

# Minutes

**MEETING:** Agency Board  
**DATE:** Thursday 14 April 2011  
**TIME:** 12.30 pm  
**VENUE:** Specialty Schools Room, Beechill House, NIMDTA

## Present

### Members

Mrs J Eve (Acting Chair)  
Dr RJ Atkinson  
Dr J Marley  
Mrs A Eggert

### Officers

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)  
Mr T Hutchinson (Finance Manager)  
Dr D Hussey (Postgraduate Dental Dean)  
Dr C Loughrey (Director for Postgraduate GP Education)  
Ms R Campbell (Human Resources Manager)  
Ms M Roberts (Administrative Director)

### In Attendance

Mrs P Dardis

## 1 APOLOGIES

There were no apologies.

## 2 DECLARATION OF MEMBERS INTERESTS

None declared.

## 3 ANNOUNCEMENTS

The Acting Chairman extended a warm welcome to Mrs Eggert and Dr McMurray after their recent absence due to ill health.

Mrs Eve informed the Board that a new Chairman had been appointed via the Public Appointments Unit but would not be

confirmed until after the vetting procedure was complete. Interviews for the appointment of the Non-Executive Member were scheduled for the week commencing 23 May 2011.

#### **4 MINUTES OF LAST MEETING (Paper B11/01)**

Minutes of the last meeting held on 16 December 2010, copies of which had been circulated prior to the meeting, were approved.

#### **5 MATTERS ARISING**

Dealt with in the Agenda.

#### **6 REPORT FROM THE AUDIT SUB COMMITTEE**

##### **6.1 Minutes of the Meeting held on 27 January 2011 (Paper B11/02)**

The Board received, noted and discussed the unconfirmed minutes which had been circulated previously to the Audit Sub-Committee members.

Dr Marley, Acting Chairman of the Audit –Sub Committee, wished to congratulate the Senior Management Team on the completed Financial Review. No Priority 1 weaknesses had been identified.

The filling of the vacant non-executive Member post and request for the new Member to have a financial background had been discussed at the recent Accountability Review Main Meeting. According to Departmental guidance, half of the Board members should be representatives on the Audit Committee and the other half on the Remuneration Committee.

The next meeting of the Audit Sub-Committee had been confirmed for 12 May 2011. It was hoped that the new Chairman of the Board would be in place which would enable Mrs Eve to resume the role of Chairman of the Audit Sub-Committee.

##### **6.2 ALB Audit Committee Chairs' Event – 22 February 2011 (Paper B11/03)**

Members received and noted the previously circulated correspondence from the Department. Dr Atkinson had represented the Audit committee at the event on 22 February and had found it very informative. He had raised the issue of the tighter financial closing timelines. Members discussed the note of the event which fully summarised the proceedings. There would be a further session in approximately six months time.

Department

## **7 FINANCIAL UPDATE**

### **Budget Report**

A copy of the draft budget for 2011/12 – 2014/15 and efficiency savings paper, which had been forwarded to the Department for consideration, had been circulated to members prior to the Board meeting. The Finance Manager tabled a revised draft budget based on the initial response from the Department to the proposed efficiency savings options.

Members received and discussed the draft budget and the proposed efficiency measures, ring fenced allocations and the implications for the Agency, including the impact on the Agency's business objectives, both statutory and non-statutory, and the risk to maintaining the quality of training.

After considerable discussion about the implications of the proposed efficiency measures, the Board agreed to support the savings delivery plan as proposed by Senior Management.

It was agreed that a meeting should be arranged with the sponsor branch to discuss the agreed efficiency measures and to ensure that the proposals had the support of the branch.

Administrative  
Director

## **8 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B11/04)**

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 – 18.11.10, 18.1.11. 23.2.11 & unconfirmed minutes of 22.3.11
- Current Expenditure Allocations for 2011/12 – 2014/15
- Accountability Review Note of Meetings – 14.1.11 & 16.2.11
- Draft Business Plan 2011/12
- Consultation – HSC Framework document & correspondence from Office of the Permanent Secretary – 14.3.11
- Assurance Framework
- Corporate Risk Register & Amendment Update
- Report on Complaints/Incidents/Accidents
- Audit Report of Senior Management Expenses (Draft with Comments)
- IT Security Operating Procedures
- Publication Scheme
- FOI Charging Policy

- Equality Scheme Consultation – March 2011
- Fire Safety Policy
- Quality Management Group Minutes – 25.10.10, 6.12.10 & unconfirmed minutes of 10.1.11
- Annual Deanery Report to GMC 2009/10
- Deanery Visits to Trust Report
- Business Plan 2010/11 – Review of Hospital Key Performance Indicators

## **8.1 Senior Management**

Members received and discussed the minutes of Senior Management meetings.

### **8.1.1 Performance against Business Objectives**

#### **8.1.1.1 Performance Management Framework**

The Administrative Director informed Members that the performance management framework would be considered by Senior Management and the Quality Management Group before being formally presented to the Board by the Corporate Governance Manager at the June 2011 Board meeting.

