

Minutes

MEETING: NIMDTA Board
DATE: Thursday 28 January 2021
TIME: 2.00 pm
VENUE: Zoom Meeting Room

Members:

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

In Attendance:

Mr M McCarey	Acting Chief Executive/Senior Governance, IT & Facilities Manager
Dr I Steele	Postgraduate Medical Dean/Director for Hospital Specialty Training/ Professional Development (<i>part only</i>)
Ms P Black	Senior Business Manager
Dr B Hendron	Postgraduate Dental Dean
Dr M Stone	Director of Postgraduate General Practice Education
Ms R Campbell	Senior Professional Support Manager
Ms D Hughes	Senior Education Manager
Dr L Parks	Foundation School Director
Dr C Harron	Associate Postgraduate Dean - Careers and Professional Support
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Ms J Turner (Senior HR Manager (Trainee Employment))	
2.0	Declarations of Interests – Items of Business	
2.1	None.	

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3.0	Announcements	
3.1	Mr Joynes welcomed Dr Steele to his first Board in his new role as Postgraduate Medical Dean.	
3.2	Members welcomed Dr Harron to her first Board meeting.	
4.0	Minute of Meeting	
4.1	The Minutes of 1 December 2020 were approved, subject to minor wording amendment.	Ms Kerr
5.0	Matters Arising	
5.2	<u>5.3 Recruitment PG Medical Director and PG Medical Dean (Sept)</u> Ms Campbell previously advised that venues have not yet been arranged, and confirmed that advertisements would issue.	Complete
5.3	<u>5.6 Dental Complaint</u> Mr McCarey previously advised that an update is included within his report, noting a Subject Access Request was also received from the complainant.	Complete
5.4	<u>5.7 Recruitment</u> Ms Black previously drew attention to the Dental TPD and Band 4 (Covid-19 related) which require approval. Members approved and agreed that Professor Gardiner could sign off pro-forma on their behalf.	Complete
5.5	<u>5.8 Board Terms</u> Professor Gardiner had previously advised a response had been received from DoH to advise confirmation would issue and suggested Board Members attend MHPS training. Members have now attended this training, with the exception of Dr Little who will attend at the next available opportunity.	Complete
5.6	<u>5.9 Business Cases</u> Ms Black previously advised that DoH have confirmed that capital funding was identified in the October Monitoring round, noting that the business case remained with the Permanent Secretary. Ms Black had stressed that approval is required urgently to allow time to procure equipment in year. Dr	Dr Hendron

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	Hendron had committed to contact the Chief Dental Officer (CDO) to seek his assistance.	
5.7	<p><u>5.10 Increase in International Graduates</u> Professor Gardiner had previously highlighted this is likely to be increasing trend, stating his preference for appointment of a member of staff to provide support to these trainees. Mr Joynes had asked Ms Campbell to develop a draft job description for future use.</p> <p>Ms Campbell confirmed that a job description is being developed.</p>	Ms Campbell
5.8	<p><u>5.11 Sign off of ERAs</u> Professor Gardiner previously advised that NIMDTA had received just two signed agreements, which left NIMDTA vulnerable. Mr Joynes had asked if ERAs are on the Corporate Risk Register. Mr McCarey advised they did not feature as a standalone risk. Professor Gardiner then recommended a new risk be added.</p>	Complete
5.9	<p><u>11.2 NIMDTA Cultural Survey</u> Ms Campbell previously noted the positive results of the survey, advising it would be brought to the January 2021 Board meeting.</p>	Complete
5.10	<p><u>11.4 Chief Executive Job Description</u> Mr Joynes previously queried updates had been received in relation to the Korn Ferry evaluation of the Chief Executive job description. Ms Campbell had confirmed that none been received and committed to follow up via DoH.</p>	Complete
5.11	<p><u>17.4 Staff Commitment During Pandemic</u> Mr McCarey previously recognised that staff have worked very hard throughout the pandemic. Mr Joynes had suggested Mr McCarey highlight in his Newsletter that the Board recognise the commitment shown by staff.</p>	Complete
6.0	Report from The Audit Sub-Committee	
6.1	Mr Morrice noted an update of the October Audit Committee meeting was provided to Board on 1 December. Mr McCarey advised that the Audit Plan does not highlight any significant issues. Ms Black noted the recognition of difficulties in financial	

