

Minutes

MEETING: Agency Board
DATE: Thursday 28 February 2013
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Dr JG Jenkins
Mr D Morrice
Mr G Smyth

Officers

Mr K Gardiner (Chief Executive/Postgraduate Medical Dean)
Dr C Loughrey (Director of Postgraduate GP Education)
Ms M Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager)
Ms R Campbell (Human Resources Manager)
Mr M McCarey (Corporate Governance Manager)

In Attendance

Mrs P Dardis (Corporate Services)

1 APOLOGIES

Professor D Hussey (Postgraduate Dental Dean)
Mr L Wilson (Non-Executive Member)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Ministerial Visit

The Chair, Mr Joynes, announced a date had been confirmed for a

visit by the Minister for Health. The Chair and Chief Executive, Mr Gardiner, gave members a brief overview of the expected programme for the visit.

DHSSPS/NIMDTA Year End Assurance & Accountability Review

The Chair informed members that the Year End Assurance & Accountability Review meeting with the Department had been confirmed for the afternoon of 17 June.

4 MINUTES OF PREVIOUS MEETING (Paper B13/09)

Minutes of the meeting held on 24 January 2013, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

3. Announcements (Membership of the Agency Board)

The Chair had written formally to the out-going Non-Executive Members to express the appreciation of the Board for the time and service which they had given during their term of office.

All other business would be dealt with under the agenda.

6 REPORT FROM THE AUDIT SUB-COMMITTEE

6.1 Unconfirmed Minute of Meeting held on 24 January 2013 (Paper B13/10)

Members received and noted the unconfirmed minutes from the Audit Sub-Committee held on 24 January 2013. Mr Morrice (Chair of the Audit Sub-Committee) highlighted the following:

2011/12 Report to Those charged with Governance

The NI Audit Office had previously indicated that a letter would be forwarded to advise of the completion of the 2011/12 audit. It was noted that it had been agreed that this was no longer required.

Review of Lay Representative Use & Recruitment

The Committee had discussed the remaining outstanding recommendation made by Internal Audit. A strategy had been agreed to take the matter forward.

NIAO Audit Strategy 2012/13

It was noted that KPMG would be undertaking the audit on behalf of the NI Audit Office. The introduction of the Governance Statement and the challenge this would bring to both the Agency and audit staff had been highlighted.

6.2 ALB Audit & Risk Committee Chairs' Forum (Paper 13/11)

Members received and noted the agenda from the ALB Audit & Risk Committee Chairs' Forum which had taken place on 25 February 2013.

Mr Morrice, who had attended the event, gave an overview of the business covered by the Forum which included a presentation and discussion on the introduction of the Governance Statement.

6.3 Dates for 2013

The following dates had been confirmed with the Audit Sub-Committee for 2013:

- Wednesday 22 May 2013 @ 10.30 am
- Thursday 4 July 2013 @ 11.00 am
- Thursday 24 October 2013 @ 11.00 am

It was noted that the Committee had agreed to discuss the draft accounts at the meeting scheduled for 22 May.

7 REPORT FROM GOVERNANCE & RISK SUB-COMMITTEE

Meetings of Governance & Risk Committee held on 27 November 2012 (Paper B13/12) and 11 February 2013

Members received and noted the minute of the meeting of 27 November 2013 and Mr Joynes, Chair of the Governance & Risk Committee, gave an update on the business of the meeting which had taken place on 11 February 2013 and highlighted the following.

GP Risk Register

It was noted that the GP Risk Register which had been brought back to the February meeting for consideration had been discussed at length and further revisions recommended. Upon enquiry from Mr Joynes, Mr McCarey (Corporate Governance Manager) and Dr Loughrey (Director for Postgraduate General Practice Education) confirmed that the revisions had been completed. The Register

would be forwarded for discussion at the next Governance & Risk meeting.

Mr Joynes commented that it was hoped to use the GP Risk Register as a template to maintain consistency across the Registers. The object was to streamline the Registers, taking out unnecessary detail and therefore producing a more user friendly document

Assurance Framework

The Committee had discussed and approved the Assurance Framework for forwarding to the Board for ratification, subject to minor revision.