Corporate  
Governance  
Manager

#### **8.1.1.2 Accountability Meetings and Draft Business Plan 2011/12**

##### Accountability Review Meetings

Members received and discussed the minutes of the Officers' meeting held on 14 January 2011 and Main meeting held on 16 February 2011. Ms Roberts updated members on the recent changes to the arrangements for the Department's accountability meetings with all ALBs. There would no longer be a requirement for an annual Officers' meeting but there would be a mid-year and end of year Main meeting, chaired by the Permanent Secretary. The Department's Deputy Director of Human Resources would also meet with the Chief Executive on a regular basis. The first of these meetings had been held on 6 April 2011.

##### Draft Business Plan 2011/12

Members received, discussed and approved the draft Business Plan 2011/12 subject to minor revisions.

#### **8.1.1.3 HSC Framework Document**

Members noted the correspondence and consultation document on the HSC Framework which had been received from the Office of

the Permanent Secretary.

#### 8.1.1.4 Assurance Framework

Members received, discussed and approved the Assurance Framework subject to minor revisions.

#### 8.1.1.5 Review of Arms Length Bodies (ALBs)

The Administrative Director updated the members on the review to be conducted by the Office of the First and Deputy First Minister.

### **8.1.2 Risk Management**

#### 8.1.2.1 Risk Registers

The Risk Management Committee had met on two occasions since the December 2010 Board meeting. Key risks relating to finance, information governance and health & safety had been reviewed and risk registers had been updated accordingly.

Members received and discussed the Corporate Risk Register and amendment summary which had been revised to take account of completed actions and any re-grading of the risks.

#### 8.1.2.2 Complaints/Incidents/Accidents and Information Requests

Members noted and discussed the updated report on complaints/incidents/accidents. The report also summarised the FOI requests received since the last meeting of the Board.

The Postgraduate Dental Dean and Administrative Director updated the Board on the action being taken in relation to the complaints received.

#### 8.1.2.3 Audit Reports

The Board was pleased to note that the course management audit and financial review had received a satisfactory level of assurance. The controls verification audits were due to commence on 16 April. It was also noted that there were no significant issues or areas of concern arising from the review of senior management expenses which had been commissioned by the Acting CEO in response to the anonymous complaint. Management had responded with their comments to the first draft and the final report was awaited.

Corporate  
Governance  
Manager

#### 8.1.2.4 Review of the Working Environment

It was noted that NIMDTA, as a consequence of the staff satisfaction survey and an anonymous letter received from a whistleblower, had commissioned the Beeches Management Centre to undertake a review of the working environment. The report was still awaited.

### **8.1.3 Information Governance**

#### 8.1.3.1 IT Security Procedures

The Board received, discussed and approved the IT Security Operating Procedures policy which had been revised in line with the Departmental NICS data security policy. Changes had been made to computer and laptop configurations to restrict the ability to connect any data storage device other than encrypted iron keys.

#### 8.1.3.2 Publication Scheme and FOI Charging Policy

Members received, discussed and approved the Publication Scheme and FOI Charging Policy subject to a minor correction on page 2 of the Policy.

IT Officer

### **8.1.4 Equality Scheme**

Members received and discussed the revised Equality Scheme which was currently out for consultation with the Audit of Inequalities. The revised Equality Scheme was due to be submitted to the Equality Commission by 1 May 2011.

### **8.1.5 Business Services Transformation Project**

The Administrative Director gave members a quick overview of the Business Services Transformation Project (BSTP) which would oversee the implementation of new systems for Human Resources, Payroll, Travel & Subsistence, Finance and Procurement. NIMDTA had been invited late to join the project and were working with BSTP Project Manager and Team to determine how best the proposals met with the business requirements of NIMDTA. The BSTP Project Manager had been invited to meet with Senior Management and Team Leaders to discuss the implications for the organisation.

### **8.1.6 Health and Safety**

Members received, discussed and approved the Fire Safety Policy which had been amended and submitted to the Board for review.

## **8.2 Quality Management Group**

Members received and discussed the minutes of the Quality Management Group which had met formally on two occasions since the last meeting of the Board. The group also meets on a regular basis to review Deanery Visit Reports and Actions Plans.

### **8.2.1 Annual Deanery Report (ADR)**

Members received and discussed the very positive Annual Deanery Report. The report, a requirement of the General Medical Council (GMC), had been submitted to the GMC in January 2011. A panel of GMC Associates had considered the ADR in March and their deliberations then considered by the GMC's Postgraduate Board. All Deaneries had been formally written to and a mid-year action plan update would be required to be submitted to the GMC by 22 July 2011.

### **8.2.2 Deanery Visits**

Members noted the confirmed list of visits due to take place and reporting framework and outcomes template, which had been revised to provide explanation to the grading outcome and actions required. Reports will be sent to the Local Education Providers and copies forwarded to the Department, HSCB and RQIA.

