

Minutes

MEETING: NIMDTA Board
DATE: Thursday 26 August 2021
TIME: 2.00 pm
VENUE: Zoom Meeting Room

Members: Mr G McKenna
Mr D Maguire
Dr J Little
Mr L Wilson

In Attendance: Mr M McCarey
Dr I Steele
Dr M Stone
Ms R Campbell
Ms J Turner
Ms D Hughes
Ms G Kerr

Chair
Member
Member
Member

Chief Executive/Senior Governance, IT & Facilities Manager
Postgraduate Medical Dean/Director for Hospital Specialty Training/Professional Development
Director of Postgraduate General Practice Education
Senior Professional Support Manager
Senior HR Manager (Trainee Employment)
Senior Education Manager
Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Dr C Harron (Medical Director) Dr L Parks (Foundation School Director) Dr B Hendron (Postgraduate Dental Dean) Ms P Black (Senior Business Manager)	
2.0	Declarations of Interests – Items of Business	
2.1	Mr Maguire noted that there are currently 8 trainees placed within his dental practices for the incoming academic year.	
3.0	Announcements	

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3.1	Mr McCarey noted today marks Mr McKenna's first meeting as Acting Chair.	
4.0	Minute of Meeting	
4.1	The Minutes of 29 June 2021 were approved.	
5.0	Matters Arising	
5.1	<p><u>15.5 Strategic Direction (23.03.21)</u> Ms Turner informed the group that Anaesthetic trainees were due to be on-boarded in June 2021 but may not be possible due to contract commitments. Ms Turner will work to resolve.</p> <p>Ms Turner confirmed that the posts for Human Resources Co-ordinator OM & Systems Administration Band 5 (1 post) and Human Resources Co-ordinator HR Generalist Band 5 (3 posts) had closed and shortlisting was to take place on 24 March 2021. Recruitment of these posts will greatly help ease workload pressures.</p> <p>29.06.21 – Ms Turner advised that moves have been deferred to August 21.</p> <p>26.08.21 – Ms Turner provided an update, confirming that moves have now taken place, with a small number of exceptions due to maternity leave etc.</p>	Ms Turner
5.2	<p><u>15.8 Audit Report (23.03.21)</u> Ms Turner advised that the first audit of Single Lead Employer commenced on 11 January 2021. A working draft of the report has been received for review and comment. Ms Turner will update when the final report is released.</p> <p>29.04.21 - Ms Turner confirmed that the final report remains outstanding.</p> <p>29.06.21 – Mr Morrice recognised the challenges faced by SLE, and commended staff on their work to date.</p> <p>26.08.21 – Ms Turner confirmed the report has been signed off and the majority of recommendations have been implemented.</p>	Ms Turner

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5.3	<p><u>16.6 Policies and Procedures (23.03.21)</u> Ms Black previously noted that a timetable of policy reviews will be brought to a future Board for approval.</p> <p>29.04.21 - Work is ongoing.</p> <p>29.06.21 - Work is ongoing.</p> <p>26.08.21 – Mr McCarey overviewed plans to present Standing Orders to first meeting with new Board Members. Mr McKenna asked to look at in more detail at the next meeting.</p>	<p>Ms Black Mr McCarey</p>
5.4	<p><u>10.2 Recruitment (29.04.21)</u> Dr Parks advised Members of oversubscription across the UK, with very low levels of withdrawal. Dr Parks stressed the urgent need across the four nations to find funding for additional trainees. Locally it is likely 15 extra posts be required. Ms Black confirmed she has made DoH aware. Members discussed the lack of control over numbers. Mr Joynes asked if there is a trainee quality issue if NIMDTA has to accept trainees who have been ranked on a reserve list. Dr Parks confirmed there is potential for trainees to require additional support, or indeed be unhappy to be placed within NI. Mr Joynes asked if this should be added to Education Risk Register. Ms Hughes committed to look at adding a new risk.</p> <p>29.06.21 – Ms Hughes confirmed this issue has de-escalated, with the likelihood there may be gaps in the Foundation programme.</p> <p>26.08.21 – Ms Hughes confirmed this was no longer an issue as oversubscription did not occur.</p>	<p>Complete</p>
5.5	<p><u>13. 6 Confidential Issues (29.04.21)</u> Dr Hendron provided an overview for Members. Dr Hendron asked Mr McCarey for clarification on allocating on an EEA basis. Mr Joynes asked if Dr Hendron has stopped allocating. Dr Hendron stated she will stop now that she has become aware. Mr McCarey committed to meet with Dr Hendron to resolve. Mr Joynes asked if this impacts on decisions already made. Mr McCarey confirmed this will have to be investigated.</p> <p>29.06.21 – Mr McCarey confirmed meetings have taken place. Dr Hendron advised of ongoing discussions re legislation and committed to provide an update at on 26 August.</p>	<p>Mr McCarey Dr Hendron</p>

