

# Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 18 September 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

### Officers

Professor D Hussey (Postgraduate Dental Dean)  
Dr I Steele (Director of Postgraduate Hospital Specialty Training)  
Ms M Roberts (Administrative Director)  
Mr T Hutchinson (Finance Manager)  
Ms R Campbell (Human Resources Manager)  
Mr M McCarey (Corporate Governance Manager)

### In Attendance

Mrs P Dardis (Corporate Services)

## 1 APOLOGIES

Mr L Wilson (Non-Executive Member)  
Ms A Carragher (Director for the Foundation Programme)  
Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)  
Dr C Loughrey (Director for Postgraduate GP Education)

## 2 DECLARATION OF MEMBERS INTERESTS

None declared.

## 3 ANNOUNCEMENTS

The Chair wished to record the well wishes of the Board to Ms Kerry Fullerton (Administrative Assistant in Corporate Services),

who was leaving NIMDTA to take up a career in nursing. Her administrative support to the Non-Executive Members and the Chair during their tenure had been much appreciated.

#### **4 MINUTE OF PREVIOUS MEETING (Paper B14/52)**

Minute of the meeting held on 26 June 2014, copies of which had been circulated prior to the meeting, were approved.

#### **5 MATTERS ARISING**

##### 5. Matters Arising: Paperless Board

Upon enquiry, the Corporate Governance Manager, Mr McCarey, informed the members that the tablets had now been deployed though the issuing of keyboards had been delayed due to an error in delivery. Training in relation to the use of the tablets had taken place at the Non-Executive Board Workshop on 28 August 2014 and a handbook and a number of training flowcharts had been developed to assist users.

It was hoped that the first purely paperless meeting would take place from January 2015 onwards. In the meantime paper copies would continue to be supplied in tandem for the use of the Non-Executive Members as a back-up.

##### 10. Report from the Chief Executive/Postgraduate Medical Dean: 10.1 Quality Management – GMC National Training Survey

It was confirmed that the published survey results had been circulated, as agreed at the June meeting, to the Non-Executive Members.

##### 11. Report from the Human Resources Manager: 11.10 Staff Satisfaction Survey

Dealt with under the agenda.

##### 12. Report from the Administrative Director: 12.5 Implementation of Internal Audit Recommendations: Procurement and Contract Management: Contract Management Policy

Dealt with under the agenda.

## **6 REPORT FROM THE REMUNERATION SUB-COMMITTEE**

### **Meeting held on 18 September 2014**

It was noted that a meeting of the Remuneration Sub-Committee had been held on 18 September 2014. The Non-Executive Members of the Board agreed and ratified the Sub-Committee's recommendation, which had now been taken forward by the Chief Executive.

## **7 REPORT FROM THE AUDIT SUB-COMMITTEE**

Mr Morrice (Chair of the Audit Sub-Committee) informed the members that the Audit Sub-Committee had last met on 13 May 2014. He had given an update to the Board at the June meeting.

The next meeting to consider and sign off on the Annual Report and Financial Statements had now been scheduled for Monday 29 September 2014 at 2.30 pm. A meeting of the Non-Executive members and Auditors only, which usually took place annually, had been arranged prior to the meeting at 2.00 pm.

It was noted that the deadline for the return of the Mid-Year Assurance Statement to the Department was 17 October. It would not be possible to complete the submission in time for the next meeting on 29 September but it would go to the following meeting, date to be arranged.

Dates for the remainder of 2014/15 would be agreed at the meeting on 29 September.

## **8 GOVERNANCE & RISK SUB-COMMITTEE**

### **8.1 Unconfirmed Minute of the Meeting held on 20 May 2014 (Paper B14/53)**

Members received the unconfirmed minute from the meeting held on 20 May 2014 a draft of which had been discussed at the June meeting of the Board. Mr Joynes (Chair of the Governance & Risk Sub-Committee) informed the members that the minute had now been confirmed and approved at the meeting held on 16 September.

### **8.2 Meeting held on 16 September 2014**

Mr Joynes highlighted the following from the recent meeting held on 16 September:

### Presentation of the Reporting Template

Mr McCarey (Corporate Governance Manager) had provided an overview of the proposed new reporting template which he had developed with the help of Mr Oliver (IT & Records Management Officer). The template had been developed with a view to streamlining reporting requirements and it was hoped the design would ensure consistency across the departmental reports.

The Governance & Risk Committee had provided feedback on the template and relevant suggestions would be incorporated.

