

## Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 26 January 2023  
**TIME:** 2.00 pm  
**VENUE:** Boardroom, NIMDTA and Online

<b>Members:</b>	Mr D Wilson	Chair
	Mr H Graham	Member
	Dr J Little	Member via Zoom
	Mr B Garland	Member
	Mr G McKenna	Member via Zoom
	Ms G Campbell	Member
<b>In Attendance:</b>	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 ( <i>via Zoom</i> )
	Ms P Black	Senior Business Manager ( <i>via Zoom</i> )
	Ms R Campbell	Senior Professional Support Manager ( <i>via Zoom</i> )
	Dr L Parks	Foundation Director ( <i>via Zoom – part only</i> )
	Dr Hendron	Dental Dean ( <i>via Zoom</i> )
	Ms Hughes	Senior Education Manager ( <i>via Zoom</i> )
	Ms Turner	Senior HR Manager – Trainee Employment ( <i>via Zoom</i> )
	Dr Stone	GP Director
	Dr Smyth	Director of Hospital Specialty and Professional 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>	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
2.1	None.	
<b>3.0</b>	<b>Announcements</b>	
3.1	Mr Wilson explained the rationale for a shortened Board meeting and thanked attendees for accommodating the time change  Mr Wilson added that the Strategy paper is deferred, and it is likely a separate meeting will be required to discuss this fully.	
3.2	<u>Accountability Review Meeting</u> Mr Wilson overviewed the successful meeting, during which no concerns or issues were raised. This is reassuring from Board perspective.  Mr McCarey agreed with Mr Wilson's overview and provided some background of how Accountability meetings are structured. Mr McCarey added that the preceding Ground clearing meeting was also positive.	
<b>4.0</b>	<b>Minute of Meeting</b>	
4.1	The Minutes of 24 November 2022 were approved, subject to minor amends as below.  At Item 17.3, Dr Hendron requested a paragraph be added.	<b>Ms Kerr</b>
<b>5.0</b>	<b>Matters Arising</b>	
5.1	Please see appended Action List.	
<b>6.0</b>	<b>Update from The Audit Sub-Committee</b>	
6.1	There has been no meeting since the last Board.	
<b>7.0</b>	<b>Update from Governance &amp; Risk Sub-Committee</b>	
7.1	Mr Garland highlighted an error at Item 9.1, this should read 'cyclical' rather than 'cynical'. Ms G Campbell noted these Minutes require approval at the next Governance and Risk Committee.	<b>Ms Kerr</b>

Ref	Item	Action
<b>8.0</b>	<b>NIMDTA Resourcing</b>	
8.1	<p>Mr McCarey highlighted the staff in post data, noting that vacancy issues are ongoing.</p> <p>Mr McCarey added that there is NIPSA strike action today.</p>	
8.2	<p><u>BSO service</u> Mr McCarey noted that significant growth in NIMDTA is resulting in a need to ensure BSO is adequately resourced to provide required support levels.</p>	
8.3	<p><u>Review Sessional Allocations</u> Mr McCarey congratulated Dr Hendron and Dr Parks. Item 4, Paragraph 3 should read Postgraduate Dental Dean, not Postgraduate Medical Dean.</p>	<b>Mr McCarey</b>
8.4	<p><u>SLE PPE</u> Mr McCarey confirmed work is ongoing.</p>	
8.5	<p><u>Foundation Expansion</u> Mr McCarey highlighted the need for recruitment resilience, adding that he would like to develop a team to deal with local recruitment processes. This is being investigated with Dr Harron, Ms Hughes and Ms R Campbell. Mr McCarey committed to bring proposals to the Board once developed fully.</p>	<b>Mr McCarey</b>
8.6	<p><u>PGMD Recruitment</u> Mr McCarey confirmed that a Panel have been appointed and a job description drafted. Work is ongoing and it is hoped that the post will be advertised in the next few weeks. Dr Little queried the Panel composition, Mr McCarey agreed to contact Dr Little outside of the meeting.</p>	<b>Mr McCarey</b>
<b>9.0</b>	<b>NIMDTA Policies (for approval)</b>	
9.1	<p><u>Disciplinary Policy</u> Ms R Campbell noted this is an HSC wide policy which NIMDTA must adopt.</p> <p>Mr Garland queried if the minimum statutory requirement is included. Ms R Campbell confirmed this is covered under gross misconduct.</p>	