Ref	Item	Action
	26.08.21 – Mr McCarey suggested allowing Dr Hendron to provide an update at the next meeting. Agreed.	
5.6	<p><u>14.2 Foundation Recruitment (29.04.21)</u> Ms Hughes noted the risks around insufficient applicants, confirming this does need to be added to the Education Risk Register based on earlier discussions. Mr McCarey committed to discuss with Ms Hughes. Mr Wilson asked re duty of candour. Dr Steele clarified the background, and the potential for unintended consequences.</p> <p>29.06.21 – Ms Hughes noted discussions at Governance & Risk felt the CRR covered this adequately.</p> <p>26.08.21 – Ms Hughes confirmed this is appropriately covered on the CRR.</p>	Complete
5.7	<p><u>17.3 Risk Management (29.04.21)</u> Mr McCarey highlighted the addition of a new risk re dental foundation training. Mr McCarey suggested this is discussed further at the next Governance & Risk Committee.</p> <p><i>Assurance Framework</i> Mr McCarey noted some difficulties due to the building being officially closed. For example fire evacuation.</p> <p>29.06.21 – Mr McCarey advised work is ongoing.</p> <p>26.08.21 – Mr McCarey confirmed that this risk has not transpired. Updates are ongoing and new documents will be sent to the September Board.</p>	Mr McCarey
5.8	<p><u>8.2 Annual Report (29.06.21)</u> Mr McCarey thanked staff for their input to the Annual Report.</p> <p>Mr McCarey overviewed the submission process, advising it was approved by the Audit Committee this morning and will be signed off tomorrow by Mr Morrice as Acting Chair.</p> <p>Mr McCarey noted inclusion of RTTCWG, recognising the incredible achievement of a clear RTTCWG during such a difficult year. Mr Morrice seconded this and asked for Board thanks to be passed to NIMDTA staff.</p>	Complete

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	26.08.21 – Mr McCarey confirmed submission of the Annual Report within deadlines, and that he had passed on the Board’s thanks at a Staff Briefing in June.	
5.9	<p><u>8.3 Risk Management (29.06.21)</u></p> <p>Mr McCarey highlighted current return to workplace date is end September 21. Mr McCarey suggested moving this date back to November and advising staff at the Staff Engagement session tomorrow. Dr Little reminded of the importance of using ‘return to workplace’ as recognition staff have been working throughout.</p> <p>26.08.21 – Mr McCarey advised a SMC sub-committee is discussing a way forward and provided an overview of proposals.</p>	Mr McCarey
5.10	<p><u>9.2 Training Programme (29.06.21)</u></p> <p>Dr Stone advised that recruitment to the 111 capacity has been achieved for the first time and recognised the practical issues of managing full capacity. Dr Stone highlighted the need to review support structures now that capacity has been reached. This will be pursued with Ms Black on her return.</p> <p>26.08.21 – Dr Stone confirmed Ms Black is aware and they will discuss at the earliest opportunity.</p>	Dr Stone
5.11	<p><u>13.3 Educational Supervisor (ES) Recruitment (29.06.21)</u></p> <p>Dr Hendron noted ongoing difficulties due to a lack of clarity on remuneration. Dr Hendron advised she and Mr McCarey met with Mr Barbour (DoH) regarding the business case. Dr Hendron shared her intention to discuss the business case with Ms Black again on her return.</p> <p>Dr Hendron highlighted ES’s are aware there is possibility of a delayed start for training, despite the best efforts of all involved.</p> <p>26.08.21 – deferred to Dr Hendron’s return.</p>	Dr Hendron
5.12	<p><u>13.6 Staffing (29.06.21)</u></p> <p>Dr Hendron advised that Ms Jackson (Dental Care Professional Tutor) is leaving. Dr Hendron committed to discuss recruitment options with Ms Black on her return.</p>	Dr Hendron