Mr McCarey had piloted the new reporting template which would now be rolled out to Senior Management commencing with the Human Resources Manager.

### Policies for Approval

It was noted that a number of policies had been considered and approved subject to amendment before being brought to the Board. The revised policies would be considered under the report from the Administrative Director.

### Complaints/Incidents/Accidents/Requests

It was noted that an incident in the report for June had prompted further discussion on the grading.

## **8.3 Date of Next Meeting**

It was noted that the next meeting of the Governance & Risk Sub-Committee would be held on Tuesday 28 October at 2.00 pm.

## **9 FINANCIAL UPDATE**

### **9.1 Draft Financial Statements for year ended 31 March 2014 (Paper B14/54)**

Members received and discussed the updated draft of the Financial Statements for the Year ended 31 March 2014, which had previously been discussed at the June meeting of the NIMDTA Board.

It was noted that using the key performance target of breakeven defined as a surplus or deficit +/- 0.25%, the Agency had met the required breakeven target showing a small surplus of £25k which equated to 0.05%.

## 9.2 Draft Budget 2014/15 (Paper B14/55)

Members received, discussed and approved the draft Budget Report for 2014/15 presented by the Finance Manager (Mr Hutchinson) which was based on the most recent allocation letter from the Department.

Mr Hutchinson advised the members that the budget had been prepared based on a number of assumptions which included:

- Inflationary pay award under AFC being limited to 1%
- Medical & Dental pay award for 2014/15 of 1% would be applied to all staff regardless of their point on the scale
- Hospital Training posts would be funded at the mid-point of the relevant scale. Employer costs of 16% RRL's be based upon 2013/14 allocations plus a 1% pay award uplift
- Cost of rental of Beechill is based on the new contract which takes effect from July 2014
- Study leave be funded at the same level as applied in 2013/14
- The GP Specialty budget is based upon a monthly average of 118 wte trainees

### Current Expenditure Allocations for 2014/15

Mr Hutchinson informed the members that NIMDTA had received a revised allocations letter from the Department dated 4 September 2014 which advised of a reduction of approximately £59k (equating to 2.5% of NIMDTA's administration budget) for 2014/15. The Chief Executive was required to respond by 22 September 2015 outlining the key measures that NIMDTA will introduce to live within the revised budget with any implications of doing so.

### Shared Services

It was noted that the payroll function was scheduled to transfer to Shared Services immediately after the completion of the January 2015 payroll.

The transfer of the accounts payable function was anticipated to be completed in 6 – 8 weeks and would have implications for all staff involved in the ordering and authorisation of goods and services. Mr Hutchinson had now received sight of the new electronic authorisation form and explained the future process for its use.

### **9.3 Monitoring Return (July 2014)**

Members received and discussed the monitoring return submitted to the Department outlining the NIMDTA's financial position for July 2014. Mr Hutchinson advised the members that the return was now out of date and the August return would be based on the revised allocation.

## **10 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B14/56)**

The Board received and discussed the report from the Chief Executive/Postgraduate Medical Dean, presented on his behalf by Dr Steele (Director for Postgraduate Hospital Specialty Training). Attention was drawn to the following:

### **10.1 NIMDTA Board and Senior Management Team Away Day**

Members received and discussed the proposed programme for the Board/Senior Management Team Away Day, which was confirmed for Thursday 23 October 2014 at the Stormont Pavilion. The main objective of the day was to prepare the NIMDTA Strategic Plan for 2015 – 2018.

### **10.2 Ambassadorial Work**

Members noted and discussed the recent engagements with the Department noted under the Chief Executive/Postgraduate Medical Dean's report which included the following:

- Introductory Meeting and Visit from the Director for Human Resources

A follow up meeting arranged for 24 September to include the Chair had since been postponed and a new date would be sought.

- Introductory Meeting/Visit from the Permanent Secretary

An invitation to visit NIMDTA had been forwarded to and accepted by the newly appointed Permanent Secretary. The visit had now been confirmed for the afternoon of Monday 24 November. A programme for the visit would be organised in due course.

- Hosting of Visit of Professor Donnelly (Deputy Dean, Wales)

It was noted that NIMDTA had hosted a visit from Professor Donnelly the Deputy Dean at the Welsh Deanery. Professor Donnelly had met with a number of Senior Management, the Chair and Senior Administrative Staff.

