

SCHEDULE 3

Senior Management Committee Standing Orders

Policy Review Schedule

Date first Approved by the Board: January 2010

Last Approved by the Board: November 2021

Date of Next Review: November 2022

Schedule Owner – Senior Governance, IT & Facilities Manager

Amendment Overview

Version	Date	Pages	Comments	Actioned
2010 – 1.0				
2012 – 2.0	09/12	6	Moved to new policy template. Amendment made to the start of 6.1 to allow for discretion by Chair of SMT.	Mark McCarey
2012 – 2.1	09/12	6	Updated to reflect discussion at Governance & Risk Committee. Minute circulation amended from 'Board' to 'Chair of the NIMDTA Board'. Reference to 'Chairman' changed to 'Chair' throughout. Document added to the list of Schedules as Schedule 3. To be submitted to NIMDTA Board for approval.	Mark McCarey
2012 – 2.1	27/09/2012	6	Approved by Board	
2012 – 2.2	10/06/2013	8	Updated to include 'The Role of Agency' and NIMDTA mission statement	Linda Craig
2013 – 3.0	6/9/2013	4,6,7	Revisions to 'The Role of the Agency', Terms of Reference and Composition and Membership	
2013 – 3.0	26/09/2013		Presented to NIMDTA Board for approval. Approved.	
2014 – 4.0	27/11/2014		Presented to NIMDTA Board for approval. Approved.	
2016 – 1.0	8/2/16	6	Presented to SMT for approval	Margot Roberts
2016 – 1.0	25/02/16	6	Approved by NIMDTA Board	Margot Roberts
2016 – 4.1	27/10/16	7	Reviewed following the retirement of the Administrative Director for consideration by the Governance & Risk Committee	Mark McCarey
2016 – 4.2	23/11/16	6	Reviewed following G&R for Board approval. Approved	Mark McCarey

Version	Date	Pages	Comments	Actioned
2018 – 5.0	11/01/18		Reviewed for consideration at G&R on 24/01/18. Approved	Mark McCarey
	24/01/18		Presented to Board 25/01/18. Approved.	Mark McCarey
2018 – 5.1	18/10/18	7	Amended to update Job Title of Director of Professional Development for consideration by G&R Committee on 24.10.18.	Mark McCarey
2018 – 5.2	06/11/18	7	Job Title amended as per G&R Committee discussions. Sent for approval by NIMDTA Board on 29/11/18. Approved.	Mark McCarey
2019 – 5.3	28/11/19	7	Amended in line with staffing changes. Amendments highlighted yellow.	Mark McCarey
2021 – 6.0			Reviewed for consideration at G&R on 23.09.21	
2021 – 6.1			Reviewed following input from Board Members. For consideration at Board on 25.11.21. Approved	

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Role of the Northern Ireland Medical and Dental Training Agency

The Role of NIMDTA can be found on the Agency website here:
<https://www.nimdtg.gov.uk/about/background/role/>

1. Introduction

The Board of the Northern Ireland Medical and Dental Training Agency (hereinafter referred to as “the Board”) has appointed a Senior Management Committee to oversee the development of NIMDTA business and ensure that NIMDTA delivers its statutory functions.

2. Terms of Reference

Its purpose is to support the Board in fulfilling its statutory functions and in providing good corporate governance.

The Committee will advise the Board on:

1. **Service Delivery and Improvement** - The role of NIMDTA is to commission, promote and oversee high quality postgraduate medical and dental education and training.
2. **NIMDTA’s Resources** - NIMDTA aims to manage resources in line with Managing Public Money.
3. **Corporate Governance** - NIMDTA aims to continually review and develop internal processes and control arrangements with a view to ensuring effective delivery of its services.
4. **Quality** - NIMDTA aims to ensure that its services comply with all statutory, licensing and regulatory requirements.
5. Any other tasks which are delegated to the Senior Management Committee by the Board

3. Powers and Responsibilities

The Board is ultimately responsible for all the decisions and actions taken in its name, whether directly or through its arrangements for delegation. The Board retains the right, therefore, to amend or overturn any decisions or actions of any Committee, Sub-Committee or working group which it deems to be contrary to Board policy or otherwise against the Board’s interests.

4. Composition and Membership

The Committee shall consist of:

1. Chief Executive;
2. Postgraduate Medical Dean;
3. Postgraduate Dental Dean;
4. Director of General Practice Education;
5. Director of Hospital Specialty Training & Director of Professional Development ;
6. Director of Foundation School;
7. Medical Director

8. Senior Professional Support Manager;
9. Senior Education Manager;
10. Senior Governance, IT & Facilities Manager;
11. Senior Business Manager; and
12. Senior HR Manager [Trainee Employment].

The Chief Executive shall be the Chair of the Committee, and Postgraduate Medical Dean shall deputise in his or her absence. The date of the committee meeting will be re-arranged if neither the chair nor deputy chair is available for the meeting.

The quorum for meetings of the committee shall be five.

In the event of any post holder being unable to attend meetings for a period of time, the Committee shall appoint an appropriate individual to attend meetings in the interim.

5. Frequency of Meetings and Reporting Mechanism

The Committee shall meet at least monthly. Meetings may take place in person, or online.

The Committee shall forward a minute of each meeting to the Chair of the NIMDTA Board.

6. Attendance by Persons not being Members of the Committee

At the discretion of the Chair of the Committee:

Staff members, not being members of the Committee, may attend identified agenda points of a meeting relevant to their role in order to further inform discussion.

Persons, not being members of the committee or staff members, may be invited to attend identified agenda points of a meeting of the Committee.

7. Sub-Committees

The Committee may appoint sub-committees, and shall determine their terms of reference, membership and duration.

Sub-committees may consist of members of the Committee and other staff, as the Committee so decides.

All sub-committees shall report to the Committee at such intervals and in such manner as the Committee decides.