

## Minutes

**MEETING:** NIMDTA Board  
**DATE:** Tuesday 23 March 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
Ms P Black	Senior Business Manager ( <i>part only</i> )
Dr M Stone	Director of Postgraduate General Practice Education
Ms R Campbell	Senior Professional Support Manager
Ms J Turner	Senior HR Manager (Trainee Employment)
Ms D Hughes	Senior Education Manager
Dr C Harron	Associate Postgraduate Dean - Careers and Professional Support
Dr A Farquharson	Associate Postgraduate Dental Dean (CE & DFT)
Ms G Kerr	Committee Support Executive Officer ( <i>part only</i> )
Ms M Gregge	Governance & Facilities Executive Officer ( <i>part only</i> )

Ref	Item	Action
<b>1.0</b>	<b>Apologies</b>	
1.1	Dr L Parks (Foundation School Director) Dr B Hendron (Postgraduate Dental Dean)	
<b>2.0</b>	<b>Declarations of Interests – Items of Business</b>	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
2.1	None.	
<b>3.0</b>	<b>Announcements</b>	
3.1	Mr Joynes advised that Mr McCarey has been offered the permanent Chief Executive post. Members congratulated Mr McCarey on his appointment.	
3.2	Mr McCarey noted that Board and Audit Self-Assessments are now complete.	
<b>4.0</b>	<b>Minute of Meeting</b>	
4.1	The Minutes of 28 January 2021 are not yet complete. Members agreed to approve at the Board Update on 20 April 21.	<b>Ms Kerr</b>
<b>5.0</b>	<b>Matters Arising</b>	
5.2	Members discussed and were content all matters arising are covered within the papers presented today.	
<b>6.0</b>	<b>Report from The Audit Sub-Committee</b>	
6.1	Mr Morrice provided an overview of the meeting on 24 February, noting the minute is included. Mr Morrice highlighted the audits recently completed and that the External Audit Strategy had been approved.	
<b>7.0</b>	<b>Report from Governance &amp; Risk Sub-Committee</b>	
7.1	<p>Mr Wilson provided an overview of the Governance &amp; Risk Committee on 18 March, noting the focus on key risks, in particular the QUB/HSC digital interface issues and BHSC cardio thoracic surgery.</p> <p>Mr McCarey confirmed that a detailed brief on the QUB incident has been shared with attendees. Dr Little asked if mention of the QUB/HSC interface issues should be confidential. Mr McCarey confirmed detailed references to the QUB incident will remain in the confidential section of papers.</p> <p>Mr McCarey advised that he met with DoH Public Appointments Unit yesterday re Board Recruitment, in particular recruitment</p>	

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	of a Chair. Mr McCarey confirmed he had undertaken discussion with Doh to enable a staggering of succession, and added that due to the nature of such decisions being made by PAU, that this was unlikely to be confirmed until closer to the end of term dates.	
<b>8.0</b>	<b>Report from the Director of Postgraduate General Practice Education</b>	
8.1	Dr Stone provided an overview of her report. Members noted the current position.	
8.2	<p><u>Recruitment</u> Dr Stone reminded Members that the GP Programme numbers increased from 65 to 111 6 years ago, advising that in February 21 trainee numbers of 111 were achieved for the first time. Dr Stone noted this milestone, and highlighted that resources to support the increase in trainee numbers have not increased in line. This is now becoming an issue, and work is ongoing to increase staffing to accommodate the full programme.</p> <p>Dr Stone also noted the requirement to attract additional GP training practices. Work is ongoing to recruit further training practices.</p>	
8.3	<p><u>Covid-19 Impact</u> Dr Stone advised that it is likely an increased number of re-sits and extensions will be required. Mr Joynes asked if financial provision is being made for this possibility. Mr McCarey confirmed this has been considered in financial planning.</p> <p>Dr Steele noted there are many unknowns at present which makes planning very difficult.</p>	
8.4	<p><u>GP Appraisal</u> Dr Stone advised Members of a pilot for a new appraisal system to be used across the UK. Dr Stone is hopeful this will deliver enhanced data sharing.</p>	
<b>9.0</b>	<b>Report from the PGMD - Director of Hospital Specialty Training/ Professional Development</b>	
9.1	Dr Steele provided an overview of his report. Members noted	

