

Minutes

MEETING: NIMDTA Board
DATE: Thursday 27 November 2014
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Mr D Morrice
Mr D Maguire
Mr G Smyth
Mr L Wilson

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Dr I Steele (Director of Postgraduate Hospital Specialty Training)
Ms M Roberts (Administrative Director)
Ms R Campbell (Human Resources Manager)

In Attendance

Mrs P Dardis (Corporate Services)

1 APOLOGIES

Ms A Carragher (Director for the Foundation Programme)
Mr T Hutchinson (Finance Manager)
Dr C Loughrey (Director for Postgraduate GP Education)
Mr M McCarey (Corporate Governance Manager)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

ANNOUNCEMENTS

Updated Board Membership (Paper B14/68)

Members received and noted the updated Board Membership which had been amended to reflect the appointment to a second term of Mr Gordon Smyth and Mr Derek Maguire (Non-Executive Members).

Schedule of Board Meetings 2015 (Paper B14/69)

Members received and noted the Schedule of Board Meetings and Non-Executive Board Workshops for 2015, which had been updated to reflect the change of the November Board meeting to Tuesday 1 December, to accommodate the Annual Lead Educators Day.

Visit from Permanent Secretary – 24 November 2014

Mr Richard Pengelly, the newly appointed Permanent Secretary, had visited NIMDTA on the afternoon of 24 November. The Chair informed the members that Professor Gardiner (Chief Executive/Postgraduate Medical Dean) had delivered another excellent presentation giving an overview of the work of NIMDTA and challenges associated with it. He further requested that the presentation be forwarded to the Non-Executive Members for information. Mr Pengelly had received a tour of the buildings facilities and had been introduced to several of the administrative staff. He had also met members of the Board and Senior Management over an informal coffee session.

PA – Corporate
Services

Mid-Year Accountability Meeting – 25 November 2014

The Chair provided an update on the discussions which had taken place at the Mid-Year Accountability meeting held at the Department on 25 November. Among the subjects discussed had been the late submission of the annual accounts and the contingency plan to ensure future compliance. The PRET Review had also been discussed and the Chair advised that he would update staff members on developments when he addressed the Staff Briefing, which would also be attended by the Non-Executive Members, scheduled for 19 December.

Paperless Board

After discussion, it was agreed that the first paperless meeting of the Board should now take place from February 2015.

Professor David Hussey (Award)

It was noted that Professor Hussey would be receiving an achievement award from Queen's to celebrate twenty-five years' in service. The ceremony was due to take place that afternoon which necessitated the early departure of Professor Hussey from the Board meeting. His report had been brought forward on the agenda.

4 MINUTE OF PREVIOUS MEETINGS (Paper B14/70 & B14/71)

Minute of the meetings held on 18 September 2014 and extraordinary meeting of 29 September 2014, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

Unconfirmed Minute of Meeting held on 18 September 2014

10. Report from the Chief Executive/Postgraduate Medical Dean: 10.8 Annual Quality Report

It was noted that the Annual Quality Report had been submitted within the required deadline. An update would be given under the Report from the Chief Executive.

11. Report from the Administrative Director: 11.3 Submission of the Annual Report and Accounts

Dealt with under the agenda.

13. Report from the Director for Postgraduate GP Education: Review of GP Workforce Planning

It was noted that following the September meeting of the Board, an interim report had been received from the GP Medical workforce Planning Group recommending that the number of places should be increased with an initial target of 10 – 15 for commencement by August 2015. The report from the Director for Postgraduate GP Education provided an update on the recommendation and possible funding and resource issues.

16. Report from the Director for the Foundation Programme: Annual Induction Day

Ms Roberts (Administrative Director) confirmed that a copy of the

videod presentation by Mrs Margaret Murphy was now available for viewing.

19. AOB: ALB Report for Departmental Requirements 2014/15

Dealt with under the agenda.

19: AOB: Departmental Representation at NIMDAT Audit Sub-Committee Meetings

Mrs Dardis (PA – Corporate Services) confirmed that future dates had been forwarded to the Sponsor Branch. It was further noted that a response had been received to advise that Ms Heather Stevens (Director of Human Resources) hoped, schedule permitting, to be able to attend the meeting scheduled for 26 February 2015.