Policy for the Reporting and Management of Incidents

The Committee had discussed and approved the Policy for forwarding to the Board for ratification, subject to some minor revisions which included the re-naming of the policy from the original title of 'Adverse Incidents – Policy for the Reporting and Management of'. The definition of what is termed an adverse incident and the mechanism for reporting had been discussed at length.

8 FINANCIAL UPDATE

Members received and discussed the tabled Financial Update and Draft Budget Report (Paper 13/13) from the Finance Manager.

Non-Executive Members had discussed the timing of the circulation of the Financial Reports. Mr Hutchinson (Finance Manager) explained that the late circulation ensured that the information contained within the reports was as up to date as possible. After lengthy discussion it was agreed that the Financial Update/Budget Reports should be circulated at the same time as the main body of the agenda. Any necessary updates could then be highlighted. It was also noted that it might be helpful for the Non-Executive Members to have sight of the Monthly Monitoring Return to the Department. Mr Hutchinson would arrange to incorporate this information into his financial update to the Board in the first instance.

Finance
Manager

8.1 Financial Update

Mr Hutchinson outlined the key information within the Financial Update which was based upon information currently available and relied upon compliance with procurement procedures and accurate

identification of outstanding financial commitments by budget holders.

8.1.1 Breakeven

Mr Hutchinson (Finance Manager) reminded the members that the key performance target of breakeven is defined as a surplus or deficit of +/- 0.25%. Based on the current information available, the Agency were on target to breakeven.

8.1.2 Prompt Payment

Further to discussions at the January meeting of the Agency Board, Mr Hutchinson clarified that compliance had been reassessed based upon commercial transactions in line with the rest of the HSC and the performance target was to make at least 95% of payments to commercial suppliers within 30 days. Within the period 1 April 2012 – 31 January 2013, 95.16% of payments achieved the required target.

Finance
Manager

After lengthy discussion it was agreed to set the 10 day compliance self-assessment target at 65%, subject to review, based on FPL.

8.1.3 Headcount Controls

It was noted that the current balance under the headcount control stood at 75.69 i.e. 1.31 posts below the Agency's headcount of 77.

8.1.4 General Practice Training

The potential significant financial risk posed by the increased demand for extended training in General Practice was highlighted and it was noted that salary costs for January 2013 had increased by 19% from the corresponding month in 2012.

8.1.5 Reports to be provided to DHSSPSNI

It was noted that the following reports were required to be forwarded to the Department by the end of June 2013.

- Review of Management Costs with Savings Plan
- Efficiency Delivery Plan for 2014/15

Finance
Manager

Mr Hutchinson informed the members that he required the input and guidance of the Board for the Review of Management Costs. The savings plan would go to the Board for approval at the June meeting prior to being forwarded to the Department.

It was noted that all Departmental Heads were required to input into the Efficiency Delivery Plan for 2014/15.

8.1.6 Business Services Transformation Programme (BSTP)

Mr Hutchinson updated members on the current status of the FPL (Finance Procurement & Logistics) and HRPTS (Human Resources, Payroll, Travel & Subsistence) systems. Confirmation for a new go-live date for FPL was still awaited

8.2 Draft Budget 2013/14 (Paper B13/13)

Members received, discussed and approved the Draft Budget for 2013/14. It was noted that the budget would meet the requirement to breakeven, subject to several assumptions which were outlined by Mr Hutchinson.

It was noted that the report from the Director for Postgraduate General Practice Education, Dr Loughrey, provided a breakdown of General Practice posts across the current three year training scheme. The Chair requested and it was agreed that it would be helpful to highlight some possible future scenarios.

Finance
Manager

Mr Gardiner, Chief Executive, informed the members that a Study Leave Working Group had been formed and would be looking at the Study Leave Budget and how it is allocated .

9 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B13/14)

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

9.1 Quality Management

Mr Gardiner (Chief Executive/Postgraduate Medical Dean) informed the members that the Quality Management Group had met on two occasions since the January meeting of the Board.

