

Minutes

MEETING: Agency Board
DATE: Thursday 26 April 2012
TIME: 2.00 pm
VENUE: Specialty Schools Room, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chairman)
Dr RJ Atkinson
Dr J Marley
Mr D Morrice
Mr L Wilson

Officers

Mr T Hutchinson (Finance Manager)
Professor D Hussey (Postgraduate Dental Dean)
Dr G Bonnar (Deputy Director for Postgraduate GP Education)
deputising on behalf of Dr C Loughrey (Director)
Ms R Campbell (Human Resources Manager)
Ms M Roberts (Administrative Director)

In Attendance

Mrs P Dardis

1 APOLOGIES

Mrs J Eve (Non Executive Member)
Dr C Loughrey (Director for Postgraduate GP Education)
Mr K Gardiner (Associate Dean, Secondary Care)
Mr M McCarey (Corporate Governance Manager)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Mr Mark McCarey

The Chairman wished to extend the congratulations of the Board to Mr Mark McCarey (Corporate Governance Manager), currently on paternity leave, on the birth of his baby daughter Grace.

Extraordinary Meeting of the Board

The Chairman confirmed that an extraordinary meeting of the Non-Executive Board Members and Finance Manager had been scheduled for Thursday 28 June after the Audit Committee meeting to accommodate the sign off of the Annual Report and Financial Statements for the year ended 31 March 2012.

Review of NIMDTA

The Chairman informed the members that he had been advised by the sponsor branch at a meeting on the 24 April, that following the announcement by the Executive in 2011, that there would be a review of arms length bodies across all departments led by the Ministerial Budget Review Group, the Minister had now agreed that a review of the Northern Ireland Medical and Dental Training Agency should proceed to the next stage with the development of a consultation document.

After consideration, it was agreed the Chairman would arrange a meeting of staff to relay the information and address any questions or concerns.

Non Executive
Members/
Finance
Manager

Chairman

4 MINUTES OF LAST BOARD MEETING (Paper B12/13)

Minutes of the last meeting held on 23 February 2012, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

11.5 (BSTP and Shared Services)

The Human Resources Manager, Ms Roisin Campbell and Administrative Director, Ms Margot Roberts, updated members on the meetings and discussions which had taken place since the last meeting of the Board in regard to the role of Shared Services in the recruitment of trainees. The item would be covered further in the report from the Administrative Director.

All other business was dealt with under the agenda.

6 REPORT FROM THE AUDIT SUB-COMMITTEE

Mr Deane Morrice who had taken over the role of Chair of the Audit Sub-Committee from Mrs Judith Eve at the start of the financial year reported to the Board.

6.1 Meeting of the Audit Sub-Committee held on 24 April 2012

Mr Morrice gave members a brief verbal update on the business of the meeting which had taken place that morning prior to the meeting of the Board, minutes of which would go to the June Board.

It was noted that the members of the Audit Sub-Committee were required to consider and complete the Self-Assessment Checklist for 2011/12 and return it to the Department by 28 September 2012. Mr Morrice would arrange to meet with the members to take this forward.

Members of
the Audit Sub
Committee

6.2 ALB Audit Committee Chairs' Event 25 June 2012

Dr Ronnie Atkinson had kindly agreed to represent the Audit Committee at the next Forum on 25 June 2012. Mr Morrice hoped to be able to attend in the future.

Dr Atkinson

6.3 Dates for 2012

The next meeting of the Audit Sub Committee had been confirmed for Thursday 28 June at 2.30 pm.

7 REPORT FROM THE REMUNERATION SUB-COMMITTEE

A short meeting of the Remuneration Sub-Committee had been held prior to the Non-Executive Workshop on 29 March. All required action from the meeting would be taken forward.

8 REPORT FROM GOVERNANCE SUB-COMMITTEE

Meetings of Governance Committee held on 28 February 2012 (Paper B12/14) and 24 April 2012

Members received and discussed the content of the unconfirmed minute from the meeting held on 28 February 2012 and the Chairman updated members on the business from the meeting held on 24 April 2012.