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	the current position.	
9.2	<p><u>Covid-19 Impact</u> Dr Steele advised of 4 Nation discussions on the workload associated with Covid-19.</p> <p>Dr Steele updated that trainees are no longer being redeployed, however there remains a significant impact on training due to reduced activity, social distancing, exam changes and online education etc.</p> <p>Dr Steele informed Members that discussions are ongoing to progress utilising the independent sector to progress training.</p>	
9.3	<p><u>Simulation Equipment</u> Dr Steele advised that a significant amount of equipment has been delivered to date, with more expected before year-end.</p>	
9.4	<p><u>SAS Doctors</u> Dr Steele advised a cautious approach is being taken to explore DoH expectations.</p>	
9.5	<p><u>Enhanced Monitoring - Cardio Thoracic Surgery</u> Dr Steele advised that a meeting took place this morning with BHSCT, with work ongoing. An investigation is likely to begin soon.</p>	
9.6	<p><u>Enhanced Monitoring - Causeway</u> Dr Steele advised Members of a positive visit which took place recently.</p>	
9.7	<p><u>Recruitment to Dr Steele's previous roles</u> Mr Joynes requested an update. Ms Campbell advised adverts have been prepared, with interview dates set for 11 and 19 May. Members discussed and agreed that Mr Joynes should chair panels. Dr Little confirmed she is only available in the AM on 19 May.</p> <p>Mr Joynes asked Mr McCarey re backfilling his Senior Governance, IT &amp; Facilities Manager (SGITFM) role. Mr McCarey confirmed this has been discussed at SMC, noting the job evaluation has been with BSO for a considerable period of time. This will require resolution pre advertising to ensure recruitment takes place at the correct level. Mr Joynes stressed</p>	<b>Ms Campbell</b>

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	the need to avoid delay. Mr Joynes noted the conflict of interest for Mr McCarey. Ms Campbell committed to write to Ms Andrews (BSO) to advise of urgency.	<b>Ms Campbell</b>
9.8	<u>Confidential Issues</u> Dr Steele provided an overview for Members.	
<b>10.0</b>	<b>Report from the Director of Foundation Training</b>	
10.1	Members received and noted the report from Dr Parks, Director of Foundation Training.	
10.2	Dr Steele provided an overview in Dr Parks absence.	
10.3	<u>Covid-19 Impact</u> Dr Steele advised that impacts are significant, with nearly half of trainees needing to isolate at least once in year.	
10.4	<u>Confidential Issues</u> Dr Steele provided an overview for Members.	
<b>11.0</b>	<b>Report from the Senior Professional Support Manager</b>	
11.1	Members received and discussed the report from Ms Campbell, Senior Professional Support Manager.	
11.2	<u>Recruitment</u> Ms Campbell advised of further delays to the outsourcing of AfC staff recruitment. Internal recruitment systems will continue until such times as this is resolved.	
11.3	<u>Immigration</u> Ms Campbell advised a Sharepoint area has been rolled out to Trusts by Ms Dennison, and is proving beneficial.	
11.4	<u>Remote Working</u> Ms Campbell advised that online engagement sessions are ongoing with managers. Work is also being done to support employees to balance home and office working. Ms Campbell shared that SMC approved a re-introduction of flexi-time and a health & wellbeing hour from 1 April 2021. Ms Campbell noted an online induction is being planned in April 2021.	