### **10.3 Quality Management**

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

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

Members received and discussed the feedback correspondence dated 21 August 2014 from the GMC in respect of the April NIMDTA Dean's Report. Professor Gardiner's report highlighted the following points from the correspondence:

- The standard of the Dean's Report is 'high and easy to understand given the clear layout and explanation for each item'
- The GMC agreed with 100% of ratings of concerns
- The GMC agreed with 94% of status updates

Professor Gardiner's report commented and the members agreed that this illustrated the high quality of work of the Quality Management Team at NIMDTA.

Professor Gardiner's report had also highlighted comments in the response regarding Enhanced Monitoring. It was noted that there had been two concerns subject to the GMC Enhanced Monitoring processes, one of which the GMC had now decided to close. Two concerns had now been escalated with a further concern under consideration of being escalated.

#### Hospital Deanery Visits

Professor Gardiner's report provided a list of Deanery visits scheduled to take place from September 2014 through to January 2015.

Dr Steele highlighted the revisit to General Medicine at the Royal Victoria Hospital and Belfast City Hospital scheduled for 6 November 2014. It was noted that the visiting team would be accompanied by the GMC.

### GMC Undermining Check Visits

It was noted that the GMC were conducting checks on undermining throughout the United Kingdom. They would be visiting six units to look at General surgery and six to look at Obstetrics & Gynaecology. As part of the programme, the GMC had chosen to visit Obstetrics & Gynaecology at Altnagelvin Area Hospital on 15 October and General Surgery at the Belfast City Hospital on 3 November.

### Internal Audit of Quality Management

Professor Gardiner's report further highlighted the audit currently being undertaken by Internal Audit of Quality Management. The audit plan had been received, commented on and discussed before the commencement of the audit on 3 September.

## **10.4 Faculty Development**

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

It was noted that Non Executive Members of the Board had been invited to attend the Annual Educators Day scheduled to be held at Riddel Hall on 26 September. An invitation to participate in the Investigations Training scheduled for 28 November, if they had not already attended the prior session, had also been forwarded. The Chair would be joining participants for the Advanced Trainee Support Workshop on 4 December.

## **10.5 Trainee Support**

The Trainee Support Review Group continues to meet monthly and is chaired by Dr John Collins (Associate Dean). It was noted that an advanced trainee support workshop dealing with 'the trainee under investigation' was now scheduled for 4 December. It was noted that the Chair would be attending.

## **10.6 Revalidation**

The Revalidation Steering Group continued to meet on a regular basis, the most recent meeting being held on 10 September and was chaired jointly by Dr Steele (Director for Postgraduate Hospital Specialty Training) and Dr Loughrey (Director for Postgraduate General Practice Education). It was noted that the group included lay representation as well as representation from the GMC and Trusts.



## **10.7 Representation/Meetings/Training**

Members noted the extensive number of on-going external events and speaking engagements attended by the Chief Executive/Postgraduate Medical Dean.

## **10.8 Annual Quality Report**

Members received and the discussed the draft Annual Quality Report which was due to be submitted to the Department by the end of September. Upon enquiry from the Corporate Governance Manager as to feedback, it was agreed that the draft read well showing a high level of production. The Chair advised that if there were any further comments on the draft report, they should be forwarded to the Chief Executive via email. He asked that he be included in the circulation for his record.

Board

***The Chair excused Mr Hutchinson (Finance Manager) for the remainder of the meeting.***

## **11 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B14/57)**

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

- Vacancy Position from August 2014
- Procurement & Contract Management Report
- Contract Management Policy
- Information Requests/Ministerial Correspondence Summary (July/August 2014)
  
- Policies for Review
  - Records Management Strategy & Information Governance Strategy
  - Health & Safety Committee (Terms of Reference)
  - Environmental Management Policy
  - Fraud Policy
  - Security & Premises Management Policy
  - Waste Management Policy
  - Whistle Blowing policy

### **11.1 Senior Management Committee**

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

### **11.2 Review of Post-Registration Training and Education**

It was noted that there had been no further developments in relation to the Review.

### **11.3 Submission of Annual Report and Accounts**

It was noted that the Department had extended the timeline for submission of the Annual Report and Accounts until 30 September. The Department had further requested that NIMDTA review the Accounts production process and put a contingency plan in place to ensure that the timeframe stipulated by the Department was complied with in future.