All the departmental risk registers had now been considered and

the Governance Committee would commence the process of reviewing the registers and the status of the recommendations. The Corporate Governance Manager was currently developing a summary of the Corporate Risk Register. The updated Corporate Risk Register and summary would go to the June Board meeting for consideration.

Corporate
Governance
Manager

Members discussed the status of the new look website currently being developed by the Information Technology and Records Management Officer, Mr Mark Oliver in consultation with the Departmental Team Leaders.

IT/Records
Management
Officer

The Chairman also informed the members that consideration was being given to the suggestion that the Governance Committee be re-designated the Governance and Risk Committee.

It was noted that the March Governance meeting had been cancelled to allow the Corporate Governance Manager and his team time to prepare for the controls assurance year end verifications.

9 FINANCIAL UPDATE

Budget Report (Paper 12/15)

Members received and discussed the tabled draft budget report from the Finance Manager which included a copy of the allocations letter from the Department advising of the Agency's budget allocation for current expenditure in 2012/13. The correspondence also provided indicative allocations for the years 2013/14 to 2014/15 for the purposes of planning.

Members discussed the ring-fenced allocations for Administration and Medical and Dental Training and Mr Hutchinson explained that the Agency has the flexibility to redeploy resources within each budget with the approval of the Department, but may not transfer funds between budgets. Where funding has not been fully utilised it must be returned to the Department at the earliest opportunity.

Mr Hutchinson confirmed to the members that, based on the current information, the Agency was on target to breakeven. The draft budget was approved.

Mr Hutchinson gave a brief update on the progress of the Business Services Transformation Programme (BSTP) and implementation of the two new IT systems.

The Chairman excused Mr Hutchinson from the remainder of the meeting.

10 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B12/16)

Members received and discussed the report from the Postgraduate Dental Dean. Attention was drawn to the following:

10.1 Vocational Training/General Professional Training

A response had been received from the Department as to the participation of Northern Ireland in the nationally coordinated recruitment scheme for 2013. The Minister had given permission on the condition that Northern Ireland would host a recruitment centre locally. Professor David Hussey, the Postgraduate Dental Dean, was also a member of the national working group for this initiative which was currently meeting on a monthly basis. It was hoped to have the process in place for the week beginning 19 November 2012.

Professor Hussey also informed the members that he had arranged to meet with Mrs Anne Basten from the Business Services Organisation (BSO) Equality Unit and the Dental Coordinator, Mrs Lesley Whan, to explore the prospect of investigating why the number of trainers for Dental Foundation remained low.

10.2 Continuing Education

Professor Hussey had recently met with Ms Claire Herbert from the General Dental Council (GDC) when she had visited Northern Ireland to meet with various members of the profession to discuss the GDC position in regards to revalidation and continuing professional development (CPD). Professor Hussey gave a brief overview of the expected process and timeline for implementation.

10.3 Hospital Dentistry

Interviews for the twenty Dental Foundation year two posts are scheduled for 17 May. Indications were that all the posts should be filled.

11 REPORT FROM HUMAN RESOURCES MANAGER (Paper B12/17)

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

- Equality Commission Annual Return

11.1 Resourcing

It was noted that the position of the Postgraduate Medical Dean/Interim Chief Executive had now been advertised. The closing date for applications was the 14 May with short-listing on 25 May and interviews scheduled for 7 June. Mr Alistair Joynes, Chairman of the Board, would be chairing the panel, which would also consist of the Chief Medical and Dental Officers, the Chair of COPMeD (UK Deans representative) and a further Board representative.

11.2 Recruitment

Dr Damien Hughes had been appointed as Deputy Head of School for Psychiatry and Mrs Rebecca Iwanczuk had been appointed to the position of General Practice Training Co-ordinator.

11.3 Absence Management

The Board were pleased to note that the absence rate for the period 1 April 2011 to 31 March 2012 was 2%, a figure which fell well below the DHSSPS target of 5.2%.