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11.5	<p><u>PSU Staffing</u></p> <p>Ms Campbell thanked Dr Harron for her significant contribution to the development of PSU. Mr Joynes also thanked Dr Harron on behalf of the Board.</p> <p>Ms Campbell noted that sick leave and a member of staff leaving has reduced PSU capacity recently. A temporary staff member is being recruited to assist.</p>	
11.6	<p><u>Occupational Health</u></p> <p>Ms Campbell advised Members that PSU is working with OHS to enhance support available to trainees.</p>	
12.0	<p><b>Report from the Senior Governance, IT and Facilities Manager.</b></p>	
12.1	<p>Members received the report from Mr McCarey, Senior Governance, IT and Facilities.</p>	
12.2	<p>Discussions deferred to Item 17.</p>	
13.0	<p><b>Report from the Postgraduate Dental Dean.</b></p>	
13.1	<p>Members received and noted the report from Dr Hendron, Postgraduate Dental.</p>	
13.2	<p>Dr Farquharson provided an overview for Members in Dr Hendron's absence.</p>	
13.3	<p><u>Progression</u></p> <p>Dr Farquharson highlighted concern amongst Educational Supervisors about the standard of graduates in the context of the impact of Covid-19 on education.</p> <p>Dr Farquharson noted two schemes will have to run in the coming year, which has a significant additional workload for the dental team.</p> <p>Mr Joynes queried where responsibility lies for graduates who</p>	

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	are below the required standard, noting the difficulty this creates for NIMDTA. Mr McCarey advised this risk is being addressed nationally with sanctions for universities if graduates are not deemed to be at the safe beginner standard.	
13.4	<u>Threats</u> Dr Farquharson noted the potential impact of having had to advertise based on previous remuneration levels.	
14.0	<b>Report from the Senior Education Manager</b>	
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 will be issued pre end of March as per KPIs	
14.3	<u>TIS</u>  Ms Hughes confirmed that the implementation of TIS had not caused significant issue to operational work. It was noted that MS Teams was not available as yet, and that work arounds are being used meantime.	
14.5	<u>Confidential Issues</u> Ms Hughes provided an overview of confidential issues.  <i>Ms Kerr left the meeting.</i>	
15.0	<b>Report from the Senior HR Manager for Trainee Employment</b>	
15.1	Members received and discussed the report from Ms Turner, Senior HR Manager for Trainee Employment.	
15.2	<u>Phase 4 Deployment</u> Ms Turner gave an overview of the progress made by the SLE Trainee Employment team, highlighting that 91 out of 161 trainees from Emergency Medicine and Core Surgical Training Programmes had been on-boarded in February 2021 and noted the difficulties incurred with Trust issued contracts which had prevented all trainees within the identified cohort from being	

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	on-boarded.	
15.3	<p><u>April 2021 Rotation</u> Ms Turner advised that the Trainee Employment Team were working on the rotation of 512 Foundation trainees but noted that processing time had been affected by the 2020/2021 Medical &amp; Dental Pay Award. Ms Turner informed that planned closures to payroll to facilitate this had prohibited access to HRPTS which significantly affected the team's processing time which would be further compounded by the Easter Holidays.</p>	
15.4	<p><u>Staff in Post</u> Ms Turner confirmed that 795 DDiT were employed by Single Lead Employer.</p>	
15.5	<p><u>Strategic Direction</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 &amp; 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<sup>th</sup> March 2021. Recruitment of these posts will greatly help ease workload pressures.</p>	<b>Ms Turner</b>
15.6	<p><u>New Risks and updates on existing risks</u> Ms Turner announced that all 5 ERAs have been returned and advised any future amendments would be made as addendums.</p>	
15.7	<p><u>Matters Requiring Approval</u> Ms Turner provided an overview of the NHS Fleet Solutions Car Leasing Scheme.</p> <p>Mr Joynes queried NIMDTA's financial liability. Ms Black clarified there was low risk; Business Management would review on a monthly basis and follow-up will be provided by the SLE team.</p> <p>Mr McCarey mentioned that the proposal was discussed at SMC and approved. Dr Steele added that the scheme would attract trainees and employees to the organisation.</p>	