Unconfirmed Minute of Extraordinary Meeting held on 29 September 2014

5. AOB: Prompt Payment Target

It was noted, that as agreed by the Board at the meeting on 29 September, the 10 day compliance self-assessment target had subsequently been lowered from 65% to 50%.

6 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B14/72)

Members received and discussed the report from the Postgraduate Dental Dean which included updates on the following:

- Meetings /Actions since the September meeting of the Board
- Foundation Dentistry Issues
- Hospital Dentistry Issues
- Continuing Education

Attention was drawn to the following:

6.1 Foundation Dentistry Issues

Dental Foundation National Recruitment 2015

Professor Hussey informed the members that since issuing his report, national recruitment for Foundation Dentistry had now taken place over two days in the Belfast centre on 19/20 November. A further update on numbers etc attended would be

available in his next report. He further highlighted and members discussed the cost pressures associated with hosting the centre. Professor Hussey agreed to highlight the concerns of the Board at the forthcoming national meeting.

6.2 Hospital Dentistry

Professor Hussey further informed the members that an Adviser for Dental Core Trainees had now been appointed and would commence the position at the start of December.

6.3 Continuing Education

Members noted that the current calendar of events which spanned September 2014 – March 2015 was available in both PDF format and virtual booklet. It was further noted that currently 1713 Dental Care Professionals and 1244 Dentists were registered on Intrepid system which was a reflection on the quality of the product being delivered by the Dental Team.

Professor Hussey (Postgraduate Dental Dean) was excused from the meeting.

7 REPORT FROM THE AUDIT SUB-COMMITTEE

7.1 Unconfirmed Minute of the Meeting held on 29 September 2014 (Paper B14/73)

Mr Morrice (Chair of the Audit Sub-Committee) informed the members that a meeting of the Audit Sub-Committee had been held at 11.00 am prior to the meeting of the NIMDTA Board. The minute from the meeting of 29 September 2014 had been approved subject to the amendment of a small typographical error.

7.2 Meeting held on 27 November 2014

Mr Morrice highlighted the following from the meeting held that morning prior to the meeting of the NIMDTA Board:

2013/14 Report to those Charged with Governance

The final version of the Report to those Charged with Governance had not been available for the meeting.

Appointment of External Auditors

It had been announced that ASM had been appointed as the new

External Auditors to NIMDTA.

Internal Audit Update

- Progress Report to the Audit Committee

Members had received and discussed the Progress Report. It had been noted that fieldwork had commenced on the Allocation of Junior Doctors Audit. The final report for the Quality Management and Information Governance audits had been issued, both receiving a satisfactory level of assurance with no priority one issues identified.

The Mid-Year follow-up of audit recommendations 2014/15 had also been reviewed and it had been noted that 66% of the fifty-eight recommendations examined had now been fully implemented. A further 8% were partially implemented and 26% had not been implemented at the time of the review. Those not implemented were in the main due to the delay in fully implementing HRPTS and the move to Shared Services.

Mid-Year Assurance Statement

Members had also received and discussed the Mid-Year Statement received from the Head of Internal Audit and NIMDTA's from the Chief Executive.

7.3 Audit Sub-Committee Annual Report to the NIMDTA Board 2013/14

Members received and discussed the Annual Report from the Chair of the Audit Sub-Committee which reported on the work undertaken by the Committee in 2013/14. The report had been discussed at the September meeting of the Audit Sub-Committee and was a requirement of the Audit Committee's Self-Assessment Checklist.

7.4 Date of Next Meeting

The next meeting of the Audit-Sub Committee will take place on Thursday 26 February 2015 commencing 11.00 am, prior to the February meeting of the NIMDTA Board.

8 GOVERNANCE & RISK SUB-COMMITTEE

8.1 Confirmed Minute of the Meeting held on 16 September 2014 (Paper B14/75)

Members received and noted the confirmed minute from the meeting held on 16 September 2014. Mr Joynes (Chair of the Governance & Risk Committee) had given a report on the business of the meeting to the September Board.

8.2 Meeting held on 28 October 2014

Mr Joynes stated that the meeting held on 28 October 2015 had been both positive and constructive. He highlighted the following:

Corporate Risk Register

Work continued on the review of the Corporate Risk Register which had been amended to reflect the feedback from the September meeting. The register which was a live document would continue to be updated. Updates to include action timelines would be highlighted at every meeting. The Register had come back to the Board for consideration and would be reviewed under the Report from the Administrative Director.

