracked which is unhelpful. Ms R Campbell highlighted that there are 2 separate processes for recruitment, whereby medical/dental posts are recruited through PSW and administrative posts are recruited via BSO. Members stressed that the operational side is for SMC to manage rather than Board, and welcomed the inclusion of staff turnover figures including reasons for leaving within Ms R Campbell’s report. Mr McCarey welcomed comments. All attendees discussed the medical cohorts perceived difficulties, the ability to fast track recruitment and the improvements to business case processes in recent times. Members stressed that the Board needs assurance the process is being followed correctly and to be informed of any roadblocks.  Mr Wilson again stressed the need for Board and Governance, Resource & Performance Committee to know that posts are progressing through the appropriate process and if there is a risk of lack of progress in filling this post, they do not require the detail of how funding is being identified etc. That is an operational matter for SMC to oversee.	<p style="text-align: center;"><b>Dr Smyth</b></p> <p style="text-align: center;"><b>SMC</b></p> <p style="text-align: center;"><b>Ms R Campbell</b></p> <p style="text-align: center;"><b>SMC</b></p>

Ref	Item	Action
8.4	<u>Establishment Order</u> Mr McCarey noted the inclusion of Pharmacy has prompted a need for a new Establishment Order. Mr McCarey stressed he has highlighted the current Board size as a significant risk to DoH colleagues.	
<b>9.0</b>	<b>NIMDTA Policies</b>	
9.1	The following policies were approved: <ul style="list-style-type: none"> <li>• Standing Orders (Schedule 4) – Governance, Resources and Performance Committee</li> <li>• Standing Orders (Schedule 1) – Audit and Risk Committee</li> </ul>	
9.2	The following policy was approved subject to a minor amendment: <ul style="list-style-type: none"> <li>• Standing Orders (Schedule 2) – Remuneration Committee</li> </ul> Reference to Chief Executives objectives to be amended. Mr McClelland agreed to action.	<b>Mr McClelland</b>
<b>10.0</b>	<b>Risk Management</b>	
10.1	<u>Corporate Risk Register (CRR)</u> Members asked that the Corporate Risk Register (CRR) is reviewed in detail at the next SMC meeting. Mr McClelland confirmed it will also be reviewed at Governance, Resources and Performance Committee on 30 January 2024.  Members requested the CRR be prioritized higher on the SMC agenda to avoid it not be addressed during the meeting.	<b>Mr McClelland</b>
<b>11.0</b>	<b>Report from the Chief Executive</b>	
11.1	Mr Wilson advised he agreed Mr McCarey should provide a verbal update given his recent return from extended leave.  Mr McCarey thanked staff for their work while he was off.	

Ref	Item	Action
	Mr McCarey confirmed he has been meeting with SMC colleagues and others since his return on 15 January 2024.	
11.2	<u>Covid-19 Inquiry Rule 9 Response</u> See confidential section.	
11.3	<u>Premises Expansion</u> Mr McCarey confirmed negotiations remain ongoing, with a resolution expected this week. There is additional risk given the lateness in year of any decision. Mr McClelland provided an update around timelines and the potential of usage of space.	
11.4	<u>Pharmacy Merger</u> Mr McCarey provided an update on current status, noting he has stressed the need for a business case from DoH and highlighting the complexity of the process.  Members requested that current staff terms and conditions are protected.	
11.5	<u>Partnership Agreement</u> Members asked for an update. Mr McClelland confirmed the Partnership Agreement is currently with DoH for action, once formally approved the Partnership Agreement will be reviewed annually.	
11.6	<u>Month 9 Reporting</u> Mr McCarey highlighted the effectiveness of the GP tracker, which is showing salary costs in real time.  Ms Black advised of an SMC finance workshop scheduled for 19 February 2024.	<b>Ms Black</b>

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	Mr McCarey noted that the business case process will ensure that providence of funding for posts is clear going forward, something which has historically been very difficult to unpick.	
<b>12.0</b>	<b>Report from Senior Business Manager</b>	
12.1	Members noted the report from Ms Black, Senior Business Manager.	
12.2	<u>Savings Plan</u> See confidential section below.	
12.3	<u>Business Cases</u> The following business cases and recruitment requests were approved: <ul style="list-style-type: none"> <li>• IBC 63 SLE Additional Resources</li> <li>• Band 7 SLE HR Manager</li> <li>• Band 7 SLE Finance Manager</li> </ul>	
12.4	<u>Budget, Finance and Business Planning Workshop</u> See confidential section below.	
<b>13.0</b>	<b>Report from the Postgraduate Medical Dean /Director of Education</b>	
13.1	Members noted the report from Dr Harron, PGMD/Director of Education.	
13.2	<u>Medical Strategy</u> Dr Harron welcomed feedback on the Strategy.  Mr Garland asked if the Strategy is developed in line with the Strategic Plan. Mr McCarey confirmed that is correct.  Members welcomed an excellent report, asking that a separate session be used to review in detail. Members noted the Dental Strategy should also be included in this review session.	<b>Ms Kerr</b>

