

Minutes

MEETING: NIMDTA Board
DATE: Thursday 30 March 2023
TIME: 2.00 pm
VENUE: Boardroom, NIMDTA and Online

Members:

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

In Attendance:

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

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

Ref	Item	Action
2.1	None.	
3.0	Announcements	
3.1	Mr Wilson highlighted the ongoing Board Effectiveness & Risk Management audits for which reports are expected soon.	
4.0	Minute of Meeting	
4.1	The Minutes of 23 February 2023 were approved, subject to a minor wording amendment on Page 7.	
5.0	Matters Arising	
5.1	<p>Please see appended Action List.</p> <p>Mr Garland asked why the Action List is increasing rather than items being completed and removed. Ms Kerr confirmed the Action List is circulated to SMC Members after each meeting and complete items are removed. Mr Wilson noted there is work to do to establish a more beneficial format for the Board.</p>	<p>Mr Wilson Mr McClelland Ms Kerr</p>
6.0	Update from The Audit Sub-Committee	
6.1	<p>Mr Garland advised the Minutes are included within today's papers.</p> <p>Mr Wilson noted the recent Board Workshop re Governance Structures and the numerous actions from the session.</p>	
7.0	Update from Governance & Risk Sub-Committee	
7.1	<p>Ms G Campbell advised the Minutes of 21 February 2023 are included within today's papers, adding that a further Committee was held this morning focusing on the Education Risk Register.</p> <p>Ms G Campbell confirmed the Committee took assurance today that Education risks are being managed effectively.</p> <p>Ms G Campbell noted that the Governance Structures Workshop also initiated a review of the Standing Orders, and provided a brief overview of planned new Committees.</p>	

Ref	Item	Action
	<p>Mr Wilson thanked all for their input to the Education Risk Register.</p> <p>Dr Harron highlighted she and Mr McClelland have agreed to introduce a bi-monthly Senior Medical Education forum to discuss governance issues including risk. Board Members welcomed this approach.</p>	
8.0	NIMDTA Resourcing	
8.1	<p><u>Industrial Action</u> Mr McCarey advised that industrial action is continuing, alerting Members of upcoming dates and confirming NIMDTA are working with BSO for guidance.</p>	
8.2	<p><u>BSO SLA</u> Mr McCarey confirmed discussions remain ongoing.</p>	
8.3	<p><u>SLE PPE</u> Mr McCarey advised that Mr Browne (DoH) is to confirm DoH expectation.</p>	
8.4	<p><u>Specialty Recruitment Resilience</u> Mr McCarey noted this was raised both by staff and at Governance & Risk Committee earlier today. A business case has submitted, although confirmation of budget is awaited before approval can be given.</p>	
8.5	<p><u>Organisational Development Piece</u> Mr McCarey confirmed work is ongoing, with input from both Mr Wilson and Ms G Campbell.</p>	
8.6	<p><u>PGMD Recruitment</u> Mr McCarey advised that shortlisting took place yesterday, with interviews scheduled for 20 April 2023.</p>	
8.6	<p><u>Data Graph</u> Mr Wilson asked for input from SMC members.</p> <p>Dr Smyth highlighted the significant under resourcing in Hospital recruitment, mostly at Band 3 level. A detailed business case has been submitted and while Dr Smyth understands NIMDTA have not received a budget as yet, she feels this is too high risk not to address.</p>	

Ref	Item	Action
	Dr Parks advised the Foundation fill rate is approx. 70% not the figures contained in the table.	
9.0	NIMDTA Policies (for approval)	
9.1	None.	
10.0	Report from Chief Executive	
10.1	Members noted the report from Mr McCarey, Chief Executive.	
10.2	<p><u>Strategic Plan</u> Mr McCarey proposed postponing discussion until additional meetings have taken place, and apologised for any confusion caused.</p> <p>Mr Wilson requested a specific session to discuss the Strategic Plan, highlighting the importance of extracting KPIs which the Board can monitor.</p>	Mr McClelland Ms Kerr
10.3	<p><u>Risk Management</u> Mr McCarey thanked Dr Hendron, Dr Harron, Ms Hughes and others who have input to recently reviewed Risk Register's. The SLE Risk Register will come to the May 2023 Governance & Risk Committee.</p>	
10.4	<p><u>Breakeven</u> Mr McCarey confirmed he is pleased with the current position and the work that has been done to achieve this, he is confident breakeven will be achieved. Ms Black has provided further detail in her report.</p> <p>Mr McCarey thanked Ms Black for her work with DoH.</p>	
10.5	<p><u>Premises</u> Mr McCarey advised Mr McClelland is taking forward negotiations, which are taking longer than is preferable due to funding challenges.</p>	
11.0	Report from Senior Business Manager	