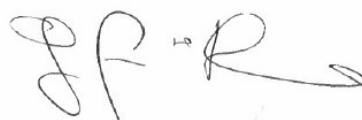
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	26.08.21 – Mr McCarey confirmed this will be discussed at the earliest opportunity when Dr Hendron and Ms Black are both available.	
6.0	Report from The Audit Sub-Committee	
6.1	Mr McKenna confirmed this was reported on at the last meeting, with no Audit Committee since. Mr Wilson confirmed he is attending a DoH Audit meeting, and will update at the September Board.	
7.0	Report from Governance & Risk Sub-Committee	
7.1	Members noted the meeting was previously discussed. Mr Wilson noted the September meeting will be useful particularly for new Board Members.	
8.0	Report from the CEO/Acting Senior Governance, IT and Facilities Manager.	
8.1	Members noted the report from Mr McCarey, Chief Executive/Acting Senior Governance, IT & Facilities Manager.	
8.2	<p><u>Merger with NICPLD</u> Mr McCarey advised of increased correspondence from DoH to progress the proposed merger with NICPLD, following successful co-location.</p> <p>Mr McKenna asked when next Group meeting is planned for. Mr McCarey confirmed 27 Sept, noting that Ms Black will now be involved.</p> <p>Mr Wilson asked if Dr Steele should be involved in discussions. Mr McCarey agreed this may be useful at a later stage.</p> <p>Mr Wilson suggested this is added to the Corporate Risk Register.</p>	Mr McCarey
8.3	<p><u>NED Recruitment</u> Mr McCarey committed to obtain an update on Chair recruitment for September Board meeting.</p>	Mr McCarey
9.0	Report from the Director of Postgraduate General	

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	Practice Education	
9.1	Members noted the report from Dr Stone, Director of Postgraduate General Practice Education.	
9.2	<p><u>Resourcing</u> Dr Stone highlighted funding is behind current recruitment levels. Ms Black is aware and this will be looked at as soon as possible. A new baseline for funding and recruitment is required.</p> <p>Mr McKenna stressed the need to add a risk to the Corporate Risk Register, on the ongoing likelihood of increases and how NIMDTA deal with this long term. It is important a more strategic view is taken, rather than reacting to individual DoH requests. Mr McKenna noted his concerns that historically NIMDTA has been asked to take things on with resourcing discussions taking place later.</p>	Mr McCarey
10.0	Report from the PGMD - Director of Hospital Specialty Training/ Professional Development	
10.1	Members noted the report from Dr Steele, PGMD - Director of Hospital Specialty Training/ Professional Development.	
10.2	<p><u>Covid-19 Impact</u> Dr Little requested an update on the impact on trainees. Dr Steele advised of some impact due to pressures on the system. Adding that Non-Covid activity has not slowed.</p> <p>Dr Steele highlighted that some specialties are being heavily impacted, eg. Trauma & Orthopaedics, where very few surgeries are taking place due to a lack of theatre nurse availability. This raises concerns over trainee experience given this has been the case for over 18 months.</p>	
10.3	<p><u>Industrial Tribunal</u> Dr Steele provided an overview of case, noting he believes NIMDTA provided all help possible to the trainee.</p>	
11.0	Report from the Director of Foundation Training	
11.1	Members noted the apology from Dr Parks, Director of Foundation Training.	