Ms Roberts advised that the Business Services Organisation had been approached with reference to this issue and updated the members on recent communications with Mr Anderson (Director of Finance, BSO). Mr Anderson had confirmed that he would be happy to meet with the Board to discuss proposals to provide finance support to NIMDTA. It was agreed that Ms Roberts would contact Mr Anderson to ascertain if he would be available to attend prior to the Audit Sub-Committee Meeting now scheduled for 29 September.

Administrative  
Director

### **11.4 Recruitment and Junior Doctor Vacancies**

Members received and discussed the vacancies spreadsheet which showed the position as of the end of August. It was noted that despite the creation of the combined LAT programme to help with vacancies in a number of specialties, there remained 103 vacancies.

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

### **11.5 Implementation of Internal Audit Recommendations**

#### Procurement and Management of Contracts

Members received and discussed the report to the Board which gave an update on the progress of the implementation of the Internal Audit recommendations in relation to procurement and

management of contracts.

It was noted that the report now listed all completed and approved Single Tender Actions (STAs) approved by PALs and held in the central register. Members noted the Central Contracts Register tabled and presented on screen for discussion.

It was noted that a report would now go annually to the Board.

#### Contracts Management Policy

Members received, discussed and approved the Contracts Management Policy which had been considered by the Governance & Risk Committee at their meeting on 16 September

#### Financial Review

It was noted that the final report confirmed limited assurance on the system of internal control. It was noted that an action had been put in place to address the Priority 1 & 2 weaknesses. Senior Management had accepted the recommendations from the final report and an action plan was in place to ensure implementation of the recommendations.

#### Financial Review 2013/14

As noted at the June meeting, the final report had confirmed limited assurance and it was noted that an action plan had been put in place to address the identified weaknesses. Shared Services were aware of the issues and had extended the timeline for full implementation of FPL.

### **11.6 Information Requests and Ministerial Correspondence**

Members received and discussed the summary of information requests and responses which included Assembly Questions which had been received during June – August to date. The repetition of the information requested was discussed.

### **11.7 Internal Audit Plan for 2014/15**

It was noted that the fieldwork in relation to the Information Governance Audit had been completed and the audit assignments had commenced in relation to Quality Management and the Mid-Year follow-up.

Mr McCarey (Corporate Governance Manager) informed the members that the Draft Report from the recent Information

Governance Audit by Internal Audit had now been received. The audit had received a satisfactory level of assurance with no Priority 1 weaknesses identified.

### **11.8 Oriel (MDRS) Update**

It was noted that Oriel (Release 2) had gone live for dental recruitment on 1 September 2014. Release 3 (all medical specialties) would go live in December. Training for all relevant NIMDTA staff was scheduled to take place the following day 19 September.

### **11.9 Documents for Review**

The following corporate policies were received, discussed and approved subject to the list of amendments provided after the policies had been considered at the September meeting of the Governance & Risk Committee:

- Records Management Strategy & Information Governance Strategy
- Health & Safety Committee (Terms of Reference)
- Environmental Management Policy
- Fraud Policy
- Security & Premises Management Policy
- Waste Management Policy
- Whistle Blowing policy

## **12 REPORT FROM THE CORPORATE GOVERNANCE MANAGER (Paper B14/58)**

Members received and discussed the report from the Corporate Governance Manager. Attention was drawn to the following and the accompanying papers received:

- Controls Assurance Standards: Performance In 2013/14 & Reporting Requirements for 2014/15 – Correspondence from the DHSSPS Governance Unit (28.8.14)
- Level of Compliance for Controls Assurance Standards for 2013/14
- Complaints/Incidents/Accidents (June, July & August 2014)
- Health & Safety Committee – Annual Review of Key Performance Indicators (KPIs)
- Annual Review of Progress to the Equality Commission

## **12.1 Draft Annual Report 2013/14 (Paper B14/59)**

Members received and discussed the draft Annual Report for 2013/14 which was with the Financial Statements with the NIAO for review. The final draft would be presented for approval to the Audit Committee and Board at the scheduled meeting on 29 September.

## **12.2 Controls Assurance**

Mr McCarey (Corporate Governance Manager) informed the members that the Department had written to advise of the completion of their review of the Controls Assurance work for 2013/14. Members noted and discussed the correspondence from the Department dated 28 August 2014 and the copy of the scores across the other HSC bodies.

It was further noted that the Department had further confirmed that a substantive level of compliance was required in relation to the Information Management Standard in 2014/15. In addition to the core standards of Governance, Risk and Finance, the self-assessment of the Buildings, Land, Plant and Non-Medical Equipment Standard would be verified by Internal Audit.