11.4 Absence Management Controls

As requested by the Chairman, Senior Management had reviewed the absence management controls in each Department. Systems of internal control are in place and job plans have been reviewed to reflect sessions contracted by medical and dental staff to the Agency. All staff had been reminded by their Head of Department to comply with the process and assurance could therefore be given to the Board that the systems are now fully in place.

11.5 Business Services Transformation Programme (BSTP)

Ms Campbell informed members that the timeline for the implementation of the HRPTS system was slipping. Emergency workshops had taken place in March and April to sign off on the

configuration and functional specification documents and allow the design process to commence.

11.6 UK Borders Agency Audit

An audit of the Human Resources Department, conducted by the UK Borders Agency (UKBA), had taken place on 7 April. It was noted that the UKBA were satisfied with the systems in place within the Agency.

11.7 Carecall

It was noted that a presentation by a representative from CareCall, on their independent and confidential counselling service, had been provided to staff by the Agency on 20 March.

11.8 Employment Law Seminar

Ms Campbell and Mrs Dennison (Executive Human Resources Officer) had attended an employment law update, facilitated by Ms Turkington (Assistant Chief Legal Adviser) from the Legal Department of the Business Services Organisation (BSO), on 27 March. The seminar had highlighted three specific areas: indirect discrimination in regard to objective justification of criteria in recruitment and in considering flexible working applications, long-term sick-leave and annual leave accrual and the Agency workers regulations. Ms Campbell informed the members that the Human Resources Department had reviewed their policies to ensure compliance with the changes in legislation.

11.9 Equality Commission Annual Return

Members received, discussed and noted the annual return to the Equality Commission.

12 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B12/18)

The Board received and discussed a report from the Administrative Director, attention was drawn to the following and the accompanying documents received and noted.

- Senior Management Minutes – 7.2.12 & 6.3.12
- Risks – Shared Services and the Recruitment of Doctors & Dentists in Training
- Report on Complaints/Incidents/Accidents (February - March 12)
- Whistle Blowing Policy
- Standing Orders – Senior Management

- NIMDTA Standing Orders (Schedules 1 – 7)
- Code of Conduct for NIMDTA Employees
- Code of Practice for Board Members
- Management Statement/Financial Memorandum
- Deanery Report 2010/11 Feedback (2.4.12)
- Training Vacancies Spreadsheet

12.1 Senior Management

Members received and discussed the content of the minutes from the February and March meetings of Senior Management.

12.1.1 Business Services Transformation Project (BSTP)

Both the Finance Manager and Human Resources Manager had provided further updates during their reports in relation to the implementation of the FPL (Finance, Procurement and Logistics) and HRPTS (Human Resources, Payroll, Travel & Subsistence) systems.

Ms Roberts informed the members that discussions regarding the role of shared services in the recruitment of trainees are still ongoing. Members received and discussed the paper highlighting the risks which had been forwarded for consideration to the BSTP Programme Director and shared with the Programme Board.

12.2 Risk Management

12.2.1 Complaints/Accidents/Incidents/Information Requests

Members received and discussed the reports for February and March which had already been considered by the Governance Committee.

12.2.2 Procurement

Ms Roberts informed members that the new procurement procedures had been fully implemented and controls were in place. Training had been provided to the relevant staff.

12.2.3 Audit Reports

It was noted that NIMDTA had received a satisfactory level of assurance in relation to the audit of financial processes and recruitment and selection of doctors in training. The performance management audit had been deferred until later in the year. The audit on the use of lay representatives was awaited.

The requirement for substantive compliance with the six standards of Governance had also been met.

12.3 Records Management

12.3.1 Policies for Review

- Whistle Blowing Policy
- Standing Orders – Senior Management
- NIMDTA Standing Orders (Schedules 1 – 7)
- Code of Conduct for NIMDTA Employees
- Code of Practice for Board Members
- Management Statement/Financial Memorandum

Members received the enclosed policies, which had previously been considered by the Governance Committee.