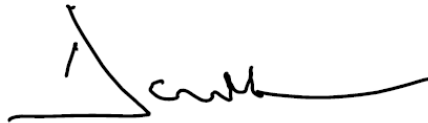
Ref	Item	Action
	<b>Approved for adoption by NIMDTA.</b>	
<b>10.0</b>	<b>Report from Senior Business Manager</b>	
10.1	Members noted the report from Ms Black, Senior Business Manager.	
10.2	<p><u>Financial Management</u>  Ms Black highlighted the Savings Paper received from DoH, advising the return will note NIMDTA are unable to make the requested savings due to a period of growth and the vast majority of budget being assigned to unchangeable trainee costs.</p> <p>Ms Black confirmed conversations are ongoing with DoH colleagues regarding the current financial position and potential overspend. This will feed into DoH discussions around Workforce Planning for the incoming financial year. Further financial data is being provided to Mr Barbour to inform this. Ms Black noted positive conversations with Mr Barbour re NIMDTA's need particularly due to ongoing GP expansion.</p> <p>Mr McCarey congratulated all for their work on financial management.</p>	
10.3	<p><u>Financial Review Audit</u>  Ms Black advised she had received the draft financial review audit report earlier today, and that the report reflected positively on NIMDTA's financial management. Ms Black advised that she will be querying both recommendations contained within the report.</p>	
10.4	<p><u>Foundation IBC</u>  Ms Black highlighted the IBC which is presented today for approval, noting this has been before the Board previously but required confirmation of final figures. Ms Black confirmed these final figures are now included. <b>Approved.</b></p> <p><i>Dr Parks joined the meeting.</i></p>	
10.5	<p><u>GP Funding</u>  Dr Smyth asked for clarification on GP budgeting difficulties. Ms Black provided background to the ongoing issues, noting this is the first year NIMDTA has reached the limits of existing</p>	

Ref	Item	Action
	funding. Ms Black added that DOH are keen to work with NIMDTA to address the funding intricacies.	
<b>11.0</b>	<b>Report from Chief Executive</b>	
11.1	Members noted the report from Mr McCarey, Chief Executive.	
11.2	<u>Strategic Planning</u> Mr McCarey confirmed the draft is currently with SMC for comment. Mr Wilson added this requires a focused session outside of a board meeting. Mr Wilson noted NIMDTA need to consider Mr Lynam's work in the development of the Strategic Plan. Mr McCarey confirmed this will be included and the Plan will be edited continuously up to the point of formal approval.	<b>Ms Kerr</b>
11.3	<u>Building Expansion Business Case</u> Mr McCarey advised that following feedback from DoH, a new 10-year lease, with a 5-year break clause will be negotiated. With the option to purchase re-examined in 3.5 years. Mr McCarey confirmed the paperwork should be signed by end March 2023. Mr Wilson highlighted new IRFS guidance regarding leases.	
<b>12.0</b>	<b>Report from the Acting Postgraduate Medical Dean /Director of Education</b>	
12.1	Members noted the report from Dr Harron, PGMD/Director of Education.	
12.2	Dr Harron advised she is meeting Ms Geoghegan (DoH) this afternoon to look at specialty expansion funding, and will also take the opportunity to raise Foundation expansion funding.  Ms Stone highlighted concerns regarding funding for GP expansion and agreed to discuss this further with Dr Harron following the meeting. Dr Harron committed to raise these concerns with Ms Geoghegan at her upcoming meeting.	<b>Dr Stone Dr Harron</b>
12.3	Dr Harron confirmed she has setup a monthly Education meeting comprised of SMC Education Members and that she is now attending the weekly CEO/Chair meeting. Dr Harron stressed that communication is key.	