It was noted that the Agency had received a response on 28 January from the General Medical Council to the October 2012 half yearly Deanery report. They had requested that some of the items classified as confidential be moved to the section which would be published on the GMC website and an update on one area of concern. The Agency had provided a response within the required deadlines.

It was noted that the Quality Management Group continued to review the factual accuracy returns and Trust Action Plans arising from the Deanery visits undertaken in the Autumn. Mr Gardiner's report listed the Deanery visits scheduled for Medicine and Surgery for March. The Quality Management Group were also planning a Deanery-wide visit to Geriatric Medicine and re-visits to Clinical and Medical Oncology and Haematology at the Belfast City Hospital.

The Agency were due to meet with representatives from the Northern Trust on 1 March to review the Trust Learning and Development Agreement (LDA). Further reviews were being organised for the Autumn.

It was noted that the review for the School of Paediatrics had been completed and the School of Psychiatry review had commenced on 25 January 2013.

9.2 Faculty Development

It was noted that the Group had met on a number of occasions since the January Board meeting. Dr Tubman, Associate Dean, had taken over as Chair of the Faculty Development Group.

It was noted that several events had been organised for the spring in preparation for Revalidation. The annual Lead Educators' Day had been confirmed to take place on 27 September 2013 and Mr Gardiner issued an open invitation to the Non-Executive Members of the Board if they were available and wished to attend. It was noted the Dr John Jenkins, Non-Executive Medical representative on the Board had been invited and accepted an invitation as a guest speaker.

9.3 Trainee Support

The Trainee Support Group continued to meet on a monthly basis. Mr Gardiner informed the members that the Transfer of Information proformas had been completed and forwarded to the Trusts for the February 2013 changeover. A Transfer of Information proforma had also been designed for providing information to Chairs' of ARCPs for the purposes of enhanced ARCPs.

9.4 Revalidation

The inaugural meeting of the Revalidation Steering Group had been held on 7 February and Terms of Reference had been agreed.

The Trainee Awareness Session for those trainees undergoing

revalidation between April and August 2013 had been held on 27 February and several more were being organised in April and May. ARCP Workshops on 'Enhanced ARCPs' for Lead Educators had been organised to take place on the 12 and 18 April.

9.5 Staffing

The following appointments had been made since the November meeting of the Board:

- Dr S Christie (Deputy Head of School for Paediatrics)
- Dr C Harron (Deputy Head of School for Medicine)
- Mr S Killough (Training Programme Director in Restorative Dentistry)

9.6 Representation/Meetings/Training

Members noted the extensive diary of events attended by the Chief Executive/Postgraduate Medical Dean since the Board had last met.

10 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B13/15)

Members received and discussed the report from the Postgraduate Dental Dean and accompanying paper:

- DF1 National Recruitment – Applicant Feedback by Assessment Centre

The report highlighted the following:

- Vocational Training/General Professional Training
- Continuing Education
- Hospital Dentistry

Local students had been informed of their rankings from the Dental Foundation National Recruitment process and it was noted that there had been a 96% placement achieved which was well above the national average. The top ranked student had been a final year student from Queen's University.

The Chair, Mr Joynes, brought the members attention to the very positive 'Applicant Feedback' from the 2012 DF1 National Recruitment held in the Belfast Centre.

Ms Campbell (Human Resources Manager) updated members on the local recruitment for Dental Foundation Trainers. Interviews

had been scheduled for 5/6 March 2013.

It was noted that the CPD programme continued with a full series of Continuing Education activities. The spring calendar was now available.

11 REPORT FROM HUMAN RESOURCES MANAGER (Paper B13/16)

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

- Absence Policy

11.1 Resourcing

Ms Campbell (Human Resources Manager) updated members on the current staff vacancies. It was noted that vacancy controls remained in place for administrative posts due to the potential redeployment of staff that may be affected by shared services. It was noted that due to the delay in the introduction of shared services, those staff on temporary contracts currently filling these posts, have had their contracts of employment extended to the end of March 2014.