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	processes due to Covid-19.	
7.0	Report from Governance & Risk Sub-Committee	
7.1	<p>Mr Wilson provided an overview of the Governance & Risk Committee on 12 January, noting the historic pension issue highlighted and discussed in detail. Members had recommended Mr McCarey write to Pensions Branch and a Remuneration Committee be held to discuss further. Mr McCarey confirmed this letter has been drafted for issue and a Remuneration Committee was held on 21 January.</p> <p>Ms Black overviewed liaison with Pensions Branch, advising confirmation from Pensions on what information is required is awaited. Investigations are on hold until this confirmation is received. Ms Black advised Pensions Branch have confirmed information re SMC Members salary will be provided in time for inclusion in 2/21 Accounts.</p> <p>Mr Joynes reminded attendees of procedure re press queries.</p>	
8.0	Report from the Director of Postgraduate General Practice Education	
8.1	Dr Stone provided an overview of her report. Members noted the current position.	
8.2	<p><u>Recruitment</u></p> <p>Dr Stone advised the August 2021 start window is now open, with the prediction that all places will be filled in Round 1. Dr Stone highlighted the difficulties resourcing for a full programme of 111.</p>	
8.3	<p><u>Covid-19 Impact</u></p> <p>Dr Stone advised that redeployment has decreased since the first C-19 wave, however it is likely there will still be additional trainees requiring extensions as a result.</p>	
8.4	<p><u>Developments</u></p> <p>Dr Stone advised of an initiative to standardise GP programmes in across the UK, which is due to start in August 2022. Mr Joynes asked if there is a financial implication. Dr Stone confirmed there is an increased cost, but this is not significant and it is important for NI to stay in line with rest of UK. Mr</p>	

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	<p>Joynes asked Dr Steele for insight into Hospital Programme impacts. Dr Steele confirmed that hospitals have been able to accommodate the larger numbers and he does not feel this change will create an issue. Ms Black overviewed the financial difficulties created, noting the increased risk to year end/breakeven and the additional work that will be required to manage this.</p> <p>Mr Wilson highlighted that Audit will be particularly focused on accruals this year with Covid-19 impact on leave carry over, asking if SLE trainees need to be included. Dr Steele confirmed trainees are able to carry over leave. Ms Hughes noted a paper is being developed on leave across the HSC, which she has asked for trainees to be considered in. Ms Black overviewed arrangements for NIMDTA staff leave, also advising this was a topic at the DoH Finance Forum, and a recognised impact on business areas. Ms Black clarified SLE trainee leave would not require an accrual from NIMDTA. Mr Joynes stressed the need for this to be kept under review at SMC.</p>	
8.3	<p><u>GP Appraisal</u> Dr Stone advised Members a new management system is being investigated to reduce difficulties experienced running appraisal between NIMDTA and HSC Board. A system has not yet been found, and there will be costs involved.</p>	
9.0	Report from the Director of Hospital Specialty Training/ Professional Development	
9.1	Dr Steele provided an overview of his report. Members noted the current position.	
9.2	<p><u>Covid-19 Impact</u> Dr Steele advised of an increased impact on training during the last 6 weeks</p> <p>Dr Steele confirmed that the February 2021 changeover will proceed as planned.</p> <p>Dr Steele informed Members that redeployment has increased recently within Trusts.</p>	
9.3	<p><u>Simulation Equipment</u> Dr Steele advised proposals are being developed, with hopes</p>	