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11.2	Dr Steele advised that a report was compiled by Ms Moore. Ms Kerr committed to circulate.	Ms Kerr
12.0	Report from the Senior Professional Support Manager	
12.1	Members noted the report from Ms Campbell, Senior Professional Support Manager.	
12.2	<u>Sponsorship</u> Ms Campbell advised of a case where a GP trainee's sponsorship was removed. This resulted in an appeal, in which the original decision was upheld.	
12.3	<u>Annual Equality Report</u> Approved. Ms Campbell committed to arrange an Equality workshop for new Board Members. Ms Campbell and Mr McCarey highlighted work to obtain additional resources for NIMDTA's equality responsibilities; this may be either via outsourcing to BSO or additional support in house.	Ms Campbell
13.0	Report from the Postgraduate Dental Dean.	
13.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
14.0	Report from the Senior Education Manager	
14.1	Members noted the report from Ms Hughes, Senior Education Manager.	
14.2	<u>Annual Quality Report</u> Ms Hughes confirmed the Annual Quality Report has been drafted, and is currently with Mr McCarey for approval. Ms Hughes highlighted the benefits to looking at how this is managed alongside the Annual Report build, both of which create a significant workload for staff. Ms Hughes is hopeful some time saving can be achieved.	Mr McCarey

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14.3	<u>GMC Survey</u> Dr Little asked if there are areas of concern for. Ms Hughes reported that most of the priorities and issues highlighted via the NTS were already items identified and being monitored via Quality Management processes.	
15.0	Report from the Senior HR Manager for Trainee Employment	
15.1	Members noted the report from Ms Turner, Senior HR Manager for Trainee Employment.	
15.2	<u>Staffing levels</u> Ms Turner provided an update of recent activities and total numbers now employed by NIMDTA. Mr McKenna commended the work done so far by SLE. Mr McCarey noted the close scrutiny of SLE, and the ongoing support which would be provided in this area.	
16.0	Report from the Senior Business Manager	
16.1	Members noted the report and apologies from Ms Black, Senior Business Manager.	
16.2	Mr McCarey advised Ms Black has been focusing on budgets and allocations since her return. Mr Wilson queried Note 12, asking if NIMDTA should write to DoH highlighting the work DoH have asked NIMDTA to take on with non-recurrent funding. Mr McKenna agreed it is important for NIMDTA to highlight to DoH work streams which are reliant on non-recurrent funding. Dr Little queried Paragraph 2.1. Asking if the 1% includes all SLE trainees, as this would make for a much larger bill. Mr McCarey committed to check this.	<p style="text-align: right;">Mr McCarey</p> <p style="text-align: right;">Mr McCarey</p>
18.0	Correspondence/Reports/Papers Received.	
18.1	None. <i>Ms Hughes, Ms Campbell, Dr Stone, Ms Turner left the</i>	

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	<i>meeting.</i>	
19.0	Any Other Business	
19.1	<p><u>Board Format</u> Mr McKenna noted the changes introduced today succeeded in shortening the meeting duration. Dr Little asked for feedback from Mr McCarey and Dr Steele.</p> <p>Mr McCarey noted with absent members in attendance future meetings would likely take 2 hours, which seems acceptable. Mr McCarey thanked Members for taking SMC feedback on board.</p> <p>It was also noted that Audit and Governance & Risk updates were shorter than usual due to no such meetings taking place in the interim.</p> <p>Dr Steele suggested board report heading could be amended to suit individual business areas. He believes the current template causes some repetition. Dr Steele welcomed the changes made at today's meeting, as a good start to reviewing Board arrangements.</p>	<p>Mr McCarey Ms Kerr</p>
19.2	<p><u>New Board Members</u> Mr Wilson suggested a meeting with new Board colleagues early in September, rather than waiting until the Board proper on 23rd. Mr McKenna seconded, and requested this be held in person if possible.</p>	<p>Mr McCarey Ms Kerr</p>
20.0	Date of next meeting	
20.1	Thursday 23 rd September 2021, 2pm.	



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NIMDTA Chair

23.09.21

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Date

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