Ref	Item	Action
12.4	<u>Unfilled Training Programmes</u> Dr Harron noted that proposals are being developed to address unfilled training programmes, adding that SAS doctors are keen to become linked to NIMDTA.	
12.5	<u>Foundation Curriculum Review</u> Dr Harron highlighted the Foundation curriculum review, noting Dr Parks and her team were recognised for excellent work. Dr Parks clarified this was particularly in relation to engagement with Foundation trainers and trainees since April 2021, lunchtime Q&A sessions, and the simulation scenario bank.	
12.6	<u>GP Programmes</u> Dr Harron recognised the hard work of staff engaged in the shortlisting process during a recent local recruitment exercise.	
<b>13.0</b>	<b>Report from the Postgraduate Dental Dean</b>	
13.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
13.2	<u>Educational Supervisors (ES)</u> Dr Hendron advised ES recruitment is open at present, with slow uptake to date.  Dr Hendron added that she met with DOH colleagues yesterday regarding the ES payment process, which unfortunately remains uncertain. Dr Harron noted ES numbers for next year have been confirmed.	
13.3	<u>Dental SLE</u> Dr Hendron advised that Mr M Donaldson (Chief Dental Officer, DoH) has agreed to have a discussion regarding Dental SLE moving forward. This will be a long process as legislation amendments will be required.	
13.4	<u>Deputy Dental Dean Career Break</u> Dr Hendron advised Dr Quadriat is due to return to work next week, which is a very welcome development.  Please see Confidential Item for further information.	

Ref	Item	Action
13.5	Dr Hendron gave her personal thanks to Board Members for the approval of extra sessions, which have made a significant improvement to her work pressures.	
<b>14.0</b>	<b>Report from the Senior Professional Support Manager</b>	
14.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
14.2	<p><u>Equality Scheme 2023/28</u>  Ms R Campbell advised the draft Equality Scheme is going out to consultation on 15 February 2023, adding that equality work is also required by GMC. Ms R Campbell noted efforts to amalgamate some of this work in order to avoid duplication.</p> <p>Ms R Campbell asked Board Members to provide feedback directly to her re any amendments or additions. Ms G Campbell noted she has some comments which she will feed back to Ms R Campbell outside of the meeting.</p> <p>Ms R Campbell clarified the Equality Scheme must be signed off by the Board by 1 April 2023.</p> <p><i>Dr Harron and Dr Smyth left the meeting. Dr Smyth noted Resourcing and previous Minutes were very rushed and she would be keen for these to be tabled at the next meeting.</i></p>	<b>Board Members Ms R Campbell</b>
<b>14.0</b>	<b>Reports for Noting</b>	
14.1	<p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>- Report from Ms Hughes, Senior Education Manager.</li> <li>- Report from Mr McClelland, Senior Governance, IT &amp; Facilities Manager.</li> <li>- Report from Ms Turner, Senior HR Manager (Trainee Employment).</li> <li>- Report from Dr Stone, Director of Postgraduate GP Education.</li> <li>- Report from Dr Parks, Director of Foundation Training.</li> <li>- Report from Dr Smyth, Director of Hospital Specialty Training and Professional Development.</li> </ul>	
<b>21.0</b>	<b>Correspondence/Reports/Papers received (for information)</b>	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
21.1	None.	
<b>22.0</b>	<b>Any Other Business</b>	
22.1	Mr Wilson asked attendees to feedback via email any issues which they were unable to raise during the meeting today.	<b>All</b>
<b>23.0</b>	<b>Date of next meeting</b>	
23.1	23 February 2023, 2pm	



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**NIMDTA Chair**

**23.02.23**

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**Date**