

Minutes

MEETING: NIMDTA Board
DATE: Thursday 30 November 2017
TIME: 2.00 pm
VENUE: Board Room, NIMDTA

Members: Mr A Joynes Chair
 Mr D Morrice
 Mr D Maguire
 Mr L Wilson
 Mr G McKenna
 Dr J Little

In Attendance: Professor K Chief Executive/Postgraduate Dean
 Gardiner
 Ms P Black Business Manager
 Mr M McCarey Governance, IT & Facilities Manager
 Dr I Steele Director of Hospital Specialty Training
 Ms R Campbell Professional Support Manager
 Dr B Hendron Postgraduate Dental Dean
 Ms D Hughes Education Manager
 Ms G Kerr Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Dr C Loughrey (Director for Postgraduate GP Education) Ms A Carragher (Director of Foundation Programme)	
2.0	Declarations of Interests – Items of Business	
2.1	None.	
3.0	Announcements	
3.1	Mr Joynes offered congratulations to Mr Maguire, who has recently been awarded Membership of the Faculty of Dental Trainers (Royal College of Surgeons of Edinburgh) and	

Ref	Item	Action
	Fellowship of the Faculty of General Dental Practitioners (Royal College of Surgeons England).	
3.2	Mr Joynes highlighted that Ms Roberts, NIMDTA's former Administrative Director has received her MBE for services to postgraduate medical education in NI.	
3.3	Mr Wilson expressed condolences on behalf of the Board to Mr Joynes on the recent passing of his mother.	
4.0	Draft Minute of Previous Meeting	
4.1	The minutes of the meeting held on 28 September 2017 were agreed and signed.	
5.0	Matters Arising	
5.1	<u>5.2 Review of the Operation of Health & Social Care Whistleblowing Arrangements / Board Champion for Culture</u> In Governance, IT & Facilities Manager's Report.	Mr McCarey
5.2	<u>5.3 Lead Employer</u> In Education Manager's Report.	Ms Hughes
5.3	<u>5.5 Venue Hire Contract</u> In Business Manager's Report.	Ms Black
5.4	<u>5.6 Board Training Options</u> Ms Black advised that work is ongoing to assess appropriate training options available. A response is currently awaited from Queen's University, and a meeting has been arranged with the HSC Leadership Centre during week commencing 4 th December 2017.	Ms Black
5.5	<u>5.7 HR Continuity Plan</u> Ms Campbell advised the HR Continuity Plan will be reviewed by SMC before being brought back to the Board for approval.	Ms Campbell
5.6	<u>5.10 Strategic/Business Planning Update</u> Mr McCarey advised that the Board Workshop on 22 February 2017 will include a session on Cyber Security.	Mr McCarey
5.7	<u>3.2 Education Day</u>	Complete

Ref	Item	Action
	Ms Hughes confirmed that congratulations have been passed to staff involved in the running of the Education Day.	
5.8	<u>Finance Report</u> Ms Black advised that a more detailed report to the Board has been developed, and is included in the papers.	
5.9	<u>Occupational Health Medicine</u> In Director of Hospital Specialty Training's Report.	
5.10	<u>Business Plan</u> Mr McCarey confirmed that work is ongoing to streamline the number of objectives included in the Business Plan.	
5.11	<u>Property Asset Management Plan</u> Mr McCarey confirmed that appendices have been circulated for information.	Complete
5.12	<u>Resource Planning</u> Professor Gardiner confirmed that following discussions with DoH Sponsor Branch, going forward DoH Finance and NIMDTA will liaise in advance of allocation letter issue.	Complete
6.0	Finance Report	
6.1	<u>Finance Report</u> Ms Black presented the Finance Report produced by BSO, highlighting that a new allocation letter had been issued following the recent meeting with DoH Finance. Ms Black stressed the importance of noting that budgets are yet to be finalised and highlighted the projected surplus of £374k which is outside of breakeven. NIMDTA's financial position was discussed and noted.	
6.2	Mr Joynes recognised the difficulties posed by the lack of agreed budgets and queried why such difficulties have been faced. Professor Gardiner advised that a number of factors including delays in filling posts and queries over allocations have contributed to the delays. In future, closer working with DoH at the allocation stage will assist with budgeting and reduce the risk of delays.	
6.3	<u>Prompt Payment</u>	