Complaints/Incidents/Accidents/Requests

Members had also received and discussed the reports for August and September.

8.3 Date of Next Meeting

An extra meeting of the Governance & Risk Sub-Committee had been scheduled for Monday 15 December at 1.30 pm. It was noted that the meeting would be shorter than normal to accommodate Professor Gardiner's attendance at an external meeting that afternoon.

9 FINANCIAL UPDATE (Paper B14/76)

Members received and discussed the Financial Update which was presented to the Board by the Chief Executive on behalf of the Finance Manager. Attention was drawn to the following:

It was noted that the non-recurrent in-year reduction of 2.5% of funding for Administrative costs equating to £59k had been reflected in the calculations.

9.1 Breakeven

Based upon current patterns of expenditure, there was a projected outturn of -£48k, equating to a deficit of 0.09%, which fell inside the breakeven target.

9.2 Prompt Payment Compliance

Professor Gardiner directed attention to the table on page 5 of the Financial Update outlining the prompt payment compliance from April 2014. Mr Hutchinson (Finance Manager) had outlined in his report that using the target of 95% of payments to commercial suppliers within thirty days in the period 1 April to 31 October 2014, 83.32% of payments had achieved this target.

It was further noted that 35% had met the target of 50% of commercial payments to be made within 10 working days, as set by the Board.

9.3 Headcount Controls

It was noted that the headcount had been slightly exceeded and currently stood at 77.79.

9.4 Significant Financial Risks

It was noted that the demand for extended training in General Practice continued to be highlighted as a potential significant risk for NIMDTA.

9.5 Business Services Transformation Programme (BSTP)

It was further noted that the Finance Department were in the process of transferring the Accounts Payable function to Shared Services. The payroll function was scheduled to transfer immediately after the completion of the January 2015 payroll. Members discussed the implications for the Finance Department and for all staff involved in the ordering and authorisation of goods and services.

10 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B14/77)

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

- Current Expenditure Allocations for 2014/15 & Financial Planning for 2015/16 – DHSSPS/NIMDTA Correspondence (22.9.14, 7.11.14 & 17.11.14)
- Annual Quality Report 2013/14
 - Content of Annual Quality Reports 2014/15 – DHSSPS Correspondence (19.9.14)
 - Acknowledgement & Publication on Website – DHSSPS Correspondence (21.10.14)
 - NIMDTA Initiatives & Quality 2020 Implementation Plan (submitted to DHSSPS 7.11.14)
- Correspondence to HR Director (DHSSPS) Follow-up to meeting of 30 October 2014 (4.11.14)
- Bi-lateral Meetings (NIMDTA/Sponsor Branch) – Dates for 2015
- Workforce Planning – Expansion of Medical Training – Correspondence from HSCB to HR Director, DHSSPS (19.9.14)
- GMC Check Visit – Feedback Altnagelvin (15.10.14)
- GMC Check Visit – Feedback BCH (3.11.14)
- GMC Enhanced Monitoring Visit – Feedback Belfast Trust (6.11.14)
- Annual Educators’ Day Evaluation Summary 2014
- GMC/NIMDTA Professionalism Pilot Feedback (17.10.14)

10.1 Current Expenditure Allocations for 2014/15 and Financial Planning for 2015/16

Members received and discussed correspondence received from the Department of 7 November and the content of NIMDTA’s comprehensive response of 17 November in respect of the allocations for 2014/15 and financial planning for 2015/16.

10.2 Annual Quality Report 2013/14

The Annual Quality Report had been submitted within the required deadline and published on the NIMDTA website, in line with the acknowledgement from the Department of 21 October 2014.

Members also received and noted the Initiatives and Quality 2020 Implementation Plan which NIMDTA had been required to submit.

It was further noted that Professor Gardiner had been invited to attend a meeting on 14 January 2015, scheduled by the

Department to discuss a standardised format for 2014/15 ALBs Annual Quality Reports.

