

# Minutes

**MEETING:** NIMDTA Board (Ad Hoc)

**DATE:** Thursday 4 May 2023

**TIME:** 3.00 pm

**VENUE:** Boardroom, NIMDTA

<b>Members:</b>	Mr D Wilson	Chair
	Mr B Garland	Member
	Ms G Campbell	Member ( <i>via Zoom</i> )
	Dr J Little	Member
	Mr G McKenna	Member
	Mr H Graham	Member ( <i>via Zoom</i> )

<b>In Attendance:</b>	Mr M McCarey	Chief Executive
	Ms P Black	Senior Business Manager
	Mr A McClelland	Senior Governance, IT & Facilities Manager
	Ms K McStravick	BSO ( <i>via Zoom</i> )
	Ms M Gregge	Governance & Facilities Co-ordinator
	Ms G Kerr	Committee Support Executive Officer

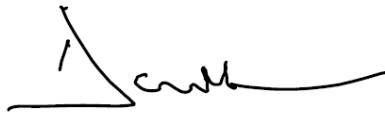
Ref	Item	Action
<b>1.0</b>	<b>Apologies</b>	
1.1	None.	
<b>2.0</b>	<b>NIMDTA Accounts 2022/23</b>	
2.1	Mr Wilson welcomed Ms McStravick and thanked all for attending today's meeting.  Ms McStravick confirmed papers were circulated in advance of today's meeting.	
2.2	<u>Breakeven Target</u>	

Ref	Item	Action
	<p>Ms McStravick highlighted a significant change with the introduction of a new calculation and presentation of the Breakeven target, this has reduced NIMDTA's breakeven target. Based on the new calculation model, NIMDTA will have missed the breakeven target for the 2021/22 financial year, this is highlighted at Note 23. Ms McStravick confirmed this has been discussed with DoH and the disclosure has been approved accordingly.</p> <p>Ms McStravick advised NIMDTA has achieved breakeven for 2022/23, stressing this will need to be carefully managed going forward to ensure compliance with the new breakeven calculation. Mr McCarey asked if this is a wider issue across the HSC. Ms McStravick confirmed this applies across the HSC, however NIMDTA's arrangements re providing RRL to Trusts result in a higher impact on NIMDTA.</p> <p>Mr Garland asked why such a change is being made so late in the accounting year. Ms McStravick advised she is unsure of the reasoning and has found it difficult to obtain clarification on this. Mr Garland asked if there is any negative impact on NIMDTA given the impact on the previous breakeven. Mr McCarey confirmed that Ms McStravick's discussions with DoH are a guard against any negative impact. Members discussed the difficulties caused by such a late/retrospective change in policy applying to the previous year's accounts, thus causing a technical breach.</p>	
2.3	<p><u>Loss re SLE Invoicing Errors</u>  Ms McStravick highlighted an approx. £9k. loss over the 4-year period since the introduction of SLE. Ms McStravick noted the tiny percentage this equates to is in relation to overall SLE invoicing. Mr Wilson welcomed the additional 4 staff who are tasked with working on SLE invoicing, ensuring this work is closely monitored going forward.</p>	
2.4	<p><u>Lease Capitalisation</u>  Ms McStravick confirmed NIMDTA have now capitalised the Beechill Lease, meaning VAT Costs going forward have to be absorbed by NIMDTA. Mr Wilson noted the need to include this aspect within lease versus purchase negotiations.</p>	
2.5	<p><u>New Holiday provision</u></p>	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
	Ms McStravick highlighted Note 15, this has been regionally agreed for inclusion.	
2.6	Contingent liabilities Ms McStravick highlighted Note 20, this has been regionally agreed for inclusion.	
2.7	Ms McStravick noted challenges experienced due to the deadline moving forward a week combined with recent bank holidays.  Ms McStravick requested that Board Members carefully review and feedback any amends required.	<b>Board Members</b>
2.8	Mr McCarey thanked Ms McStravick for her work in year. Mr Wilson noted the last DoH accountability review was positive regardless of GP difficulties.  Members welcomed the positive outcome.	
2.9	Ms Black noted that the version circulated has changed since circulation, and further standard wording will be added prior to submission.  Mr Garland asked for clarification on submission process. Mr McCarey clarified the next step for Board Members is at the June Audit and Board meetings, at which stage it is really too late for Board Members to request significant changes, thus this meeting is held to give prior opportunity to input.  Mr McCarey noted the need for careful version control. Dr Little noted Dr Harron is referred to as PGD in the conflict of interest table, however this should be interim PGD for the period covered. Dr Little suggested adding dates to clarify. Mr McCarey stressed the need for uniformity across all references.  Board Members thanked Ms Black, Mr Maginn and Ms McStravick for their work in year.  Board gave approval to submit. Mr Wilson will read overnight and confirm tomorrow morning.	<b>Mr McClelland</b>  <b>Mr Wilson</b>
<b>3.0</b>	<b>Strategic Plan</b>	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
3.1	<p>Mr Wilson overviewed recent work. Noted a version is included in papers for today.</p> <p>Mr McCarey advised the Strategic Plan has been shared with Mr Barbour (DoH) for information and confirmed he was very supportive and happy with content. Ms Taylor (HSCLC) has also confirmed she is happy with the content. Mr Wilson confirmed the next step is input from NIMDTA departments which will then be added to the composite document.</p> <p>Mr McCarey noted that he and Dr Harron have met with Ms Taylor re development of NIMDTA strategy. Mr Barbour has also asked it is shared with the DoH Permanent Secretary once complete. Ms G Campbell commented feedback sounds positive, noting she has not yet had the opportunity to read.</p> <p>Mr Wilson asked all to read fully and feedback to Mr McClelland.</p>	<b>Board Members</b>
<b>4.0</b>	<b>Governance Statement</b>	
4.1	<p>Members asked if the content is in line with Internal Audit reports. Mr McCarey provided an overview of the information which feeds into the Governance Statement from both external and internal audit.</p> <p>Mr McCarey noted there is one limited assurance report at present re Risk Management, discussion is ongoing as management feel there is some misunderstanding of submitted information. Mr Garland noted the prior limited audit re SLE, clarifying is it possible to have a limited report and still get an overall satisfactory rating.</p> <p>Mr McClelland confirmed if the Risk Management Audit does result in limited assurance it will not affect the overall internal audit assurance rating. Mr Wilson noted he has asked for Board Members to see the Management response once prepared.</p> <p>Mr McCarey noted his disappointment at receiving limited assurance, recognising the significant changes/rebuilding of processes which will result in much better evidencing going forward. Noted also this has been discussed many times and been the focus of both Board &amp; Committees.</p>	<b>Mr McClelland</b>

Ref	Item	Action
	Ms G Campbell stressed the need to ensure the Governance Statement does not imply that the Board have seen things they have not.	
<b>5.0</b>	<b>Any Other Business</b>	
5.1	<p><u>May Board Meeting</u>  Mr Wilson advised there will not be a normal Board meeting on 25 May 2023, and therefore no need for normal Board papers. The time will instead be utilised for a Workshop with the sole focus on the Strategic Plan.</p> <p>Members noted the Ad-Hoc Board meeting on Thursday 11<sup>th</sup> May 2023 to review the Annual Report prior to its submission.</p>	



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**NIMDTA Chair**

**22.06.23**

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**Date**