Ref	Item	Action
11.1	Members noted the report from Ms Black, Senior Business Manager.	
11.2	<p><u>Year End</u> Ms Black advised work is currently concentrated on year end. Month 11 shows a breakeven position, although Ms Black highlighted the difficulties of the pay award in Month 12 despite this being funded by DoH.</p>	
11.3	<p><u>Budgets</u> Ms Black advised she would like to complete core Staffing and Non-Pay and RRL FYE Budget Build by the end of June but noted the impact on this of a successful year end and audit work.</p> <p>RRL 23/24 Budget build will be completed once the impact of August recruitment and rotations is known.</p>	
11.4	<p><u>Savings Request</u> Ms Black overviewed the returns made, noting NIMDTAs lack of ability to make 3% or 5% savings. Ms Black advised queries around savings on trainee costs have been received and NIMDTA have highlighted the service level implications of such savings. Dr Little noted that in previous savings rounds there has been a rule that savings cannot negatively impact another organisation, asking if this has been removed. Ms Black agreed this is normally the case, however DoF specifically asked NIMDTA to look at trainee numbers with this rule disregarded.</p> <p>Mr Wilson asked Ms Black if working to exact financial timelines and getting these kinds of requests at this time of year causes extra difficulty for staff. Ms Black recognised the difficulties caused by such requests on top of normal workloads, hence Mr McCarley's request to BSO for assistance with specific projects.</p> <p>Ms G Campbell asked if absorption of next year's pay award would include trainee salaries. Ms Black clarified this would not include SLE trainees, although it does include GP trainees so is a significant amount. Ms G Campbell asked for a ballpark figure. Ms Black advised that the Pay Award estimates for 22/23 had been submitted for approx. £1.2m.</p> <p>Ms G Campbell asked if it is a good time to consider taking on additional premises and the associated costs of this, given such</p>	

Ref	Item	Action
	savings requirements. Mr McCarey advised funding for additional premise space comes from a different source, however there are increased monthly utility costs to consider. This is something to be kept under consideration as budgets develop. Ms Black noted part of the reason for premise expansion is the cost saving it will allow due to a reduction in use of outside venues. This was included in proposals to DoH.	
11.5	<u>Business Support Committee Minutes – 01.02.23</u> Mr Garland noted Ms R Campbell had queried if all issues were being recorded on the Issues Log. Ms Black advised this related to a specific issue and as a result the Issues Log is now sent to SMC on a quarterly basis.	
12.0	Report from the Acting Postgraduate Medical Dean /Director of Education	
12.1	Members noted the report from Dr Harron, PGMD/Director of Education.	
12.2	<u>Hospital Specialty Training Posts</u> Dr Smyth noted her concerns about the proposed 3% or 5% savings. Mr Wilson asked if this is a reduction which is imposed by DoH or if NIMDTA have any control of this. Dr Smyth confirmed NIMDTA have submitted data following the request to Mr McCarey/Ms Black with input from Dr Harron. Dr Smyth recognised that these may be vacant posts but there is great nuance to the reasons for these vacancies. Ms Hughes overviewed previous years events and stressed that importance has been fed back to DoH.	
13.0	Report from the GP Director	
13.1	Members noted the report from Dr Stone, GP Director.	
13.2	Dr Stone highlighted her concerns that it may not be possible to fill all 221 training places.	
13.3	<u>Administrative Support Levels</u> Dr Stone noted her concern that current educator support levels will not be able to handle the increased trainee numbers, along with the increasing trend for international trainees	Dr Stone

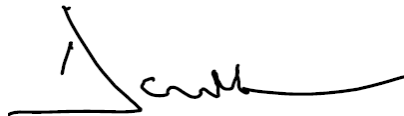
Ref	Item	Action
	requiring additional support. A business case should be submitted once a Budget is agreed.	
13.4	<u>Laptop Issue</u> Mr Garland queried why issue has remained unresolved for such a long period. Dr Stone provided background to the issue. Mr McCarey confirmed the equipment was bought a number of years ago, but was reprioritised by BSO for home working during COVID. Mr McCarey agreed the issue has been long running, adding that external decision making has delayed the resolution coming to pass.	
14.0	Report from Senior HR Manager (Trainee Employment)	
14.1	Members noted the report from Ms Turner, Senior HR Manager (Trainee Employment).	
14.2	Ms Turner provided an overview of February rotation, and advised staff are currently progressing the April rotation which remains on target.	
14.3	<u>Host Organisation Workshop</u> Ms Turner overviewed the recent successful workshop, noting there have been requests to repeat this. Based on feedback, Ms Turner will issue revised versions of the SLE Roles and Responsibilities. Mr McCarey congratulated Ms Turner and her team for the success of the workshop.	Ms Turner
14.4	<u>Off cycle payments</u> Mr Wilson noted this is a classic KPI target for Board to monitor.	Ms Turner Mr McClelland
14.5	<u>Staff Pressures</u> Mr Wilson asked if rotations are becoming more manageable for staff. Ms Turner advised that processes are being fine-tuned which is helping, as is the recent appointment of a Band 6. Ms Turner highlighted that the August rotation is always difficult due to the large numbers involved.	