## **12.3 Risk Management**

### Risk Registers

As discussed under the report from the Governance & Risk Committee, a new reporting format had been developed and discussed at the September meeting.

## **12.4 Complaints/Incidents/Accidents/Requests**

Members received and discussed the reports covering the period June 2014 to August May 2014.

## **12.5 Paperless Board**

Discussed under matters arising.

## **12.6 Training**

It was noted that eleven members of staff at Senior Management and Team Leader level, had attended a half day training session on 30 July, in relation to Information Management.

A further session on Investigations training had been organised for

28 November 2014. It was noted that a number of Senior Management had been unable to attend on the original date due to the re-organisation of the Department's Medical Workforce Planning Scenario Workshop.

It was further noted that two half day session looking at Health & Safety, Manual Handling, Fire Safety, Records Management, Data Protection and Freedom of Information Training, had been organised for the 8 October 2014. Staff had been advised that the training was mandatory and that protected time had been made available for them to attend.

## **12.7 Health & Safety**

It was noted that the Health & Safety Committee had met on the 4 September. The annual review of key performance indicators was submitted to the Board for consideration.

## **12.8 Equality**

Members received, discussed and approved the Annual Review of Progress to the Equality Commission.

## **13 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B14/60)**

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

- The Department had authorised a Review of GP Workforce Planning in Northern Ireland. The Review had been delegated to the HSCB which had set up a task force reporting to the Medical Director of the Public Health Agency. Dr Loughrey was contributing to the Review. In her report she stated that comparative work with the rest of the UK showed fewer General Practitioners per head of population in Northern Ireland and the task force had recommended an increase in GP Training posts in the order of twenty. The funding implications were discussed and Ms Roberts agreed to verify the details of the possible expansion with Dr Loughrey.
- It was noted that the issue regarding the revalidation of trainees in another specialty who had also acquired a CCT in General Practice and remain on the Performers Lists had been resolved.

Administrative  
Director

## **14 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B14/61)**

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

### **14.1 Representation/Meetings/Training**

Members noted the substantial number of activities that Professor Hussey (Postgraduate Dental Dean) had attended since his last report to the Board in June.

### **14.2 Foundation Dentistry Issues**

Professor Hussey informed the members that since the June meeting of the Board when he had reported the proposed reduction in the salary for Dental Foundation Trainees in line with the decision of the Department of Health, England. Northern Ireland had implemented the reduction with effect from the beginning of August. However, just before the start of the English scheme on 1 September, the Department of Health, England had reversed their decision. Northern Ireland would now have to decide whether to reverse their decision to bring them in line with the rest of the United Kingdom.

It was further noted that the two vacancies on the Foundation Scheme had not been filled through national clearing in July despite several attempts.

A national working group had been developing a process for introducing 'Satisfactory Completion' to foundation training. A guide had been produced based on Workplace Assessments and Review of Competencies. It was hoped to pilot the formal process from September 2015.

### **14.3 Hospital Dentistry**

It was noted that Dental Core Trainees had commenced their training year. Professor Hussey informed the members that nationally there was recognition that Dental Core Trainees did not have an established curriculum. The Joint Committee for Postgraduate Training in Dentistry were currently agreeing a curriculum to be introduced within the next two years.

It was hoped to appoint an Adviser for Dental Core Trainees in the near future. The Training Programme Director would have

responsibility for introducing any new curriculum and delivering a regional educational programme covering the range of clinical activities.

#### **14.4 Continuing Education Issues**

Professor Hussey informed the members that the 5<sup>th</sup> Annual NIMDTA Dental Symposium 'The Generation Challenge', scheduled to take place on 20 March would be held at Mossley Mill.

It was further noted that the Dental Department had stopped producing printed copies of the Continuing Education Programme, having moved to an electronic version called a 'Flipping Book', which was demonstrated to the members. The facility would allow Dentists and Dental Care Professionals to review courses on-line and access more details by using the appropriate links.

### **15 REPORT FROM THE DIRECTOR OF POSTGRADUATE HOSPITAL SPECIALTY TRAINING (Paper B14/62)**

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

#### **15.1 Hospital Specialty Team Meetings**

The Hospital Specialty Team had met on one occasion since the June meeting of the Board.

The Specialty Schools Forum had met on the 9 September and had included the Training Programme Directors as the Lead Educators Forum.