Ref	Item	Action
	Ms Black advised that prompt payment is currently above targets, with 30 day rate at 99.14% and 10 day at 92.56%.	
7.0	Report From The Audit Sub-Committee	
7.1	<u>Minute of Committee – 03 October 2017</u> Mr Morrice presented the Minutes, highlighting NIMDTA's excellent performance when compared across the HSC. Professor Gardiner confirmed that the Audit report was amended following feedback.	
7.2	Mr Joynes highlighted that Mr Morrice will not be available for the next Audit Committee on 22 February 2018, and asked for Members agreement that Mr Wilson will act as Chair on this occasion. Members were agreed. Mr Wilson highlighted that his term is due to end on 12 February 2018, and no confirmation of an extension has been received to date.	
8.0	Report from the Governance & Risk Sub-Committee	
8.1	<u>Minute of Committee – 26 October 2017</u> Mr Joynes provided an overview of the minutes, highlighting the importance of work ongoing to develop the Business Continuity Plan and the considerable time invested to develop the Education Risk Register.	
9.0	Report from the Director of Hospital Specialty Training	
9.1	Dr Steele provided Members with an overview of his report. Members noted the current position regarding recruitment, training, staffing and funding.	
9.2	<u>Occupational Health Medicine</u> Dr Steele highlighted his continuing concerns about NIMDTA's ability to continue delivering a high quality Occupational Health training programme in Northern Ireland. Members discussed the implications of the TPD being outside of HSC and agreed the importance of NIMDTA procedure being followed. Dr Steele agreed to feedback to TPD.	Dr Steele

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9.3	<p><u>BMJ Careers Fair</u> Dr Steele advised that the 2 day event was attended by NIMDTA, however he highlighted the need to give consideration to 2018 attendance. It may be that the financial & time commitment this requires is inappropriate given the results achieved.</p>	
9.4	<p><u>Obstetrics and Gynaecology Training Evaluation Form Results</u> Members noted that Formal Teaching in NI was ranked number 1 in the UK for regional teaching, offering their congratulations to the staff involved.</p>	
9.5	<p><u>TPD Posts to be Interviewed</u> Mr Joynes raised concerns that a number of TPD posts received no applications. Professor Gardiner confirmed that Trust posts, which often offer additional benefits, are aimed at the same pool of applicants. This can have a negative impact on applications received by NIMDTA. Professor Gardiner highlighted that the approval of an additional 0.25 PA for TPDs in smaller training programmes should go some way to making these posts more attractive.</p>	
10.0	Report from the Director of Postgraduate GP Education (Verbal)	
10.1	<p>Written report not received. Professor Gardiner verbally updated Members on the current position regarding recruitment, highlighting that a shortfall following Round 1 is expected.</p> <p>Mr Joynes raised concern about the potential for negative media coverage, given previous interest and coverage regarding filling of GP Training Posts.</p>	
10.2	<p>Professor Gardiner advised that measures are being introduced within the WHSCT to make GP posts more attractive to trainees. Professor Gardiner highlighted his concerns that this could create demand for incentives across a number of specialties and become financially unsustainable.</p>	
11.0	Report from the Postgraduate Dental Dean	
11.1	Members noted the current position regarding recruitment,	

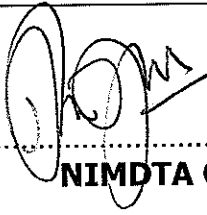
Ref	Item	Action
	training and continuing education.	
11.2	Dr Hendron advised that the 2 training extensions carried through from last year are now completed, with both trainees being issued certificates of completion.	
11.3	Dr Hendron advised that DFT recruitment was held on 21 November 2017. Digital scoring was used for the second time which caused no major issues and provided learning for staff from across NIMDTA.	
11.4	Trainee Dental Nurse Induction Programme Dr Hendron highlighted the welcome addition of this to the Continuing Education Programme. This development has been praised by both the BDA and HSCB.	
12.0	Report From The Governance, IT and Facilities Manager	
12.1	Mr McCarey provided Members with an overview of his report.	
12.2	<u>Corporate Scorecard</u> Mr McCarey presented the Scorecard, advising it has been updated to reflect performance at the end of Q2 2017/18. Members were content.	
12.3	<u>Review of the Operation of Health & Social Care Whistleblowing Arrangements</u> Mr McCarey overviewed the paper, advising that he would be meeting with Mr Maguire in coming weeks to develop a NIMDTA specific policy. Members noted the content.	Mr McCarey Mr Maguire
12.4	<u>Mid Year Assurance Statement</u> Mr McCarey presented, advising that the Statement is unchanged from that previously seen by Members. Noted.	
12.5	<u>Business Continuity Plan</u> Mr McCarey provided an overview of correspondence received from DoH. The BSO draft is currently being populated with NIMDTA specific data and a copy will be provided to Sponsor Branch. Noted.	Mr McCarey
12.6	<u>EU Exit</u>	Ms Kerr

