

# Minutes

**MEETING:** Agency Board  
**DATE:** Thursday 17<sup>th</sup> June 2010  
**TIME:** 12.30 pm  
**VENUE:** Boardroom , 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 (GP Director)  
Ms R Campbell (Human Resources Manager)  
Ms M Roberts (Administrative Director)

### **In Attendance**

Ms K Fullerton/Mrs P Dardis

## **1 APOLOGIES**

There was a full attendance.

## **2 DECLARATION OF MEMBERS INTERESTS**

None declared.

## **3 ANNOUNCEMENTS**

The Board wished to formally record their regret at the sad loss of the Chairman, Dr Harry McGuigan, who had passed away suddenly after a short illness. They wished to acknowledge his dedication and considerable contribution to the work of the Agency.

The Chief Executive informed members that the Department had confirmed that Mrs Judith Eve would temporarily act up as Chairman. The Public Appointments Unit would advertise the posts of Chairman and vacant Board Member in due course.

#### **4 MINUTES OF LAST MEETING (Paper B10/19)**

Minutes of the last meeting held on 11 March 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 (Paper B10/20)**

Members received and discussed the report from Mrs Judith Eve, who had temporarily stepped down as Chairman of the Audit Committee.

##### **6.1 Main Issues Arising from the Meeting of 9 April 2010**

The meeting held on 9 April 2010 had originally been scheduled to take place on 26 March 2010. Mr John Allen from the Planning and Performance Management Directorate had attended as the representative of the Department at the meeting.

Mrs Eve's report covered the following issues discussed at the April meeting:

- Management Letter for the year ended 31 March 2009
- 2008/09 Accounts and IFRS Shadow Accounts
- Internal Audit Progress Report 2009/10
- External Audit for 2009/10
- Self Assessment Checklist

##### **6.2 Meeting held on 17 June 2010**

Dr Marley, Acting Chairman of the Audit Sub Committee, informed members that the meeting held earlier that morning had been positive and very productive. He thought that this was in a large part due to the continued efforts and hard work of the Senior Executive Team.

###### **6.2.1**

Management Letter for year ended 31 March 2009

The Final Management letter had not been available for the meeting, but would be formally issued once the Certificate and

6.2.2 Report of the Comptroller and Auditor General had been signed.

### Financial Statements for the year ended 31 March 2010

The signing off of the accounts was subject to some minor revisions/adjustments. To accommodate this it would be necessary to call an extra Board meeting before 2 July. Dates were discussed and it was agreed that an Extraordinary Board meeting would be held on 25 June and would be attended by the Ex-officio Board members and Finance Manager only.

## **7 FINANCIAL UPDATE**

### **7.1 Financial Statements for the year ended 31 March 2010 (Paper B10/20)**

Dealt with under 6.2.2.

### **7.2 Budget Update 2010/11**

The Finance Manager's presentation to the Board included an update on the recently received allocation letter, a review of the proposed cost savings of approximately £293k for 2010/11 which had been accepted by the Department and future efficiency savings for 2011/12.

The Agency had been informed by the Department that the surrender of allocations for 2010/11 would not be accepted beyond September 2010. Mr Hutchinson explained that the Agency had been informed that the budget should allow a surplus/deficit of 0.25% to achieve breakeven compliance. Previously breakeven compliance had been 0.5%.

Members discussed ring fenced allocations, achieving the cost savings for 2010/11 and the potential for further efficiency savings.

## **8 DRAFT ANNUAL REPORT 2009/10 (Paper B10/22)**

Members noted and discussed the Draft Annual Report which had been circulated prior to the meeting.

The Administrative Director explained that it had been produced to a new template. The Auditors had requested some minor revisions and additions. The final draft would go to the Board Meeting on 25 June to be considered with the accounts for approval before being forwarded to the Northern Ireland Audit Office.

Members suggested that an index of abbreviations might be added

to future reports.

The final version of the Annual Report and Accounts would be available via the Agency website.

## **9 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B10/23)**

The Board received and discussed the report from the Chief Executive. Attention was drawn to the following and the accompanying documents were received and noted:

- PMETB visit to Deanery Report (January 2010)
- PMETB Annual Deanery Report – Decision Letter
- CIC - Revalidation & Tackling Concerns Workstream: Response to Secretary of State for Health (England) Decision to extend Piloting of Revalidation

### **9.1 PMETB Deanery Visit (January 2010)**

It was noted that PMETB's visit to deanery panel had confirmed that the Northern Ireland Deanery had met with conditions the standards and requirements of PMETB.