Dr Steele's report highlighted and members discussed the following:

##### Hospital Specialty Team

- The new initiative to combine core level posts from Obstetrics and Gynaecology, Surgery, Emergency Medicine, Paediatrics, Psychiatry in a Combined Specialty Training LAT year had taken place. This was to minimise vacancies for August 2014 and provide a different type of training opportunity for doctors who have not yet obtained an NTN. The schools involved have been asked to ensure that the trainees get appropriate induction, supervision and review



of progress in each of the 6 month attachments with two ARCP processes. One Hospital site has raised concerns about the suitability of two of the appointments to their hospital and we are reviewing the applications and the long-listing process.

- It had been confirmed with the College of Surgeons that Core Surgical Training recruitment will return to a local process for August 2015 but will follow the national model. Plastic Surgery is considering a similar withdrawal.
- An initial review of the 2014-2015 recruitment process had taken place and a report would be drawn up to include the scale of the process and issues that arose.
- A workforce planning report had been received from the HSCB / PHA for paediatrics which had not recommended an increase in training posts. The report made some suggestions as to the future shape of services and the role of trainees but was not in a position to direct future health service strategy.
- A reply had been received from Department with regard to a new Neurology training post in the Ulster Hospital.
- COPMED had produced a removal of trainees document which has been adapted for NIMDTA. The NIMDTA version was discussed at the Lead Educators Forum.
- A challenge had been received from a Trust in response to the allocations in anaesthetics and a perception that the Trust had a disproportionate number of gaps. This was responded to by the Head of School with robust allocation processes demonstrated.
- A meeting took place with the TPD for ICU to discuss how paediatric ICU training could be incorporated in the programme. It is hoped it will be possible to do this without additional funding being required but occasional supernumerary funding may be necessary. Further discussion would take place.

- Study leave guidance is being revised and the proposals around the funding available to trainees for educational events were presented at Lead Educators Forum. Members were asked to feedback by the end of September and it is intended to have a new process in place for August 2015.
- A request had been received to accept additional Ophthalmology trainees from Saudi Arabia who would be funded by their own government. This initiative is not being supported this year by NIMDTA due to the level of risk associated with it.
- The GMC have informed us that there has been a change in their process to approve requests for out of programme approval for trainees already in a post they wish to have counted towards training. Retrospective applications were already not allowed but there will no longer be a facility where a trainee is already in a post to count the part of the attachment still to be completed after a late application is made. This has resulted in one trainee being unclear if their current out of programme training is being counted as the GMC had not received their request prior to the rule change. We are currently establishing whether there was a delay in an application relating to the trainee's responsibilities or NIMDTA process.
- Arrangements to check that all trainees have valid references prior to taking up employment are being reviewed and strengthened.

#### Quality Management Group

- As discussed previously under the agenda, the Quality Management Group procedures are currently being reviewed by Internal Audit.
- It was noted that the National Training survey results had been reviewed and red outliers considered to assess what new areas of concern had been identified. Most areas were already being monitored in Dean's Report. Directors of Medical Education and Lead Educators had been asked to respond on the new areas and existing areas by the end of

September for inclusion in the next submission to the GMC in October.

- It was noted that Trust Educational Reviews were due to start and in preparation for this the Learning and Development Agreement had been reviewed.

## **15.2 Appointments**

The following appointments had been made since the last meeting of the Board:

- Dr S Sarup (Training Programme Director for Geriatric Medicine)
- Dr G Manoharan (Training Programme Director for Cardiology)
- Professor P Maxwell (Re-appointed as Training Programme Director for Nephrology)

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

## **15.3 External Meetings**

Members noted the external meetings attended by Dr Steele on behalf of NIMDTA from July to date.

## **16 REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME (Paper B14/63)**

Members received and noted the report from the Director for the Foundation Programme which referred to the following:

- Representation at Meetings
- Recruitment to Foundation Posts at F1 and F2
- Allocations of extended F1 and F2 doctors
- New referrals of Foundation doctors to the Trainee Support Review Group
- Preparation for Academic Foundation 2015-17 recruitment in November 2014
- Preparation for the foundation Programme Application System (FPAS) 2015-17 recruitment commencing October 2014

## Annual Induction Day

On enquiry from the Chair, Ms Roberts confirmed that Mrs Margaret Murphy's presentation had been video-taped. She would enquire if it was available for viewing.