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	to appropriately utilise the Study Leave underspend prior to year-end.	
9.4	<p><u>Revalidation</u> Dr Little asked who the NIMDTA Revalidation Officer is at present. Dr Steele confirmed he is. Mr McCarey asked if this should be added to letter re Dr Steele and Dr Harron's recent appointments. Dr Steele stated he does not feel that is required as Dr Harron will take on the Revalidation Officer role in time.</p>	
10.0	Report from the Director of Foundation Training	
10.1	Members received and noted the report from Dr Parks, Director of Foundation Training.	
10.2	Dr Parks advised that Dr Eakin had started as Deputy Director this week.	
10.3	<p><u>Recruitment</u> Dr Parks advised the programme currently has approx. 570 trainees in place. With a projected oversubscription for August 2021.</p> <p>Dr Parks stated that interviews have taken place for the Academic Programme, advising all 9 places are likely to be filled in the coming weeks.</p>	
10.4	<p><u>Examinations</u> Dr Parks highlighted that the increased number of trainees out of sync means ARCPs will be ongoing throughout the year.</p> <p>Dr Parks noted that six trainees did not pass the PSA exam. A further exam will take place in March.</p>	
10.5	<p><u>New Curriculum</u> Dr Parks advised of a new curriculum for F1 and F2 trainees, which has resulted in a large body of work. Dr Parks welcomed having Dr Eakin on board to assist.</p>	
10.6	<p><u>Covid-19 Impact</u> Dr Parks advised that Covid-19 related absence rates remain high, noting measures in place to negate impact of isolation periods (rather than actual sickness) on training.</p>	

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10.7	<u>Confidential Issues</u> Dr Parks provided an overview for Members.	
11.0	Report from the Senior Professional Support Manager	
11.1	Members received and discussed the report from Ms Campbell, Senior Professional Support Manager.	
11.2	<u>Recruitment</u> Ms Campbell advised that the SLA with BSO is not yet agreed, and thus recruitment is not likely to transfer on schedule. A number of recruitment exercises will have to be taken forward by NIMDTA in the interim. Ms Campbell confirmed approval has been received from DoH to recruit to the Chief Executive post. Ms Campbell advised that work is progressing to advertise Dr Steele and Dr Harron's former posts.	
11.3	<u>Immigration</u> Ms Campbell noted this is an increasing area of work, highlighting recent SMC approval for an additional post. Ms Campbell recognised Ms Dennisons excellent work on this area.	
11.4	<u>Absence Management</u> Ms Campbell advised there are 3 members of staff on long term sick leave and shared her view that home working is unhelpful in dealing with absence management. Mr Wilson asked for further information in relation to the absence rate. Ms Campbell advised this is small, and committed to bring stats to Board in March. Mr Wilson asked if consideration should be given to carrying out an internal survey of staff opinion on home working. Mr McCarey confirmed this is being done currently by BSO. Mr Wilson asked	Ms Campbell

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	<p>if any consideration been given to long term Covid-19 impact on trainees eg. PTSD. Dr Harron advised this is not something she is aware of. Dr Stone stated there is a wellbeing strategy for hospital frontline staff, in which GP staff are not involved. Dr Harron committed to share learning from this with Dr Stone and others. Ms Hughes advised of a regional request for mental health help for HSC staff.</p>	Dr Harron
11.5	<p><u>Cultural Survey</u> Ms Campbell noted the excellent results.</p>	
11.6	<p><u>Equality Scheme</u> Ms Campbell advised of the requirement for Board input. Members agreed to investigate the possible use of a Board Workshop.</p>	
12.0	<p>Report from the Senior Governance, IT and Facilities Manager. *deferred to end</p>	
12.1	<p>Members received the report from Mr McCarey, Senior Governance, IT and Facilities.</p>	
13.0	<p>Report from the Postgraduate Dental Dean.</p>	
13.1	<p>Members received and discussed the report from Dr Hendron, Postgraduate Dental.</p>	
13.2	<p><u>Continuing Education</u> Dr Hendron advised that it is currently difficult to plan hands on courses, due to the changing nature of restrictions. At present hands on training is cancelled until September 21. Dr Hendron also noted that Zoom fatigue for online training is being seen.</p>	
13.3	<p><u>Quality Improve Projects</u> Dr Hendron advised of a current pilot of remote supervision.</p>	
13.4	<p><u>Foundation Dentistry</u> Dr Hendron updated on Covid-19 impact, welcoming that dental trainees have been included in the in vaccine rollout. Dr Hendron recognised the impact of Covid-19 on the</p>	