Members discussed the areas of notable practice and the conditions and recommendations put forward in the report and the timeline involved.

### **9.2 PMETB Annual Deanery Report**

The final decision by PMETB, ratified by the Training Committee, was for continuation of approval of training for NIMDTA.

Dr McMurray wished to record his congratulations to Mr Keith Gardiner, the Associate Dean and members of the Hospital Training Team. The Board was pleased to support this commendation.

### **9.3 Revalidation and the Responsible Officer**

The Secretary of State for Health has decided to extend the piloting period for a further year. The Confidence in Care Workstream (Chairs) have issued a detailed response to reassure all stake holders that the current revalidation planning remains unchanged.

Confidence in Care will continue with the legislative process in Northern Ireland and it remains their aim to have Responsible Officers in place in designated organisations by 1 October 2010.

## **10 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B10/24)**

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

### **10.1 Vocational Training/General Professional Training**

Exit interviews had been held earlier in June and the vast majority of feedback on the programme had been positive. The feedback, which is an essential component for quality management, would be used in future programme development.

There had been a 100% success rate in the postgraduate examinations for General Professional Training.

### **10.2 Continuing Education Programme**

Dr Boksman, a major international speaker from Canada, had visited the Province from 7 – 8 June. He attracted an audience of approximately one hundred and fifty dentists to the Island Centre, Lisburn and had delivered a hands-on course to dentists at the School of Dentistry. Feedback had been positive from both courses.

### **10.3 Hospital Dentistry**

The interviews for twenty-three Dental Foundation Training (DF2) posts had taken place. Following recruitment there had been two withdrawals which would be filled via the Trusts at Senior House Officer level.

Dr Hussey informed members that they were currently investigating the possibility of recruiting to Career Development Posts to allow dentists who have completed Foundation Training to gain additional experience prior to taking up Specialist Training.

## **11 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B10/25)**

The Board received and discussed the report from the Director for Postgraduate General Practice Education. Attention was drawn to the following:

### **11.1 Specialty Training**

Dr Loughrey gave members an overview of the pressures currently being placed on the General Practice training budget.

There were currently over 25% of trainees out of sync due to maternity leave which necessitated extensions to the three year run-through training programme.

Members discussed budgetary constraints for less than full-time training opportunities within General Practice and possible solutions.

## **11.2 Continuing Professional Development**

Dr Loughrey informed members that a new model of CPD delivery is being developed. It had been agreed that five GP Tutors would be employed, one in each Trust area, to form a central group to support CPD delivery.

## **11.3 Appraisal**

Members discussed the pressures being place on the appraisal budget and the increase in the number of General Practitioners being appraised.

## **12 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B10/26)**

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 – 9 March 2010
- Senior Management Minutes – 13 April 2010
- Senior Management Minutes – 8 June 2010
- Performance Against Objectives set for 09/10
- HSC – Promoting Equality, Good Relations & Human Rights in Health & Social Care – Guidance for Board Members March 2010

## **12.1 Senior Management**

Members received and discussed the minutes of Senior Management meetings which had been held on three occasions since the last Board Meeting in March.

## **12.2 Performance Management**

### **12.2.1 Performance against Objectives set for 2009/10**

The Board discussed the final report on the Agency's objectives set for 2009/10. The interim report outlining the Agency's objectives

***Admin  
Director***

set for 2010/11 would go for consideration to the Board meeting in September.

#### 12.2.2 KSF Reviews

Ms Roberts informed members that most of the outlines were in place and appraisals completed for staff.

### **12.3 Risk Management**

#### 12.3.1 Risk Management Committee

The Risk Management Committee had met on two occasions and a schedule of work activity had been drawn up for 2010/11. Members discussed the core work of the committee which included the review of the Departmental Risk Registers and reviewing and updating of the Corporate Risk Register.

Members noted and discussed the three key risks that had been highlighted in the Administrative Director's report:

- Risk 5: Failure to fill foundation and specialty training posts with suitable applicants.
- Risk 9: The contribution of staff to the organisation is not recognised or valued.
- Risk 10: Ensure that the Agency achieves a break-even position in the context of it's business and budgetary plans

#### 12.3.2 Audit Reports

The Internal Audit reports had been discussed at the meeting of the Audit Committee held earlier in the day.

