

Minutes

MEETING: NIMDTA Board
DATE: Thursday 30 June 2022
TIME: 2.00 pm
VENUE: Boardroom, NIMDTA

Members:

Derek Wilson	Chair
Mr H Graham	Member (<i>via Zoom</i>)
Dr J Little	Member (<i>via Zoom</i>)
Mr G McKenna	Member
Ms G Campbell	Member (<i>via Zoom</i>)
Mr B Garland	Member

In Attendance:

Mr M McCarey	Chief Executive/Senior Governance, IT & Facilities Manager (<i>via Zoom</i>)
Ms P Black	Senior Business Manager (<i>via Zoom</i>)
Ms R Campbell	(<i>via Zoom</i>)
Dr I Steele	<i>In person</i>
Dr L Parks	(<i>via Zoom</i>)
Ms K Symington	(<i>via Zoom</i>)
Dr C Harron	(<i>via Zoom</i>)
Ms M Gregge	(<i>via Zoom</i>)
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	<ul style="list-style-type: none">Ms Hughes (Senior Education Manager)Ms Turner (Senior HR Manager – Trainee Employment)Dr Stone (GP Director)Dr Hendron (Dental Dean)Dr Smyth (Director of Hospital Specialty and Professional Development)	
2.0	Declarations of Interests – Items of Business	

Ref	Item	Action
2.1	None.	
3.0	Announcements	
3.1	Mr Wilson advised he is attending the Chairs Forum with the Minister tomorrow.	
3.2	<u>Senior Governance IT & Facilities Manager(SGITFM)</u> <u>Appointment</u> Mr Wilson confirmed that Mr McClelland takes up post tomorrow, 01 July 2022.	
3.3	<u>Partnership Agreement</u> Mr Wilson advised that he, along with Mr Garland and Mr McClelland are attending meeting on 6 July 2022 with a view to development of a Partnership Agreement which will replace the existing Management Statement & Financial Memorandum (MSFM). Mr Wilson committed to provide feedback to the Board following this meeting.	
4.0	Minute of Meeting	
4.1	The Minutes of 31 March 2022, 05 May 2022 and 12 May 2022 were approved. Mr Garland requested an update in relation to the arising BSO IT issues and the action to write to BSO agreed at G&R. Mr McCarey working with BSO on different IT strands, issue with SLE workarounds. One now in place, one ready to be commissioned. Mr McCarey managing through the SLA forum. Agreed to pick up at G&R.	
5.0	Matters Arising	
5.1	Deferred.	
6.0	Report from The Audit Sub-Committee	
6.1	The minutes of 26 May 2022 were taken as read.	
7.0	Report from Governance & Risk Sub-Committee	

Ref	Item	Action
7.1	The minutes of 12 May 2022 were taken as read.	
8.0	Annual Report and Accounts 2021/22	
8.1	<p>Mr McCarey confirmed the Annual Report and Accounts were reviewed by the Audit this morning, who recommended some minor wording amendments.</p> <p>Mr McCarey overviewed the version history of the Annual Report and Accounts to date, adding that Ms Gregge will be making any stylistic changes still required. Mr McCarey confirmed the Annual Report and Accounts should be approved subject to these minor amendments being made and that following this approval, digital signatures can be applied. Internal Audit will then complete a green ticking exercise, following which the Annual Report and Accounts are officially laid.</p> <p>Mr McCarey thanked NIMDTA staff for input, particularly Ms Black and her team for the financial input to Accounts. Mr McCarey welcomed the clean RTTCWG.</p> <p>Mr Wilson agreed it is very positive to see such a clean RTTCWG, which speaks volumes of the quality of NIMDTA as an organisation. The Board commended staff for their work throughout the year, and the significant work involved in producing the Annual Report and Accounts.</p> <p>Mr Garland confirmed the Annual Report and Accounts were presented to Audit Committee this morning, and aside from previously mentioned minor wording amendments, were approved. Mr Wilson reminded Members to supply any additional amendments to Ms Gregge by tomorrow.</p> <p>The Board formally approved the Annual Report and Accounts for signature, subject to minor wording amends being made.</p> <p>Mr McCarey committed to speak to Ms McKeown (Internal Audit) with a view to obtaining metrics for HSC organisations and the numbers of recommendations each organisation receives.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">Mr McCarey</p>
9.0	NIMDTA Resourcing	