Whistle Blowing Policy

It was noted that the policy had been revised to take account of the recent correspondence received from the Minister, which had been circulated to staff at his request, drawing attention to their right to whistleblow. Members discussed and approved the policy subject to the correction of some minor typographical errors. The Chairman would sign off the policy when the amendments had been made.

Chairman

Standing Orders – Senior Management/NIMDTA Standing Orders (Schedules 1 – 7)

Due to time constraints, members agreed to defer the review of the standing orders to a future meeting of the Board. It was noted that the orders had been considered at and suggested amendments made by the Governance Committee at their recent meeting. The Chairman confirmed that all standing orders would be reviewed on an annual basis.

Board

Code of Conduct for NIMDTA Employees

Members discussed and approved the revised Code of Conduct for NIMDTA Employees which had been amended to include reference to the Bribery Act 2010, Whistle Blowing policy and an added appendix quoting the Seven Principles of Public Life.

Code of Practice for Board Members

Members discussed and approved the revised Code of Practice for Board Members.

Management Statement/Financial Memorandum

Members noted and discussed the Management Statement/Financial Memorandum between the DHSSPS and NIMDTA, which in line with the requirements of the DHSSPS's Governance Unit should be submitted to the Board for information on an annual basis.

12.4 Quality Management

12.4.1 It was noted that there had been four meetings of the Quality Management Group (QMG) since the Board last met. Ms Roberts report gave an update on the business of the QMG.

12.4.2 Deanery Report for 2010/11

Members received and discussed the General Medical Council (GMC) correspondence dated 2 April which provided feedback on the submitted deanery report. Clarification had been received on the process for the continuation of approval status. The GMC had also identified a number of general themes that affect certain specialties nationally or are issues across deaneries. The deadline for the next Deanery report to be submitted to the GMC was 31 October 2012.

12.4.3 Recruitment and Selection

Members received and discussed the training vacancies spreadsheet which had been provided. Ms Roberts updated the members on the recruitment process which was still ongoing and the possible gaps anticipated. It was hoped to be able to notify the DHSSPS, Health and Social Care Board (HSCB) and five Trusts of the position regarding vacant posts by the end of May.

12.4.4 Revalidation

Ms Roberts updated members on the expected timeline for the implementation of the revalidation process.

12.5 Equality

It was noted that a work plan for the delivery of NIMDTA's statutory equality duties had been agreed in association with the

Business Services Organisation (BSO) Equality Unit.

The Agency was required to submit their annual report to the Equality Commission on the Agency's progress in relation to the discharge of its Section 75 duties by 31 August 2012.

It was also noted that the Agency were required to conduct an audit on information systems in order to identify the extent of current monitoring and take action to address any gaps. The report was required to be completed and published by September 2012.

13 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B12/19)

Members received and discussed the report from the Director for Postgraduate General Practice Education which was presented by the Deputy Director for Postgraduate General Practice Education, Dr Grainne Bonnar, on her behalf. Attention was drawn to the following:

13.1 Specialty Training

General Practice Recruitment

Stage 3 recruitment had been held on 1 March and all sixty-five training posts successfully filled. It was noted that the Chairman, Mr Joynes, had been able to accept an invitation to observe the process. Unfortunately, there had been no representation from Business Transformation Services Project (BSTP).

Trainees in Difficulty

The workload in dealing with trainees in difficulty continued to rise, placing increasing pressure on the General Practice Department.

Trainee Profile

Members noted and discussed the statistics quoted within the report from the Director for Postgraduate General Practice Education which gave a breakdown of the number of trainees currently within the Training Scheme and the implications for their administration by the General Practice Department.

The Chairman excused Ms Roisin Campbell (Human Resources Manager) from the remainder of the meeting.

BSO Equality Unit

As a component of the consultation process under Personal and Public Involvement (PPI), the Equality Unit of the BSO had been commissioned by the General Practice Department to carry out an evaluation of the communication between NIMDTA and its trainees. A feedback/planning day had been arranged for staff in May with the final report and action plan being discussed with trainees in June.