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	experience available to trainees, noting steps are in place to assist trainee progression.	
13.5	<u>Specialty Training</u> Dr Hendron advised that 3 new posts are being recruited nationally for September 21 and welcomed the potential for all posts to be filled.	
13.6	<u>Progression</u> Dr Hendron advised that progression across dental training continues to be impacted by Covid-19, with trainees contacting NIMDTA with concerns about the experience gained during training. This will be highlighted at ARCP and help provided as required.	
13.7	<u>Strategic Direction</u> Dr Hendron advised she is continuing to attend tripartite meetings, highlighting concerns that the 3 rd surge has impacted on under grads. Indications are that Dental Schools will have a lower and split output. Dr Hendon noted that proposals to address this will require DoH approval, however these proposals cannot be developed until numbers are known.	
13.8	<u>Simulation Equipment</u> Dr Hendron confirmed equipment is in production, and delivery is expected before year end.	
13.9	<u>Threats</u> Dr Hendron stated she believes the remuneration package for Educational Supervisors will need to continue in order to attract applications going forward. Dr Hendron confirmed she will seek DoH approval prior to advertising Dr Hendron advised that she does not feel it would be deliverable for 2 parallel schemes to run next year without additional support. <i>Dr Steele left the meeting.</i>	
13.10	<u>Confidential Issues</u> Dr Hendron provided an overview of confidential issues.	
14.0	Report from the Senior Education Manager	

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14.1	Members received and discussed the report from Ms Hughes, Senior Education Manager.	
14.2	<u>Learning and Development Agreements</u> Ms Hughes advised agreements have been reviewed, and require some amendment before drafts issue to Trusts	
14.3	<u>Recruitment</u> Ms Hughes advised that Ms Woods has been appointed as Communications and Training Events Manager. Website review will now be progressed.	
14.4	<u>TIS</u> Ms Hughes confirmed that transition completed over the last week, thanking all involved. Ms Hughes noted some difficulties being experienced due to lack of access to MS Teams.	
14.5	<u>Confidential Issues</u> Ms Hughes provided an overview of confidential issues.	
15.0	Report from the Senior HR Manager for Trainee Employment	
15.1	Members received and discussed the report from Ms Turner, Senior HR Manager for Trainee Employment.	
15.2	<p>Mr McCarey highlighted that ERAs have now been returned from 3 of 5 Trusts. Also advising DoH have been asked to write to Trusts to stress the importance of returning same.</p> <p>Mr McCarey advised that the ICT Project Manager interviews took place yesterday, with a conditional offer awarded. Mr Joynes asked when this appointee will start. Mr McCarey advised a start date is unknown until pre- employment checks etc are completed. Mr McCarey noted the benefits of a BSO ICT Manager sitting on panel.</p>	
15.3	<p><u>Car Leasing Scheme</u> Mr McCarey advised that SLE Trainees had requested a car leasing scheme to be introduced. Mr McCarey confirmed that this proposal has been discussed at SMC, who are mindful to recommend introduction of the scheme.</p> <p>Mr Joynes asked if Ms Black is satisfied that earlier concerns</p>	<p>Ms Turner Mr McCarey</p>

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	had been addressed. Ms Black stated NIMDTA must provide adequate information to staff to enable them to make the correct decisions for their personal circumstances. Ms Black stressed that an element of risk will exist for NIMDTA if a trainee or staff member defaults. Members discussed and agreed that while they are supportive in principle, they would like further information on NIMDTA's financial liability.	
16.0	Report from the Senior Business Manager	
16.1	Members received and discussed the report from Ms Black, Senior Business Manager.	
16.2	<p><u>Financial Position</u> Ms Black highlighted the considerable underspend, with £410k being returned to DoH. Ms Black noted she expects further underspend given the third C-19 wave and advised of efforts being made to utilise funds appropriately within year.</p> <p>Ms Black confirmed that DoH have approved in principle allocation letters for 2021/22 and that they will fund all pay awards in 2021/22.</p>	
17.0	Report from the Acting CEO	
17.1	Mr McCarey provided a comprehensive overview of his report for Members, noting that the majority of content had been covered already in discussions.	
18.0	Any Other Business	
18.1	None.	
19.0	Date of next meeting	
19.1	Tuesday 23 rd March 2021, 2pm.	

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NIMDTA Chair

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Date