Ref	Item	Action
15.0	Report from Foundation Director	
15.1	Members noted the report from Dr Parks, Foundation Director.	
15.2	<p>Dr Parks overviewed her expectation for August 2023 starts, noting she expects there will be a number of withdrawals from international trainees based on prior trends.</p> <p>Dr Parks noted that approximately 70% of the August 2023 intake are local F1s, which shows that engagement with Queens University (QUB) has been beneficial. Dr Parks added that similar engagement with Ulster University (UU) will need to begin this year.</p> <p>Dr Parks advised there have been 3 withdrawals to date, which has increased from the time of report writing.</p>	
15.3	<p><u>PSA Exam</u> Dr Parks advised that the March sitting of the exam resulted in a 50% fail rate. A number of trainees will be repeating the exam in April, and any who fail this attempt will require a 4-month extension.</p>	
15.4	<p><u>Death of Trainees</u> Ms G Campbell queried if the Board should send an official expression of sympathy when the death of a trainee occurs. Current protocol will be checked and Board advised.</p>	Mr McClelland
16.0	Report from the Postgraduate Dental Dean	
16.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
16.2	<p><u>GDC Curricula Changes</u> Dr Hendron advised that all 13 curricula have been reviewed. The Orthodontic curricula has been widened, however concerns have been expressed by UK Deans about the feasibility of achieving these changes.</p>	
16.3	<p><u>GDC Self-Assessment</u> Dr Hendron noted that the GDC advised yesterday that they have reviewed submission and all is in order.</p>	

Ref	Item	Action
16.4	<u>Foundation SLE</u> Dr Hendron advised the introduction of Dental Foundation SLE continues to be pushed for.	
16.5	<u>Block Payment</u> Dr Hendron noted her concerns this does not address high performing trainees, as there will be additional costs for practices in these cases. Dr Hendron advised DoH have drafted a response to ES's on this, but this has yet to issue.	
16.3	<u>Update on Dental Risks</u> R1 – potential 3 extensions. R2 – appointed lead started on Monday 27 March R6 – 6 th withdrawal. 13 of 22 posts now vacant R7 – there will be some practices without a trainee, this will have to be carefully managed.	
16.4	<u>AOB</u> Dr Hendron advised of a lot of pressure to get dentists to work in NHS practice over private particularly in England. They are undertaking a lot of schemes to attract people. The historic scheme is being replaced with a simpler model. Dr Hendron added that BUPA have announced plans to close 37 practices with a lack of workforce listed as a contributing issue.	
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>Junior Doctors Strike</u> Ms R Campbell advised the impact of the strike had the potential to cause delay to the VISA process. Dr Parks added the PSA exam was recently cancelled in England, the next strike date on 13 April is the programme allocation date for Foundation and so there may be some delay.	
17.3	<u>Rebranding of PSU to PSW</u> Ms R Campbell advised of work to investigate different ways to engage with trainees, noting the increasing numbers of referrals being seen.	

Ref	Item	Action
17.4	<u>Staff Wellbeing</u> Mrs R Campbell advised of recently completed sessions. Work is ongoing, although it is difficult to appeal to all staff with teams continuing to work in a hybrid manner.	
18.0	Report from the Senior Education Manager	
18.1	Members noted the report from Ms Hughes, Senior Education Manager.	
18.2	<u>GMC Self-Assessment</u> Ms Hughes highlighted the positive verbal feedback from GMC on the self-assessment, confirming this will be followed up in writing.	
18.3	<u>LDAs</u> Ms Hughes advised all LDAs have been issued. Mr Wilson asked if NIMDTA know what would make NI more attractive to trainees. Dr Harron advised there has been work done on this by ADEPTS in recent years.	
18.4	<u>Website</u> Mr Garland asked if there was any personal data held on the website that could cause a data breach. Ms Hughes advised there is not to her knowledge. Mr McClelland committed to double check but confirmed he does not believe so.	
19.0	Report from the Senior Governance, IT & Facilities Manager	
19.1	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	
19.2	<u>Risk</u> Mr McClelland noted the planned move to an electronic management system which will be helpful for ongoing management of risk.	
19.3	<u>Establishment Order</u> Mr McClelland advised he spoke with Mr Browne (DoH) yesterday, and required amendments will be made promptly. Once complete the Board will be invited to discuss further.	

Ref	Item	Action
19.4	<u>Internal Audit</u> Mr McClelland advised that audit reports are currently awaited for Risk Management and Board Effectiveness.	
21.0	Correspondence/Reports/Papers received (for information)	
21.1	None.	
22.0	Any Other Business	
22.1	Members discussed the preference for all attendees to attend in person at the next meeting, recognising the challenges of accommodating everyone in Boardroom style seating.	
23.0	Date of next meeting	
23.1	Thursday 27 April 2023, 10am	



.....
NIMDTA Chair

27.04.23

.....
Date