Ref	Item	Action
9.1	Deferred.	
10.0	Report from the CEO/Acting Senior Governance, IT and Facilities Manager.	
10.1	Members noted the report from Mr McCarey, Chief Executive/Acting Senior Governance, IT & Facilities Manager.	
10.2	<p><u>Board Self-Assessment</u> Mr McCarey noted the inclusion of the Board Self-Assessment, highlighting the ongoing succession planning difficulties and the possible issue which will arise in 2026 if all 6 members change. Members discussed and agreed Mr McCarey should proactively write to DoH to highlight this risk.</p> <p>Mr McCarey suggested examining in further depth at a Board workshop, where an action plan could be developed. Mr Wilson asked if this could be done at the planned Strategy workshop. Mr McCarey recommended not, as this is likely too much to cover in a single workshop.</p> <p>Mr Wilson asked what happens next with the Self-Assessment document. Mr McCarey advised it is held by NIMDTA and provided to DoH on request.</p>	<p>Mr McCarey</p> <p>Mr McCarey</p>
10.3	<p><u>Premises Expansion</u> Mr McCarey advised that the purchase option may present best value for money. This has been raised by DoH. Mr McCarey is progressing business cases for both lease and purchase options.</p> <p>Mr McCarey noted this will be a key work stream for Mr McClelland when he starts tomorrow.</p>	
10.4	<p><u>Confidential – HRPTS</u> See C12.0 below.</p>	
10.5	<p><u>Strategic Planning</u> Mr McCarey noted the significant work required this year to develop a robust strategic plan.</p> <p>Mr McCarey confirmed Planning Days are scheduled for both 17 October and 14 November. These will be facilitated by Mr</p>	

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	<p>Lynam (HSCLC Leadership Centre), who will provide support with the production of a new Strategic Plan. This will be submitted for Board approval by March 2023.</p> <p>Mr McCarey stressed the importance of DoH involvement, and confirmed that DoH representatives will attend both scheduled planning days.</p>	
11.0	Report from the Director of Foundation Training	
11.1	Members noted the report from Dr Parks, Director of Foundation Training.	
11.2	<p><u>Additional Funded Posts</u></p> <p>Dr Parks updated Members that since the report was written, that the numbers on the reserve list had fallen from 30 initial allocations to 21. Dr Parks noted this gives capacity to accommodate 8 current F1's who require additional training time.</p> <p>Dr Parks emphasised the additional workload in July, which will be particularly high this year due to the increased number of trainees coming from outside NI. Dr Parks added that high training numbers overall results in a higher need for support, and more health issues etc to be addressed.</p> <p>Dr Parks drew Members attention to the confidential section of her report for detail of 4 trainees for who there are Fitness To Practice (FtP) concerns.</p> <p>Mr Wilson asked if the information required for trainees with FTP issues is readily available. Dr Parks advised it is not, NIMDTA are very much reliant on what applicants disclose on forms and SLE interactions. Dr Parks overviewed the difficulties which can arise during the interim period between graduation and GMC registration.</p>	
11.3	Mr McCarey acknowledged the excellent work of Dr Parks and her team through this period of change.	
12.0	Report from the Senior Professional Support Manager	
12.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	

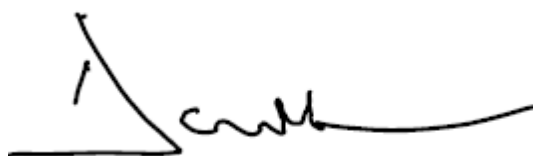
Ref	Item	Action
12.2	<p><u>PSU Work</u> Ms Campbell advised that PSU staff are working to get trainees passed as fit to work for August start dates, noting that the delegation of Occupational Health to individual Trusts has caused some delays.</p> <p>Ms Campbell noted the increase in trainee support requests following recent ARCPs.</p>	
12.3	<p><u>Immigration</u> Ms Campbell highlighted the significant increase in trainees requiring Visa sponsorship, up from 80 to 153. Given there are a small number of staff trained to complete this process, there is considerable pressure to process applications within deadlines.</p>	
12.4	<p><u>Fair Employment Return</u> Ms Campbell confirmed the Fair Employment return has been completed, with action points expected in November 2022.</p>	
12.5	<p><u>Staff Resourcing</u> Ms Campbell overviewed challenges faced to fill vacancies and the steps being taken to investigate options outside of Agency staff usage.</p> <p>Ms Campbell highlighted that succession planning requires considerable attention, along with upskilling staff to enable them to progress to higher band posts within NIMDTA.</p> <p>Mr McCarey advised that he, Ms Black, Ms Campbell and Mr Wilson are involved in a working stream to look at how to address succession planning and staff upskilling. Mr McCarey confirmed that work will continue over the summer and that he plans to bring proposals to the September Board meeting.</p>	
13.0	Report from the Senior Business Manager	
13.1	Members noted the report from Ms Black, Senior Business Manager.	
13.2	Ms Black advised that the first allocation letter has been received for £1.8m of recurrent funding from the former HSCB.	