10.3 Engagements with DHSSPS

Members noted and discussed the recent engagement with the Department noted under the report from the Chief Executive/Postgraduate Medical Dean. The following meetings were highlighted:

Visit from the Director of Human Resources (DHSSPS) – 30 October 2014

It was noted that the Chair, Chief Executive/Postgraduate Medical Dean and Administrative Director had met with representatives from the Sponsor Branch including Ms Heather Stevens (HR Director) on 30 October. Members noted and discussed Professor Gardiner's follow-up correspondence with regard to the visit. It was further noted that, following an invitation to organise regular meetings with the Sponsor Branch, dates for the bi-lateral meetings had now been organised for 2015.

Workforce Planning – Expansion of Medical Training

Members received and discussed the correspondence from the Director of Commissioning (Health & Social Care Board) to the Director of Human Resources (DHSSPS) of 19 September 2014, outlining a bid for funding for an additional number of training posts within the specialties of Oral-Maxillo Facial Surgery (OMFS), Haematology, Trauma & Orthopaedics, Radiology, Urology, Infectious Diseases and General Practice. NIMDTA had been host to a workforce planning meeting which had included participation of Human Resources (DHSSPS), the Public Health Agency (PHA) and Health & Social Care Board (HSCB) on 30 October. Professor Gardiner updated members on the purpose and outcome of the meeting and progress made to date.

10.4 Quality Management

It was noted that the Quality Management Group, chaired by Dr Steele (Director for Postgraduate Hospital Specialty Training) had met on four occasions since the September meeting of the Board.

Annual Review Meetings with HSC Trusts

Members noted that NIMDTA's annual review meetings with the five HSC Trusts had commenced. To date, the Belfast Trust, South Eastern Trust and Southern Trusts had all been met with and dates

for the review with the Northern and Western Trusts had been arranged.

GMC Undermining Check Visits

Members received and noted the GMC Check Visit feedback reports from recent visits to Altnagelvin (Obstetric & Gynaecology) on 15 October 2014 and Belfast City Hospital (General Surgery) on 3 November 2014. Professor Gardiner advised that there had been one serious concern identified at the visit on 15 October, which would be escalated to the GMC's enhanced monitoring process.

GMC Enhanced Monitoring

Members received and discussed the tabled feedback report from the GMC Enhanced Monitoring visit to Medicine at the Belfast City Hospital/Royal Victoria Hospital sites on 6 November. It was noted that the feedback had been largely complimentary.

Dean's Report to the General Medical Council (GMC)

It was noted that the report to the GMC had been submitted on 30 October 2014, within the required timeline.

10.5 Faculty Development

The Faculty Development Group, chaired by Dr Richard Tubman (Associate Dean) had met on one occasion since the September meeting of the Board. Professor Gardiner's report outlined the recent events and listed a number of events planned for the future.

Annual Educators' Day – 26 September 2015

Members received and discussed the evaluation summary from the highly successful Annual Educators' Day which had taken place on 26 September at Riddel Hall. The event had been attended by a number of the Non-Executive Members. The Chair stated that he had particularly enjoyed and been hugely impressed by the keynote address from Dr Ian Curran (Dean for Educational Excellence & Head of Innovation, London Deanery), on innovation and simulation.

10.6 Trainee Support

The Trainee Support Review Group, Chaired by Dr John Collins (Associate Dean), continued to meet monthly. It had met on two occasions since the September meeting of the Board. It was noted that an advanced trainee support workshop dealing with 'the trainee

under investigation' was now scheduled for 4 December and would be held at Mossley Mill.

10.7 Revalidation

The Revalidation Operational Group continued to meet on a regular basis, the most recent meeting being held on 5 November and was chaired jointly by Dr Steele (Director for Postgraduate Hospital Specialty Training) and Dr Loughrey (Director for Postgraduate General Practice Education).

10.8 Representative Work & External Meetings

Members noted the extensive number of on-going external events that the Chief Executive/Postgraduate Medical Dean had attended as a representative of NIMDTA.

10.9 Initiatives

Among the number of initiatives being taken forward by NIMDTA, Professor Gardiner highlighted UMS/NIMDTA/QUB Trainee Research Presentation Evening which had taken place on 20 November. Members also received and noted the feedback from the first Generic Skills – Patient Safety and Professionalism Workshop, being piloted by the GMC in conjunction with NIMDTA, which had taken place on 17 October.