Trainee Network

A constructive meeting with lead trainee representation from each Trust had taken place the feedback from which would feed into the report from the BSO Equality Unit.

Curriculum Mapping

A process of curriculum mapping had been agreed with GP Trainers and would formally commence in August 2012.

Out of Hours

Dr Bonnar informed the members that there was an ongoing review of Out of Hours training in the Northern Ireland Deanery. An evaluation of the Out of Hours educational supervision carried out by GP Trainers had been undertaken with a further evaluation seeking feedback from trainees and trainers having commenced.

Approval of GP Trainers

A consultation was being conducted by the General Medical Council (GMC) on the approval of trainers. The Royal College of General Practitioners (RCGP) was reporting on the processes applied in the UK Deaneries in an effort to standardise the process. It was noted the General Practice Department had reviewed and amended the trainer and practice approval processes and would also be implementing a peer review process for ongoing accreditation of GP trainers.

13.2 Continuing Professional Development (CPD)

Core Programme

Work continued and it was still hoped that CPD activity would be self financing by the end of March 2013.

Integrated Care Posts

It was noted that the General Practice Department was in discussions with the Belfast Trust to pilot a number of integrated care posts from August 2012.

13.3 GP Appraisal

A review by the Regulation Quality Improvement Authority (RQIA) into the Communications Protocol had commenced.

It was also noted that a review of the Health and Social Care Board (HSCB) policies with regard to the Performers List was being undertaken by the HSCB and NIMDTA.

Dr Bonnar updated the members on the national issues in appraisal. The annual general practice appraisal conference was scheduled to take place on 16 May.

13.4 Personal and Public Involvement (PPI)

NIMDTA in partner with Queen's University and the Safety Forum had successfully delivered a course heightening awareness in PPI among HSC staff. The course had taken place over three days in March and the initial evaluation was positive.

General Practice would be meeting with the Patient and Client Council (PCC) who had expressed interest in the GP pilot of patient led training.

14 CORRESPONDENCE/REPORTS/PAPERS RECEIVED (Papers B12/20, B12/21 and B12/22)

The Board received and discussed the following:

- Revised Code of Practice on Protecting the Confidentiality of Service User Information - correspondence from DHSS Information Management Branch – 4.4.12
- DFP 2010/11 Annual Compliance Report on the Use of External Consultants – HSC(F) 15/2012 (DHSSPS 7.3.12)
- Review of Procurement: Outcome and Action (DHSSPS, Office of the Permanent Secretary 26.3.12)
- Delivering the HSC Reform Agenda (DHSSPS, Office of the Permanent Secretary 24.4.12)

It was noted that the correspondence from the Office of the Permanent Secretary on the Review of Procurement, had also been

circulated with the recent Audit Committee papers. Members noted the key points highlighted within the recommendations.

Members noted the correspondence from the Office of the Permanent Secretary – Delivering the HSC Reform Agenda which had been tabled prior to the meeting.

15 ANY OTHER BUSINESS

There was no further business.

16 DATE OF NEXT MEETING

- Thursday 21 June 2012, Boardroom

CONFIRMED DATES FOR 2012

Formal Meetings

- Thursday 28 June 2012, Boardroom
- Thursday 27 September 2012, Boardroom
- Thursday 29 November 2012, Boardroom

All formal meetings will commence at 2.00 pm with a pre-lunch meeting of the non-executive Board Members commencing at 1.00 pm. The extraordinary meeting on 28 June would commence at approximately 4.00 pm following the next meeting of the Audit Committee.

Non-Executive Members Workshops

The lead issue for the next workshop scheduled for Thursday 31 May 2012 would be the Management of Trainees in Difficulty. Dr John Collins, the Associate Dean for Careers and Personal Development, had been invited to present at the workshop.

- Thursday 30 August 2012
- Thursday 25 October 2012

All Workshops will commence at 2.30 pm unless otherwise advised.