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	Mr Maguire agreed the scheme was attractive but noted that pension contributions would be disadvantaged. Board agreed to approve the scheme with a view of regular monitoring and reporting.	
15.8	<u>Audit Report</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.	<b>Ms Turner</b>
16.0	<b>Report from the Senior Business Manager</b>	
16.1	Members received and discussed the report from Ms Black, Senior Business Manager.	
16.2	<u>Financial Position</u> Ms Black provided an overview of Month 11 Financial Monitoring Return, highlighting that all prompt targets have been met. Ms Black noted a number of pressures; in particular that non recurrent funding of £7.5 million has not been received from DoH. Ms Black mentioned that a number of Internal Business cases have been received and DoH will be updated as appropriate.	
16.3	<u>Budget Build</u> Ms Black reported that due to anticipated financial pressures and outstanding recurrent allocations and delegation of Departmental Budgets early development of the 2021/2022 Budget will be critical. Ms Black mentioned that BSO Client Accounting staff have developed training to be delivered to Heads of Departments, which Ms Black will oversee.	
16.4	<u>Resources</u> Ms Black highlighted that following a recruitment process in November 2020, 2 Band 4 staff have taken up post; 2 permanent Band 3 posts are still outstanding. A stand-a-lone process or BSO generic process will be undertaken.  Ms Black noted that a number of Occupational Health referrals and Absence Management meetings have occurred with a staff member who has been on long term leave. An Ill Health Retirement application will be submitted and SMC have approved a temporary Band 4 in view of becoming permanent	

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	following the outcome of the application.	
16.5	<u>Pension Service – Progress report</u> Ms Black reported that work has continued alongside Pensions Branch and BSO Payroll to ensure corrective action.  Ms Black updated that 14 T55a’s have been completed by Business Management.	
16.6	<u>Policies and Procedures</u> Ms Black noted that a timetable of policy reviews will be brought to a future Board for approval.	<b>Ms Black</b> <b>Mr McCarey</b>
16.7	<u>Audit or External Reports</u> Ms Black provided an overview of the final 2020/21 Financial Review report and the NIAO National Fraud Initiative Matches 20/21.  Mr Joynes congratulated Ms Black and the Business Management Team on their excellent work during this difficult year.	
<b>17.0</b>	<b>Report from the Acting CEO</b>	
17.1	Members received and discussed the report from Mr McCarey, Acting Chief Executive, Senior Governance, IT & Facilities Manager.	
17.2	<u>Corporate Scorecard</u> The Corporate Scorecard was reviewed and noted.	
17.3	<u>Strategic Direction</u> Mr McCarey noted that a draft of the Business Plan was reviewed on 24th February 2021. Ms Gregge is to forward to members a revised draft for final consultation.  Mr McCarey advised that the Programme for Government was due to change in 2020-21, providing an opportunity to review corporate strategy.	<b>Ms Gregge</b>
17.4	<u>Risk Management</u> Mr McCarey provided an overview on presenting key risks. It was noted that the Corporate Risk Register would be reviewed fully at the next Governance & Risk Committee.	

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17.5	<p><u>Significant Incidents</u></p> <p>Mr McCarey updated members regarding the progress of on-going significant incidents.</p> <p>Mr McCarey advised members that SMC had agreed on a possible return to work for staff to Beechill House would be 1 September 2021. Mr McCarey continued that staff would be informed of a possible return date of 1 July 21 to allow for planning.</p> <p>The Board discussed and approved the return to work as normal as 1 September 2021. This will be reviewed in line with Government guidelines.</p>	
17.6	<p><u>Policies and Procedures</u></p> <p>Mr McCarey echoed Ms Black's comments in point 16.6 and advised that a timetable of policies will be brought to Governance &amp; Risk for review before final approval at Board.</p>	
17.7	<p><u>Audit and External Reports</u></p> <p>Mr McCarey provided an overview of Audit reports received.</p>	
17.8	<p><u>Significant Opportunities or threats</u></p> <p>Mr McCarey updated members on significant opportunities or threats.</p>	
17.9	<p><u>Any other Business</u></p> <p>Mr McCarey noted that work continues on developing the Learning Management System.</p> <p>Mr McCarey highlighted that Dr Harron is to transition into her new role of Medical Director on 1st April 2021.</p>	
17.10	<p><u>Confidential Section</u></p> <p>Mr McCarey provided an overview of confidential issues.</p>	
<b>18.0</b>	<b>Correspondence/Reports/Papers Received.</b>	
18.1	All correspondence was noted.	
<b>19.0</b>	<b>Any Other Business</b>	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
19.1	None.	
20.0	<b>Date of next meeting</b>	
20.1	Tuesday 29 <sup>th</sup> April 2021, 2pm.	

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**NIMDTA Chair**

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**Date**