Ms Campbell further informed the members that the shared services organisation (BSO) had confirmed that all medical recruitment would not become a function of shared services but would remain at organisational level. There would therefore be no impact on the Human Resources staff or other Agency staff responsible for the recruitment of Junior Doctors.

11.2 Recruitment

Ms Campbell confirmed the appointment of Dr I Steele and Dr R Tubman as Associate Deans to fill the vacancy left when Mr Gardiner had taken up the post of Interim Chief Executive/Postgraduate Medical Dean.

11.3 UK Offers System

Ms Campbell updated members on the on-going issues identified by the Agency with the introduction of the UK Offers system nationally.

11.4 Recruitment and Selection Training

It was noted that Recruitment and Selection workshops had been held on 5 and 7 December 2012 for newly appointed Lay Representatives, Training Programme Directors and Heads of Schools.

11.5 Human Resources, Payroll, Travel & Subsistence (HRPTS)

Ms Campbell informed the members that at a meeting with the new Project Manager for HRPTS on 22 January, attended also by the Finance Manager (Mr Hutchinson), it had been agreed that NIMDTA would opt for the final phase, going live from November 2013.

11.6 Dental Recruitment

It was noted that the process for the selection of Dental Trainers had been revised in view of the Northern Ireland Deanery entering the national recruitment process.

11.7 NIMDTA Appraisal

It was noted that a new educator appraisal system developed by the Director for Postgraduate General Practice Education was being used for the appraisal of all educator staff across the Agency. Educator appraisal training was scheduled to take place on 9 May.

11.8 Absence Policy

Members received and discussed the revised Absence Policy. After consideration it was agreed that the policy required further amendment and should be brought back to the April meeting of the Board for approval.

Human
Resources
Manager

12 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B13/17)

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

- Assurance Framework
- Report on Complaints/Incidents/Accidents (January 2013)
- Draft Business Plan 2013/14
- Performance Management Framework
- Policy for the Reporting and Management & Incidents

12.1 Senior Management

Senior Management had met on one occasion since the January meeting of the Board. .

12.1.1 Business Services Transformation Project (BSTP)

Both the Finance Manager and Human Resources Manager had provided updates in their reports in relation to the implementation of the FPL and HRPTS systems. It was noted that the migration of NIMDTA unto the HSC network had been completed.

12.1.2 Review of NIMDTA

It was noted that there were no further developments in relation to the Review. The pre-consultation stage was now completed and notification of the next steps was awaited from the Department.

12.1.3 Lease

Ms Roberts (Administrative Director) had been accompanied by the Chief Executive and Corporate Governance Manager to the visit on 30 January to view the premises at Boucher Crescent currently being used by the Fire and Rescue Service. It was noted that the property had been identified as a possible option for NIMDTA and would be included in the outline business case. Members also discussed the timing of the relocation and the need for a possible extension of the current lease. Land and Property Services would take this forward.

12.2 Risk Management

12.2.1 Assurance Framework

Members received and discussed the Assurance Framework which had been considered by the Governance & Risk Committee and had been further amended to take account of changes to the governance arrangements. The Framework was approved subject to the amendment of a small typographical error on page 13 and an update to the third bullet point on page 5.

12.2.2 Complaints/Accidents/Incidents/Information Requests

Members received and discussed the report for January. Ms Roberts informed the members that the Agency had responded to the Tribunal claim received. She also highlighted a complaint received from a delegate following attendance at a dental course.

12.2.3 Appointment and Use of Lay Representatives

Ms Roberts updated the members on the action taken to date by the Agency in their efforts to implement the final recommendation from Internal Audit in relation to the recovery of the remaining overpayment. Ms Roberts requested the steer of the Board based on the correspondence received from the Director of BSO Legal Services which indicated that though the initial cost of pursuing this was not significant, he acknowledged that it would be a time consuming process and would deflect resources from normal duties. After further discussion it was the decision of the Board to recommend to Management that the attempt to recover the remaining overpayment be discontinued and that the overpayment be written off and recorded as a loss.