11. REPORT FROM THE CORPORATE GOVERNANCE MANAGER

It was noted that in the absence of the Corporate Governance Manager, any necessary updates had been included under the Report from the Administrative Director.

12 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B14/78)

Members received and noted the report from the Director for Postgraduate General Practice Education and attention was drawn to the following within the report:

Professor Gardiner (Chief Executive/Postgraduate Medical Dean) highlighted the statistics stated within the report which outlined the number of trainees in the programme from ST1 – ST3. The number of trainees out of sync, mainly at ST3 level, were noted.

13

REPORT FROM THE DIRECTOR OF POSTGRADUATE HOSPITAL SPECIALTY TRAINING (Paper B14/79)

Members received and discussed the report from the Director for Postgraduate Hospital Specialty Training and attention was drawn to the following:

13.1 Hospital Specialty Training Committee Meetings

The Hospital Specialty Training Committee, chaired by Dr Steele, had met on two occasions since the September meeting of the Board.

The Specialty Schools Forum, chaired by Dr Steele had last met on the 13 November.

Dr Steele's report highlighted and members discussed the following updates on Hospital Specialty Training issues:

Combined Specialty Training

The new initiative to combine core level posts in a Combined Specialty Training LAT year had been reviewed with the relevant Schools at the Specialty Schools Forum. It was noted that although some concerns about the suitability of some of the appointees had been raised by Trusts, it was felt that the process should be repeated next year. Schools felt it should be given a higher profile with the interviews earlier in the recruitment cycle, with close attention to the threshold score for appointment. The Schools involved would be reviewing trainee progress after the first six month attachment.

Study Leave

It was noted that the review of the allocation of study leave funding process continued. Proposals had previously been presented at the Lead Educators' Forum and, following review of comments, an updated version of the guidance will be circulated. Implementation of any new guidance is scheduled for August 2015.

PA Allocation for Named Supervisors

It was noted that a process was being developed to introduce an increased funding tariff for PAs for named Educational and Clinical

Supervisors of trainees as a staged approach.

PA Allocation for Training Programme Directors

It was further noted that funding was also being introduced for those Training Programme Directors who had previously received no PAs. The allocation of PAs according to trainee numbers was being standardised across specialties.

Out of Programme (OOP) Application Review

Dr Steele informed the members that following a trainee having their application for OOP turned down by their School, a meeting to review the circumstances with the trainee took place. Subsequently a review of the decision had been held and the original decision had been upheld.

Fit Testing for Trainees

A meeting with the Public Health Agency (PHA) to discuss arrangements for respiratory personal protection equipment for trainees (Fit Testing) had been held on Monday 6 October 2014. The issue of fit testing of face masks had been highlighted as a priority with Trusts.

Combined Infection Training (CIT)

A meeting had taken place on Wednesday 8 October 2014 to put in place arrangements for the commencement of Combined Infection Training with effect from August 2015.

Managing Undermining Guidance

It was noted that the new NIMDTA policy "Managing Harassment, Bullying and Undermining in the Workplace - Guidance for Doctors and Dentists in training" had been circulated to trainees and trainers.

ARCPs

It was further noted that a new prompt list for ARCP panel

members including Lay Representatives has been developed to help standardise procedures in addition to the NIMDTA ARCP Policy.

NIMDTA Trainee Forum

The inaugural meeting of the NIMDTA Trainee Forum had taken place on Tuesday 18 November 2014. Terms of Reference had been agreed and a follow-up meeting would be arranged.

13.2 Appointments/Resignations

Professor Steele informed the members that resignations had been received from the Training Programme Director for General Surgery and Training Programme Director for Child & Adolescent Psychiatry.

The following appointments and re-appointments had been made since his last report to the Board:

Dr A Smyth (Training Programme Director for Rheumatology)
Dr S McKenna (Training Programme Director for Medical Oncology)
- reappointment
Dr S McNeill (Deputy Head of School, Obstetrics & Gynaecology) –
reappointment

Interviews to appoint Clinical Facilitators, which would help in the development of Generic Skills, had taken place on 12 November.

Dr Steele's report also listed those posts due to be interviewed and those also due to be advertised.

13.3 External Meetings/Visits

Members noted the external meetings and visits attended by Dr Steele on behalf of NIMDTA since the September meeting of the Board.