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	<p>Mr McCarey drew attention to the enclosed letter, advising that he will attend meetings on NIMDTA's behalf. Mr Wilson queried what implications Brexit will have for trainees. Professor Gardiner advised that it is difficult to predict, but expected to cause issues with recruitment. There may also be a wider impact on those EU citizens already working with HSCNI.</p> <p>Mr Joynes highlighted a NICON 'Healthy Brexit' event on 25 January 2018, inviting Members to attend if they are available. Members agreed to rearrange the Governance & Risk Committee which is planned for that morning.</p>	
12.7	<p><u>Fire Safety and Health & Safety</u> Mr McCarey provided an overview of the report, which was noted by Members.</p>	
13.0	Report from the Professional Support Manager	
13.1	Members noted the current position regarding recruitment and training & development.	
13.2	<p><u>Absence Figures</u> The absence rate for 1 April 2017 to 30 November 2017 currently sits at 2.2%.</p>	
13.3	<p><u>HR SLA with BSO</u> Ms Campbell advised that the planned move of AFC recruitment to Shared Services on 1 December 2017 has been delayed by a technical issue. This is currently being investigated, however until remedied NIMDTA Professional Support will continue to carry out the function.</p> <p>Ms Campbell advised that overall the transfer of processing has been satisfactory, although there are a number of challenges to address particularly for part-time staff.</p>	
13.4	<p><u>Trainee Support Meetings</u> Ms Campbell highlighted the increasing number of meetings required. Between 5 October 2017 and 9 November 2017 58 meetings were carried out, which puts a significant burden on Professional Support staff.</p>	
14.0	Report from the Director of the Foundation	

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	Programme	
14.1	Written report not received.	
15.0	Report From The Business Manager	
15.1	Ms Black provided Members with an overview of her report.	
15.2	<u>Resource Planning</u> Ms Black advised that 2018/19 Savings Plan letters have been received from DoH, with a 5% reduction in the Administrative Budget required.	
15.3	<u>Contract Report</u> Ms Black highlighted the new format, which has been amended to include key indicators and improve performance monitoring.	
15.4	<u>Venue Hire</u> Ms Black advised that a pilot is ongoing, which will be reviewed at the Team Leader Committee on 4 December 2017.	
15.5	<u>Study Leave – Expenditure Analysis</u> Ms Black advised Members that work is ongoing to streamline the Study Leave process, with significant improvements in processing times achieved so far.	Ms Black
15.6	<u>Financial Review Audit</u> Ms Black advised that the audit report has been received today. The content is as expected with 5 Priority 2 and 5 Priority 3 recommendations included.	
16.0	Report from the Education Manager	
16.1	Ms Hughes provided Members with an overview of her report.	
16.2	<u>Trainee Engagement</u> Ms Hughes highlighted the results from the recent BMJ Career Fair, advising that the Trainee Engagement	

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	Roadshows appear to be more beneficial for NIMDTA. Similar Roadshows are planned for Trainers.	
16.3	<p><u>Trainee Information System (TIS)</u> Ms Hughes advised Members that the current contract with HICOM has been extended to March 2019. NIMDTA have 5 development days to use within this period.</p> <p>Ms Hughes advised that she, along with Mr Oliver will attend TIS implementation progress meetings.</p>	
17.0	Report From The Chief Executive/Postgraduate Medical Dean	
17.1	Professor Gardiner provided an overview of his report and associated papers.	
17.2	<p><u>Causeway Medicine</u> Professor Gardiner provided background to the current situation, advising that a Summit was held on 8 November 2017 to discuss ongoing issues. Additionally, a recent RQIA Acute Hospital Inspection visit is expected to highlight the same issues. Professor Gardiner stressed that unless improvements are seen, there is a risk that trainees will be removed from the medicine unit in Causeway Hospital.</p>	
17.3	<p><u>Transformation Funding – NIMDTA Bids</u> Professor Gardiner advised that of the five bids submitted, the GP Director has been informed verbally that the GP mentoring bid is likely to be supported. The Chief Executive has not received any communication about this to date.</p>	
17.4	<p><u>GP Remediation</u> Professor Gardiner advised that HSCB Head of General Medical Service has approached NIMDTA to explore assistance with assessment and remediation of doctors who are having difficulties. Professor Gardiner has informed DoH of this approach. HSCB will need to develop and submit a business case to DoH for funding to support this work. The governance of this remediation would remain the responsibility of the HSCB.</p>	
18.0	Correspondence/Circulars (for information)	

Ref	Item	Action
18.1	The following correspondence/circulars were noted: a. RP1567 – HSC Senior Executive Recruitment and Selection Code	
19.0	Any Other Business	
19.1	None.	
20.0	Date of Next Meeting	
	Thursday 25 th January 2018 at 2pm in the Board Room, NIMDTA	



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NIMDTA Chair

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25.01.18.

Date