Administrative  
Director

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

Members received and discussed the report from the Human Resources Manager and attention was drawn to the following and the accompanying documents received:

- Equality Commission – Article 55 Review
- NIMDTA Employee Staff Satisfaction Survey 2014

#### **17.1 Resourcing**

Ms Campbell (Human Resources Manager) informed the members that three Band 4 posts continued to be held as redeployment options in view of the introduction of Shared Services.

Two vacant Band 3 posts due to recent resignations in the GP and Hospital Training Departments, had been advertised on a permanent basis via the BSO Trawl and interview were scheduled for 30 September.

#### **17.2 Recruitment**

##### Appointments/Resignations

Members noted the recent resignations and list of newly appointed Training Programme Directors and Educator Appointments, some of which had also been noted and discussed under the report from the Director for Postgraduate Hospital Specialty Training.

#### **17.3 Human Resources, Payroll, Travel & Subsistence System (HRPTS)**

Ms Campbell's report included an update on the HRPTS system and a number of regional issues in relation to the payroll function which included the issue in relation to the payment of statutory maternity leave for junior doctors on rotation. She advised that NIMDTA had now put in place a process where a trainee remains on the Trust payroll if they were employed at the Trust at their eleventh week EDC. If this was not made known to the Trust, they would have to claim maternity allowance and NIMDTA would then pay their Occupational Maternity Pay.

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.

#### **17.4 HRPTS E-Recruitment System**

The system had been signed off in October 2014 for the BSO and would be rolled out to all other organisations. NIMDTA would go-live with the system in January 2015.

#### **17.5 Oriel**

The Oriel system had gone live on 1 September and NIMDTA would be introducing the system from November 2014. Training for relevant staff would be provided and had been mentioned under the report from the Corporate Governance Manager.

#### **17.6 Health and Wellbeing**

It was noted that Cancer Focus had provided a health MOT for staff on Friday 29 August.

#### **17.7 Article 55 Review**

Members received and discussed NIMDTA's Article 55 Review of fair participation in the workforce for the period 2010 – 2013. It was noted that NIMDTA's staffing profile was in line with the census information regarding the profile for Northern Ireland and no action was therefore required.

#### **17.8 Staff Satisfaction Survey**

Members received and discussed the results from the Staff Satisfaction Survey. Ms Campbell had outlined the findings and SMT action plan in her report.

### **18 CORRESPONDENCE/REPORTS/PAPERS (Paper B14/65)**

Members received and noted the following correspondence received:

- International Fraud Awareness Week: 17-21 November 2014 – BSO (3.9.14)

## 19 ANY OTHER BUSINESS

Upon enquiry from the Chair as to any other business, the following items were discussed:

### ALB Reporting for Departmental Requirements 2014/15

Ms Roberts (Administrative Director) informed the members that correspondence had been received from the Sponsor Branch earlier in the day in relation to the ALB Reporting for Departmental Requirements for 2014/15. NIMDTA were required to complete and forward their submission by 10 October. The completed submission would be forwarded to a future meeting of the Board for information.

Administrative  
Director/  
Corporate  
Governance  
Manager

### Departmental Representation at the Audit Sub-Committee Meetings

Ms Roberts (Administrative Director) advised that at a recent meeting with representatives from the Sponsor Branch, it had been noted that there had been no representation from the Department at NIMDTA's Audit Sub-Committee Meetings. Historically the Department had sent representation annually. It was agreed to forward dates once agreed at the meeting on 29 September.

PA – Corporate  
Services

There was no further business to discuss.

## 20 DATE OF NEXT MEETING

It was noted that there would be an Extraordinary Meeting of the Board to sign off on the Annual Report and Accounts, immediately following the Audit Sub-Committee, scheduled for Monday 29 September 2014 in the Specialty Schools Room.

### Confirmed Dates for Remainder 2014

- Monday 27 November 2014 – Boardroom

### Provisional Dates for 2015

- Thursday 22 January 2015 – Boardroom
- Thursday 26 February 2015 – Boardroom
- Thursday 30 April 2015 – Boardroom
- Thursday 25 June 2015 – Boardroom
- Thursday 24 September 2015 – Boardroom
- Thursday 26 November 2015 - Boardroom

*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 2014

- Thursday 30 October 2014 - Boardroom

It was noted that the next Non-Executive Workshop scheduled for 30 October would be used for an update in Risk Management Training and would be facilitated by Amberwing.

### Provisional Dates for 2015

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