14 REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME

Members received and noted the tabled report from the Director for the Foundation Programme which highlighted the following:

- Representation by Ms Carragher (Director for the Foundation Programme) at internal and external meetings and events, during September and November

- Recruitment to the Foundation Programme 2015 – 2017
- Academic Foundation Programme

Celebrating Success

Ms Carragher's report also highlighted the success of an F2 doctor who had submitted a paper to the RCPE in June and had subsequently been awarded best prize for a paper submitted to the RCPE journal during 2014.

Two Foundation doctors had received section awards at the joint QUB/NIMDTA/UMS research evening which had been held on 20 November.

15 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B14/80)

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

- NIMDTA Proposal for the Provision of Accounting Services (BSO)
- Vacancy Position from August 2014
- Corporate Risk Register
- Complaints/Incidents/Accidents (September & October 2014)
- Incident Report – 12.11.14
- Strategic Plan Away Day (23 October 2014)
- NIMDTA ALB Report for Departmental Requirements 2014-15 (October 2014)
- NIMDTA Mid-Year Assurance Statement (17.10.14)
- Information Requests/Ministerial Correspondence Summary (September 2014 to date)
- Standing Orders – NIMDTA Board
 - Schedule 1 – Audit Committee
 - Schedule 2 – Remuneration Committee
 - Schedule 3 – Senior Management Committee
 - Schedule 4 – Governance & Risk Committee
 - Schedule 5 – Declaration of Interests and Register of Interests
 - Register of Conflict of Interests
 - Schedule 6 – Tendering and Contract Procedure
 - Schedule 7 – Matters Reserved for the Agency Board
 - Schedule 8 - Scheme of Delegation

15.1 Senior Management Committee

It was noted that Senior Management Team had met on two occasions since the last meeting of the Board.

15.2 Review of Post-Registration Training and Education

Discussed under the update from the Chair on the Mid-Year Accountability Meeting held on 25 November 2014.

15.3 Submission of Annual Report and Accounts

It was noted that NIMDTA's Annual Report and Accounts had been submitted to the Department in compliance with the extended timeline of 30 September 2014. The Certificate and Report of the Comptroller and Auditor General had been received confirming the financial statements had been properly prepared. As requested by the Department, a contingency plan had been put in place to ensure future compliance within the stipulated timeframe. It was noted that under the contingency arrangements which had been agreed by members of the Board, the Business Services Organisation (BSO) would be responsible for the preparation of the annual accounts and completion of monthly control account reconciliations. After consultation with the Board, Option 2, as set out in the proposal and enclosed with the Administrative Director's report, had been agreed. The Department's Directors of Finance and Human Resources had been informed of the new arrangements.

15.4 Recruitment and Junior Doctor Vacancies

Members received and discussed the vacancies spreadsheet which showed the position as of mid November. The number of vacancies currently stood at 113.

Information including the reasons for the vacancies, had been provided to the Sponsor Branch to ensure the Minister is kept fully briefed on the position and impact on service delivery.

15.5 Internal Audit Plan and Reports

It was noted that an update on the audit findings 2014/15 from the Progress Report had been covered under the Report from the Audit Sub-Committee.

- Internal Audit Plan for 2014/15

It was noted further noted that the Risk Audit and Financial Review

would commence in the New Year, dates to be confirmed.

15.6 Corporate Risk Register

Members received and discussed the Corporate Risk Register which had been considered at the October meeting of the Governance & Risk Committee and amended to include two additional risks: Risk 3 (reconfiguration of service and implications) and Risk 8 (process and procedures for recruitment & appraisal of trainees). It was further agreed to update Risk 9 (PRET Review) to reflect discussions at the Mid-Year Accountability Review, to

Administrative
Director

15.7 Complaints/Incidents/Accidents/Requests

Members received and discussed the reports covering the period September and October 2014. It was noted that the September report had been discussed at the October meeting of the Governance & Risk Committee.

Ms Roberts (Administrative Director) highlighted several incidents, which had been rated as minor in October, which included the network going down for a prolonged period.

Professor Hussey (Postgraduate Dental Dean) rejoined the meeting

- Incident Report – 12 November 2014

Members further received and discussed an incident regarding food poisoning which had been assessed as a minor risk and added to the Health & Safety Risk Register. The incident had involved the provision of hot food by an external provider. An action plan had now been put in place to ensure that catering was appropriately authorised to avoid a repeat of the incident.