### **8.2.3 Foundation and Specialty Recruitment and Selection**

The report from the Administrative Director gave an update on Specialty and Foundation recruitment and anticipated vacancies from August. Round 1 was due to close on 15 April and Round 2 was due to run from 15 April to 20 May.

### **8.2.4 Performance against Hospital Training Objectives**

Members received and discussed the report on the Hospital Training Department's progress on meeting its objectives.

## **9 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B11/05)**

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

### **9.1 Vocational Training/General Professional Training**

Dr Hussey informed members that recruitment/selection for

2011/12 had been completed and wished to commend the staff from the Dental and Human Resources administrative teams for their exceptional support which had been central to the success of the implementation of the new process.

Twenty-five VT trainees had been allocated to trainers to commence in August 2011 and four GPT posts had been allocated.

Dr Hussey further informed the members that there had been a strong push for centrally co-ordinated recruitment into Dental Foundation at national level and England and Wales had agreed to take this forward from November 2011. Northern Ireland and Scotland would continue to run a separate process.

## **9.2 Dental Foundation 2**

Interviews for DF2 posts for August 2011 have been advertised and interviews are scheduled to take place in May.

Due to the depleted number of Consultant/Specialist staff in the School of Dentistry the total number of DF2 posts will be reduced.

## **9.3 Career Development Posts**

The two trainees in the current career development posts were progressing well. It was unlikely that any further posts would be pursued this year but this was a new initiative and may be repeated in the future.

## **9.4 Continuing Education Programme**

The April to September 2011 programme has been forwarded to all listed registrants with a covering letter from the Postgraduate Dental Dean explaining the reason for the increase in the fees charged to both Dentists and Dental Care Professionals.

## **9.5 Hospital Dentistry**

Due to the decreased number of potential training Consultants in Northern Ireland, Specialist Training posts are currently depleted. The four trainees in Restorative Dentistry and Oral Surgery are progressing well. The FTTA in Paediatric Dentistry is due to complete training in July 2011.

## **10 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION – (Paper B11/06)**

Members received and discussed the progress of the General



Practice key performance indicators set against objectives for 2010/11. Attention was drawn to the following and the accompanying document received:

- Guidance on Strengthening Personal & Public Involvement in Health & Social Care – Correspondence from DHSSPS (26.1.11)

### **10.1 Personal and Public Involvement (PPI)**

Dr Loughrey, who was leading on behalf of the Agency on the DHSSPS initiative, which was a statutory obligation, drew the members' attention to the correspondence from the Department, outlining plans for the establishment of a working group. The Working Group would be chaired and managed by the Departmental Directorate of Safety, Quality and Standards in its role as regional policy lead for PPI and it was hoped that the review would be completed by June 2011.

Cost implications of funding the initiative were also discussed by the members.

### **10.2 Review of CPD Provision**

Dr Loughrey updated members on the review of CPD provision.

An up to date Service Level Agreement and Communications Protocol had been signed with the Health & Social Care Board (HSCB). Collaborative work with other stakeholders continued and action plans had been agreed with the Health & Social Care Board, Public Health Agency and Patient & Client Council.

Work was progressing but was limited due to the resignation of several GP Tutors following performance management of their role.

She further informed members that there had still been no agreement with the Health & Social Care Board (HSCB) regarding the funding of resources to provide a GP Returner Scheme.

## **11 REPORT FROM HUMAN RESOURCES MANAGER (Paper B11/07)**

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

- Recruitment and Selection Procedure for Trainers and Trainees to the Dental VT and GPT Schemes

- Fair Employment Monitoring Return

### **11.1 Resourcing**

Members discussed the vacancy controls which had been put in place for all administrative posts and possible solutions in view of budget cuts.

### **11.2 Recruitment**

Members noted the revised procedures in relation to the Dental VT/GPT recruitment process.

### **11.3 UK Border Agency Audit**

The UK Border Agency had conducted an audit in April and a report would be issued in due course.

### **11.4 Staff Reviews**

Members discussed and supported the upgrade of the four posts which had been reviewed externally by the Belfast Trust.

### **11.5 Vetting and Barring Scheme**

The Human Resources Manager informed members that she had responded to the review of the vetting and barring scheme. A workshop to consider the review had been organised by the Department for June.

## **12. Correspondence/Reports/Papers Received (Paper B11/08)**

The Board received and noted the following correspondence:

Correspondence from the Permanent Secretary (10.3.11) – Senior Executive Remuneration and Corporate Governance.

## **13 ANY OTHER BUSINESS**

There was no further business.

## **14 DATE OF NEXT MEETING**

Thursday 23 June 2011 @ 1.00 pm, Seminar Room

### **DATES FOR 2011 (Provisional)**

Friday 9 September 2011 @ 1.00 pm, Boardroom

Thursday 17 November 2011 @ 1.30 pm, Boardroom

It was acknowledged that the proposed dates might require re-consideration depending on the availability of the incoming Chairman and the new Non-Executive Director.