12.2.4 Audit of the Management of Educator Staff

It was noted that the audit in relation to the Management of Educator Staff had provided a limited level of assurance identifying one Priority 1 and two Priority 2 weaknesses. A management response would now go to Internal Audit. Senior Management would put together an action plan to implement the recommendations.

12.2.5 Junior Doctor Vacancies

Members noted the increase in the number of vacant posts across all specialties as of the beginning of February. Mr Gardiner and Ms Roberts had updated the members on the current situation within Emergency Medicine which remained under constant review. It was noted that the Department and the Health & Social Care Board were being kept fully informed.

12.3 Performance Management

12.3.1 Business Plan – 2013/14

Members received, discussed and approved the updated Draft Business Plan for 2013/14 which had been submitted to the Board before being forwarded to the Department by the required deadline of the first week in March. Ms Roberts and Mr McCarey highlighted the main revisions and additions to the Plan. The final version, once approved by the Department, would be forwarded for information to the April meeting of the Board.

Corporate
Governance
Manager

12.3.2 Performance Management Framework

Members received, discussed and approved the Performance Management Framework which had been updated to reflect the change to key personnel and recruitment of the new Non-Executive Members of the Board. It was noted that the Framework would be forwarded to the Board for review on an annual basis.

12.4 Records Management

Policy for the Reporting and Management of Incidents

Members received, discussed and approved the Policy which had been considered and revisions made by the Governance & Risk Committee. It was noted that as per their recommendation the policy had been re-named.

13 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B13/18)

Members received and discussed the report from the Director for Postgraduate General Practice Education. Attention was drawn to the following and accompanying documents received:

- Allocation of Placements Specialty Circumstances Guidance for Specialty Trainees
- General Practice Specialty Training – Allocations Policy
- Lay Representative Report on Recruitment & Selection Panel (7.2.13)

13.1 Staffing

Dr Loughrey (Director for Postgraduate General Practice Education) updated members on the current staffing levels within the General Practice Department.

It was noted that Dr Little (Associate Director for Specialty Training) had retired at the end of December. Two Associate Directors had been recruited for 6 sessions.

13.2 Specialty Training

There were currently 227 trainees within the General Practice Training Programme. Dr Loughrey's report provided a breakdown of the figures for ST1 through to ST3 including those currently in Less Than Full-Time Training. Members noted the number of trainees categorised as 'Out of Sync'.

Members received and discussed the 'Allocation and Placements Special Circumstances Guidance for Specialty Trainees' and 'General Practice Specialty Training Allocations Policy'.

Dr Loughrey informed the members that the educational case to extend GP training to a 4 year run-through programme had been accepted in principle in Northern Ireland.

Recruitment

The Stage 3 recruitment round had taken place on 7 February had been very successful. Members received and noted the positive feedback from the report from the Lay Representative on the Recruitment and Selection Panel.

13.3 GP Appraisal

The General Practice Department were working closely with the Health & Social Care Board (HSCB) on the scheduling of revalidation for GPs. It was noted that information available via the website was being reviewed with core documents being updated. A review of the Communications Protocol and SLA with HSCB was also being undertaken.

The current number of appraisals undertaken in the current year had been 1,542, an increase of 20 from last year.

13.4 Continuing Professional Development (CPD)

CPD would not be self-financing by the end of March due to the uptake of events remaining low. Dr Loughrey's report outlined possible opportunities to provide CPD which may generate income.

14 CORRESPONDENCE/REPORTS/PAPERS

None Received.

15 ANY OTHER BUSINESS

There was not further business.

DATE OF NEXT MEETING

- Thursday 25 April 2013 – Boardroom

Confirmed Dates for 2013

- Thursday 20 June 2013 – Boardroom
- Thursday 4 July 2013 - Boardroom
- Thursday 26 September 2013 - Boardroom
- Thursday 28 November 2013 - Boardroom

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

- Thursday 30 May 2013 – Boardroom
- Thursday 29 August 2013 - Boardroom
- Thursday 24 October 2013 - Boardroom

The above issue led Workshops will commence at 1.30 pm with a Pre-Lunch Meeting. Workshop business to commence at 2.30 pm.