Corporate
Governance
Manager/
Administrative
Director

15.8 Strategic Planning Away Day

Members received and discussed the summary which had been produced by the Corporate Governance Manager following the Strategic Planning Day, attended by both the Non-Executive members of the Board and Senior Management on 23 October. The summary would now be used to formulate the Strategic and Business Plan.

15.9 Departmental Returns

- ALB Report for Departmental Requirements 2014/15

Members received and discussed NIMDTA's mid-year progress report on its performance against departmental requirements, which had been submitted to the Department on 10 October 2014, within the stipulated timeline. As requested by the Department, the RAG rating for 2A1.d had been changed to red to reflect the failure of NIMDTA to submit the Annual Report and Accounts before the summer recess.

- NIMDTA Mid-Year Assurance Statement

Dealt with under the Report from the Audit Sub-Committee.

15.10 Information Requests and Ministerial Correspondence

Members received and discussed the summary of information requests and responses, which included Assembly Questions, received during September, October and November.

Ms Roberts (Administrative Director) tabled the recent request received on 25 November, in relation to the 'Paybill reduction across the Public Sector'.

15.11 Training

It was noted that the Chief Executive and Administrative Director had met with Ms June Turkington (Assistant Director, Directorate of Legal Services and Head of Employment Law, BSO) on 18 November, to discuss the delivery of training on Employment Law to senior staff and educations. It had been agreed to provide two half-day pilot sessions to cover Employment Law and Bullying and Harassment.

It was further noted that Ms Wendy Beggs (Assistant Director, Directorate of Legal Services and Head of Clinical Negligence) had also been approached with a view to the provision of training as part of the new generic skills programme being developed for all doctors in training.

Ms Roberts further advised, that following on from the successful training workshops in Risk Management provided by Amberwing, a joint Board/Senior Management training session on Corporate Governance and Opportunity Management had been organised for 21 April 2015.

15.12 IT Systems – Oriel, Intrepid and FPAS

- Oriel

The new national on-line recruitment system (Oriel) had gone live on 11 November for 2015 round 1 national recruitment. It was noted that the Department was as yet to formally commit to the project and funding had still yet to be identified.

- FPAS

The contract for the Foundation Programme Application System (FPAS) was due to expire the following May 2015. Discussion with regard to an extension of the contract were on-going with a view to moving into the Oriel system in the longer term.

- Intrepid

It was further noted that Health Education England were about to tender for a new workforce IT system in line with national procurement policy. Ms Roberts advised that a Single Tender Action (STA) would be required for Hicom's Intrepid system for a further year until the new national contract, to include Northern Ireland, would be in place.

15.13 Documents for Review

Members received and discussed the Board Standing Orders and corresponding Schedules. Both Schedule 7 Matters Reserved for Board of the Agency and Schedule 8 Scheme of Delegation, had revised and approved at the October meeting of Senior Management.

- Stand Orders – NIMDTA Board

Members discussed and approved the Standing Orders subject to the addition of the date to: page 21, 15. Commencement - ... Standing Orders shall come into operation on ... date to be added

- Schedule 1 – Audit Committee Standing Orders

It was agreed to bring Schedule 1 back to the February 2015 meeting of the Board. Ms Roberts would amend the schedule to reflect the changes suggested by Mr Morrice (Chair of the Audit-Sub-Committee).

Administrative
Director

- Schedule 2 – Remuneration Committee Standing Orders

Members discussed and approved Schedule 2 without further amendment.

- Schedule 3 – Senior Management Committee Standing Orders

Members discussed and approved Schedule 3 without further amendment.

- Schedule 4 – Governance & Risk Committee Standing Orders

Members discussed and approved Schedule 4 subject to page 8, 4. Composition and Membership, the addition of the phrase 'at least' ... consist of the Agency Board, at least two Board members... and the addition of a para to reflect the election of a new Chair.

- Schedule 5 - Declaration of Interests and Register of Interests

Members discussed and approved Schedule 5 subject to the date change on page 11 to 2014. It was noted the date should be updated annually.