Ref	Item	Action
	Ms Black confirmed that Trust RRLs issued today, which is a major step of budget build. SLE recharges have also been issued.	
13.3	<u>Post Approvals - Band 7 Dental</u> Ms Black noted the IBC came and was approved previously, however a BSO job evaluation was awaited for progressing. Board approved.	
13.4	<u>Post Approvals - Foundation</u> Ms Black noted the draft IBC has been approved by SMC and will require trainee numbers amended based on actuals when known. Presented for noting only. Ms Black confirmed that all 4 posts have been approved in principle by SMC. Board approved.	
14.0	Report from the Postgraduate Dental Dean.	
14.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
14.2	<u>Educational Supervisors</u> Ms Symington advised there have been a small number of Educational Supervisor (ES) withdrawals, however there remains capacity to place all trainees.	
14.3	<u>Dental Team Staffing</u> Mr Garland queried how the team are dealing with the Assistant Postgraduate Dean career break and administrator resignation. Ms Symington added that a TPD remains on long term sick also, with this post being covered by two other TPDs. Ms Symington confirmed the administrator post will be out for to recruitment shortly, noting that she is currently covering this post. Ms Symington advised that Dr Hendron is currently covering the Associate Postgraduate Dean post.	

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	The Board noted concern at vacancies and the additional pressures for those providing cover.	
14.4	<p><u>GDC Determination re Educational Supervisor (ES)</u> Mr McCarey provided an overview of the issue, noting the concern that the intensive nature of GDC fitness to practice (FtP) investigations has potential to put off those considering applying to be an ES, due to possible impacts on credibility etc.</p> <p>Mr Graham noted he is on the GDC FtP panel and is confident that the level of scrutiny is appropriate, but the handling may not been perfect in this case. Mr McCarey welcomed Mr Grahams professional input and will follow up with him after the meeting.</p> <p><i>Mr McKenna left the meeting.</i> <i>Dr Little left the meeting.</i></p>	
15.0	Report from the Postgraduate Medical Dean /Director of Education	
15.1	Members noted the report from Dr Steele, PGMD/Director of Education.	
15.2	<p><u>Hospital Specialty Training</u> Dr Steele advised that Core Surgery is likely to have vacancies. Mr Wilson asked for the reasons behind this. Dr Steele shared a number of factors. These include the recruitment process, which uses self-assessment forms, and trainees who may not successfully get to interview stage.</p> <p>Dr Steele shared information on a UK wide development which will improve the process.</p>	
15.3	<p><u>Cardiothoracic</u> Dr Steele advised this specialty remains under GMC enhanced monitoring, though some improvement is being seen.</p> <p>Mr Wilson asked how issues were identified initially. Dr Steele confirmed this happened through Royal College visit first, then through NIMDTA visits and also through trainees raising issues.</p> <p>Mr Garland asked why issues are only identified at visits. Dr</p>	

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	Steele clarified that issues are also raised by trainees, however there can be some cultural reluctance to do this.	
15.4	<u>Orthopaedic Surgery</u> Dr Steele noted an increase in BHSCT surgery rates from 5/10% to 40%, which has allowed additional trainees to be placed.	
15.5	<u>Neurology</u> Dr Steele advised of negative National Training Survey (NTS) feedback, with a small proportion of consultants causing difficulties. Dr Steele noted he believes it is likely Neurology will go into enhanced monitoring with the GMC. Dr Steele noted the increased public scrutiny following the recent enquiry, which has resulted in a reduced number of trainees applying for the programme. This smaller number of trainees in post, reduces training opportunity over service delivery. <i>Dr Parks left the meeting.</i>	
16.0	Senior HR Manager (Trainee Engagement)	
16.1	Members noted the report from Ms Turner, Senior HR Manager (Trainee Engagement).	
16.2	Dr Harron noted that the SLE team will have a challenging few months ahead with moves for approximately 1,700 trainees to manage. Dr Harron advised of positive progress with a number of Band 3 posts filled. Dr Harron updated Members that a suitable IT solution remains outstanding.	
16.3	<u>Employment Issue</u> Dr Harron advised of an issue relating to an incident with a Psychiatric trainee 5 years ago, with no identified concerns since. A Trust safeguarding officer meeting is scheduled. <i>Dr Harron left the meeting.</i>	

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17.0	Report from the Director of Hospital Specialty Training and Professional Development	
17.1	Members noted the report from Dr Smyth, Director of Hospital Specialty Training and Professional Development.	
17.2	Mr Garland asked for clarification on attendance at ARCPs. Dr Steele advised this is a resource issue, with not all posts filled or not appropriate staffing levels in place.	
18.0	Report from the Senior Education Manager	
18.1	Members noted the report from Ms Hughes, Senior Education Manager.	
18.2	Mr Garland queried the level of support available for those coming from overseas. Dr Steele confirmed NIMDTA are keen to have better support networks in place, to be able to signpost trainees appropriately re banking, housing etc.	
20.0	Any Other Business	
20.1	None.	
19.0	Date of next meeting	
19.1	25 August 2022	



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NIMDTA Chair

.....29.09.22.....

Date