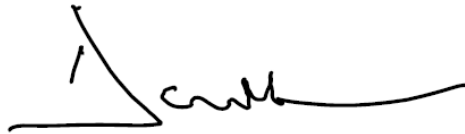
<b>Ref</b>	<b>Item</b>	<b>Action</b>
13.3	<p><u>New to NI</u> Dr Harron asked for assistance with the recruitment of a Band 5 for the New of NI scheme. Mr McCarey offered to discuss further outside of today's meeting.</p> <p>Dr Harron thanked Ms Dennison for all her work on the pilot.</p> <p>Dr Harron stressed this will be a good news story for NIMDTA if it goes ahead.</p>	<b>Dr Harron</b>
13.4	<p><u>Risk</u> See confidential section below.</p>	
13.6	<p><u>Revalidation</u> Mr Wilson asked for an update.</p> <p>Ms Hughes advised she has consulted with other UK Nations to check how this is managed elsewhere. Ms Hughes stressed she does not feel this can be a KPI.</p>	
13.7	<p><u>Enhanced Monitoring</u> Mr Garland asked at what point a wider issue is recognised. Dr Harron advised it is known NI is the worst performing UK region, with the highest levels of medic burnout.</p>	
<b>14.0</b>	<b>Report from the Postgraduate Dental Dean</b>	
14.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
14.3	<p><u>Dental Strategy</u> Members welcomed an excellent report. As per item 13.2, this will also be discussed further at a Board Workshop.</p>	
14.4	<p><u>Good News</u> Dr Hendron advised DoH have commended Continuing Education initiatives.</p> <p>Dr Hendron noted increased collaboration with Queens University Belfast (QUB), with a recent survey showing 50% of dental students are keen to remain in Northern Ireland and train with NIMDTA.</p>	
14.5	<p><u>Risk</u> See confidential section below.</p>	



<b>Ref</b>	<b>Item</b>	<b>Action</b>
<b>15.0</b>	<b>Report from the Director of Hospital Specialty and Professional Development –</b>	
15.1	Members noted the report from Dr Smyth, Director of Hospital Specialty and Professional Development.	
15.2	<u>Staffing</u> See confidential section below.	
<b>16.0</b>	<b>Report from the Director of Postgraduate GP Education</b>	
16.1	Members noted the report from Dr Leggett, Director of Postgraduate GP Education	
16.2	Dr Leggett highlighted the impact of GP trainees not yet being part of SLE.	
<b>17.0</b>	<b>Report from the Senior Education Manager</b>	
17.1	Members noted the report from Ms Hughes, Senior Education Manager.	
<b>18.0</b>	<b>Report from the Senior Professional Support Manager</b>	
18.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
18.2	<u>HR Continuity Plan</u> Ms R Campbell noted a focus of today's discussions has related to resourcing, stressing the need for the HR Continuity Plan to be reviewed by SMC.	<b>SMC</b>
<b>19.0</b>	<b>Report from Senior HR Manager (Trainee Employment)</b>	
19.1	<u>SLE Post Project Evaluation (PPE)</u> Ms Turner advised she recently met with Mr Barbour (DoH) regarding the PPE which is now progressing, with a focus on the SLE team resilience. Mr Wilson asked for the transfer of GP trainees to SLE be raised during PPE discussions. Ms Turner confirmed GP and Dental trainees will be factored in to staffing requirements.	<b>Ms Turner</b>

<b>Ref</b>	<b>Item</b>	<b>Action</b>
	Ms Turner noted she is engaging with HSCLC to obtain additional support.	
<b>20.0</b>	<b>Report from the Director of Foundation</b>	
20.1	Members noted the report from Dr Parks, Director of Foundation.	
20.2	<u>Recruitment</u> Dr Parks highlighted that Foundation hope to over recruit in order that vacancies can be filled as trainees withdraw.	
<b>21.0</b>	<b>Report from the Senior Governance, IT &amp; Facilities Manager</b>	
21.1	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	
21.2	<u>Establishment Order</u> Mr McClelland advised of a recent meeting with DoH, and confirmed that the Board will be consulted throughout this process.	<b>Mr McClelland</b>
21.3	<u>Premises</u> Mr Garland asked how delays have changed the planned approach.  Mr McClelland confirmed there will be a negative impact on the scale of internal reconfiguration works that can be completed within the current financial year, however solutions will be developed once confirmation is received.	
21.4	<u>Covid-19 Enquiry</u> Mr McClelland confirmed further detail will be presented to Board at the appropriate time.	
<b>22.0</b>	<b>Correspondence/Reports/Papers received (for information)</b>	

Ref	Item	Action
22.1	None.	
<b>23.0</b>	<b>Any Other Business</b>	
23.1	None.	
<b>24.0</b>	<b>Date of next meeting</b>	
24.1	Thursday 28 March 2024, 10am	



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**NIMDTA Chair**

28.03.24

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**Date**