Members received and reviewed the Register of Interests. It was noted that the register would be updated to reflect any amendments to the information in the New Year.

- Schedule 6 – Tendering and Contract Procedure

Members discussed and approved Schedule 6 subject to the addition of a section linking the Schedule to NIMDTA's policies.

- Schedule 7 – Matters Reserved for the NIMDTA Board

Members discussed and approved Schedule 7 subject to the heading on page 8 being changed to read: ... Lead Responsible for Reporting to the Board ...

- Schedule 8 – Scheme of Delegation

Members discussed and approved Schedule 8 subject to page 12, Schedule 9, para 8 to be amended to read ... Business Services Organisation is responsible for preparing and submitting annual accounts to the Department ...

16

REPORT FROM THE HUMAN RESOURCES MANAGER (Paper B14/64)

Members received and discussed the report from the Human Resources Manager, which had been produced in the new format. Attention was drawn to the following:

16.1 Summary

The following were noted:

- Seven career management generic skills sessions had been provided to F2's
- A new business readiness checklist for release 3 of Oriel was required to be submitted on a monthly basis
- The Specialty Recruitment Policy had been updated for 2015 and the Applicants Handbook had been agreed at a meeting with the Administrative Director
- The Dental Recruitment Policy had been updated
- Meetings had taken place to discuss the introduction of the HRPTS Recruitment system on 2 February 2015
- Members of the Human Resources Department had attended Access NI Registered Body Training

16.2 Resourcing

Ms Campbell informed the members that the Band 3 posts filled from 1 November and a Band 3 post transferred from Corporate Services to the Hospital Training Department had not commenced due to the delay in redeployment.

16.3 Absences

Ms Campbell further informed the members that absence had increased. An update would go to the next meeting of the Senior Management Committee scheduled for the following week. A new absence policy had been produced for HSC and had been adapted for NIMDTA. The policy had been reviewed and agreed with NIPSA on 8 December and would go SMT before being forwarded to the February meeting of the Board.

HR Manager

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

Ms Campbell's report included an update on the HRPTS system. It was noted that a GP Trainee had to be paid maternity pay by NIMDTA due to the unresolved issue regarding HRPTS and maternity pay.

She advised that a meeting would need to be arranged with Shared Services to discuss payroll

There were also outstanding changes required in the system in relation to the payment of KITS days for GP Trainees, payment of Education salary scales and recording of Educator annual leave.

17 CORRESPONDENCE/REPORTS/PAPERS

None Received

18 ANY OTHER BUSINESS

Board Governance Self-Assessment Tool

Members received and discussed the following correspondence (Paper B14/82) from the Department:

- Completion of Board Governance Self- Assessment Tool by All DHSSPS Sponsored ALBs for 2014/15 (Template & Covering Letter- 18.11.14)

It was noted that the Board Self-Assessment tool was due to be completed and returned to the Department by the end of March 2015. It was further noted, that to provide the Department with assurance that the checklist was being completed appropriately, the return required external independent verification. Ms Roberts (Administrative Director) advised the members that Internal Audit or the HSC Leadership Centre could be used as external verifiers. Ms Roberts would liaise with the Mr McCarey (Corporate Governance Manager) to take the process forward.

Administrative
Director/
Corporate
Governance
Manager

Staff Briefings

Members were asked to note the dates for the next two staff briefings which would include attendance from Non-Executive Members, schedules permitting.

- Friday 19 December 2014 (11.00 – 13.00)
- Thursday 25 June 2015 (11.00 – 13.00)

After discussion it was agreed that consideration be given by Senior Management on the provision of a staff lunch at the end of the briefing on 19 December. It would be discussed at the next Senior Management Committee.

Senior
Management

DATE OF NEXT MEETING

- Thursday 22 January 2015 – Boardroom

Confirmed dates for 2015

- Thursday 26 February 2015 – Boardroom
- Thursday 30 April 2015 – Boardroom
- Thursday 25 June 2015 – Boardroom
- Thursday 24 September 2015 – Boardroom
- Tuesday 1 December 2015 – Boardroom (*previously 26.11.15*)

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 2015

- Thursday 26 March 2015 – Seminar Room
- Thursday 21 May 2015 – Boardroom
- Thursday 27 August 2015 - Boardroom
- Thursday 29 October 2015 - Boardroom