The external audit has been completed and the Agency awaits the report from KPMG.

### **12.4 Records Management and Information Governance**

#### 12.4.1 IT Support

Ms Roberts report highlighted several problems which had occurred as a result of the migration of data onto the new NIGOV infrastructure and IT Assist email system. Information risk remained a primary concern and a process is ongoing to identify staff training needs.

#### 12.4.2 IT Risks

Members noted and discussed the four incidents recorded in relation to information governance.

### **12.5 Complaints**

There have been four complaints recorded and appropriate action taken.

### **12.6 Health and Safety**

#### 12.6.1 Accident

There had been one accident recorded on the 10<sup>th</sup> March 2010.

#### 12.6.2 Fire Risk Assessment

A Fire Risk Assessment of the building had been completed in May 2010. All aspects of fire and safety were found to be acceptable. The building would not now be reviewed again until May 2014.

### **12.7 Data Protection/Freedom of Information Requests**

There have been no requests for information since the last Board meeting.

### **12.8 Statutory Equality Duties**

The Equality Commission had issued new guidance in relation to the requirement to develop new Equality Schemes. Anne Basten from the Business Services Organisation, Equality Unit had been invited to attend a recent meeting of Senior Management, also attended by Dr Atkinson who represented the Board, at which she gave a briefing on the implications for the Agency. The submission deadline for the Equality Scheme had been confirmed as 31 March 2011 with an audit of inequalities required to be conducted and completed by September 2010.

Since the Agency is to be re-organised under the BSO, the Administrative Director informed members that consideration would be given to making a case to the Equality Commission regarding exemption from the statutory equality duties.



## **12.9 Joint Negotiating Committee**

The second meeting of the Joint Negotiating Committee had been held on the 7 June and areas discussed had included communication, the re-organisation under the Review of Public Administrative and the outcomes of the Staff Satisfaction Survey. The committee had also reviewed the Human Resource Policies.

## **13 REPORT FROM HUMAN RESOURCES MANAGER (Paper B10/27)**

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

- NIMDTA Staff Satisfaction Survey 2010
- Fair Employment Monitoring Return

### **13.1 Staff Satisfaction Survey 2010**

Members discussed the results of recently conducted survey. There had been a 40% response rate. Ms Campbell's report gave an overview of the results and the subsequent action to be taken by Senior Management

***Senior Management***

### **13.2 Fair Employment Monitoring Return (1 May 2010)**

Ms Campbell informed members that the Agency was required to make an annual return to the Equality Commission.

### **13.3 Independent Safeguarding Authority (ISA) Registration**

ISA registration is a new responsibility and area of work for the Human Resources Department with the registration process was due to commence in November 2010.

The Human Resources Manager had been attending a series of workshops organised via the DHSSPS.

A policy and process for the registration of new applicants and doctors and dentists who are trainees of the Agency would be developed by the Human Resources Department. This would require also the approval of the DHSSPS.

**14 CORRESPONDENCE/REPORTS/PAPERS (B10/28, B10/29, B10/30 & B10/31)**

The Board received and noted the following papers:

- DHSS Statement of Internal Control – Additional Guidance – HSC(F) 20/2010 (Correspondence of 15.4.10)
- DHSS Counter Fraud Report 2008/09 – HSC (F) 22/2010 (Correspondence of 23.4.10)
- NIAO – Report & Correspondence by Comptroller & Auditor General re. Improving public sector efficiency: Good practice Checklist for public bodies (May 2010)
- DHSS – Priorities for Action 2010/11 (Correspondence 25.5.10)

NIAO – Report – Improving public sector efficiency: Good practice Checklist for public Bodies (Paper B10/30)

Members noted the report from the Northern Ireland Audit Office. The Chairman requested that it be considered by Senior Management and comments forwarded to the Board for the next meeting.

***Senior Management***

**14 ANY OTHER BUSINESS**

There was no further business.

**15 DATE OF NEXT MEETING**

Extraordinary Board Meeting - Friday 25 June @ 3.00 pm, Office of the Chief Executive

**FUTURE DATES**

Thursday 23 September 2010 @ 12.30 pm, Committee Room 1  
Thursday 25 November 2010 @ 12.30 pm, Boardroom