

Minutes

MEETING: NIMDTA Board
DATE: Thursday 26 February 2015
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Mr D Morrice
Mr D Maguire
Mr G Smyth
Mr L Wilson

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Dr C Loughrey (Director for Postgraduate GP Education)
Dr I Steele (Director of Postgraduate Hospital Specialty Training)
Ms M Roberts (Administrative Director)
Ms R Campbell (Human Resources Manager)
Mr T Hutchinson (Finance Manager)
Mr M McCarey (Corporate Governance Manager)

In Attendance

Mrs P Dardis (Corporate Services)

1 APOLOGIES

Ms A Carragher (Director for the Foundation Programme)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3

ANNOUNCEMENTS

Non Executive Members Workshop – 26 March 2015

It was noted that the Non-Executive Members would be attending the Advanced Communication Skills Workshop in lieu of the scheduled Board Workshop confirmed to take place on the afternoon of Thursday 26 March. Mr Joynes, the Chair, announced that the Workshop would be held in the Hemlock Suite at the Ramada, Shaws Bridge and would commence at 2.00 pm. The Non-Executive Members were advised and it was noted, that there would be the usual pre-business lunch meeting commencing at 1.00 pm, also in the Hemlock Suite.

Non Executive Members

Paperless Board

Following a demonstration of the software at the previous meeting of the Governance & Risk Committee held on 24 February, it was agreed by the members that the first paperless meeting should be piloted at the NIMDTA Board scheduled to be held on 30 April.

4

MINUTE OF PREVIOUS MEETING (Paper 15/04)

Minute of the meeting held on 22 January 2015, copies of which had been circulated prior to the meeting, were approved.

5

MATTERS ARISING

7. Governance & Risk Committee: Meeting held on 15 December 2015: Strategic Plan

The Chair confirmed that he would arrange a future date with the Non-Executive Members to discuss the Strategic Plan before bringing their collective comments back to the Chief Executive for future consideration.

Chair & Non Executive Members

11. AOB: Maternity Leave – Notification to Shared Services

Upon enquiry, Ms Campbell, Human Resources Manager, advised that there had been no regional agreement reached with regard to the on-going issue in relation to the payment of maternity leave. It was noted that the GP Specialty Trainee Handbook had been recirculated after being updated to reflect the change in process.

6 REPORT FROM THE AUDIT SUB-COMMITTEE

6.1 Unconfirmed Minute of the Meeting held on 27 November 2014 (Paper B15/05)

Mr Morrice (Chair of the Audit Sub-Committee) informed the members that the minute from the meeting of 27 November 2014 had been approved.

6.2 Schedule 1: Audit Committee Standing Orders

Ms Roberts (Administrative Director) stated that Schedule 1 had been updated to reflect the changes suggested by Mr Morrice and had been brought back to the Board for approval.

After further discussion Schedule 1 was approved subject to the amendment of Page 9: Section 5: Composition of Audit Committee: bullet point three, to read ... at least one member of the Committee should have a financial background (as per Audit & Risk Assurance Committee Handbook (NI) March 2014).

6.3 Meeting held on 26 February 2015

Mr Morrice highlighted the following from the meeting held that morning prior to the meeting of the NIMDTA Board:

It was noted that Ms Christine Hagan representing ASM, the new external Auditors, had been in attendance for the first time. Mr Chris Wilkinson (Workforce Policy Directorate, DHSSPS) had represented the Department.

2013/14 Report to those Charged with Governance (Final)

It was noted that the final report had received two Priority 1 and one Priority 2 findings. Members discussed the Priority 1 finding with respect to the outstanding unsigned Learning and Development Agreement between NIMDTA and one of the Trusts. It was noted that Professor Gardiner (Chief Executive/Postgraduate Medical Dean) had responded with a detailed management response to the recommendation.

Audit Strategy for 2014/15 Accounts

It was noted that the NIAO Audit Strategy presented by ASM had been approved. Mr Morrice stated that a number of risks had been highlighted, of which the move to shared services and associated impact on key financial controls and financial statement preparation, had been deemed significant. Several other risk

factors highlighted included the requirement to breakeven and the regularity of expenditure.

Internal Audit Update

- Progress Report to the Audit Committee

Members had received and discussed the Progress Report. It had been noted that the final report for the Allocation of Junior Doctors Audit had been issued, receiving a satisfactory level of assurance with no priority one issues identified.

- Summary of CIPFA Internal Audit Benchmarking Report 2014

It was noted that as part of an ongoing benchmarking programme across units in the Business Services Organisation (BSO), the Internal Audit Unit had taken part in the CIPFA Audit Benchmarking Club 2014 exercise. The report summarised the key results from the exercise, which indicated that the current service was deemed value for money.

- Shared Services Audit

It was further noted that BSO Internal Audit were conducting a programme of Shared Service audits as part of the BSO Internal Audit Plan. The Audit Committee had received and discussed a report produced by BSO Internal Audit on the outcomes of those reports issued to date.

6.4 Date of Next Meeting

It was noted that after consideration of the reissued circular (HSC(F) 12-2015) outlining the timetable for 2014/15 Annual Account, the next meeting of the Audit Committee had been brought forward to 12 May at 12.00 noon from 27 May.

Confirmed dates for remainder of 2015:

- Thursday 25 June 2015 @ 11.00 am (Boardroom)

7 GOVERNANCE & RISK SUB-COMMITTEE

It was noted, that as of the meeting of the Governance & Risk Committee held on 24 February 2015, Mr Gordon Smyth had assumed the role of Chair from Mr Joynes, who would report to the Board on the meetings which had taken place prior to February.

7.1 Confirmed Minute of the Meeting held on 28 October 2014 (Paper B15/06)

Members received and noted the confirmed minute from the meeting held on 28 October 2014, the business of which, Mr Joynes (the out-going Chair), had reported on to the November 2014 Board. The main focus of the agenda had been the review of the Corporate Risk Register, which had been amended to reflect the feedback from the September meeting.

7.2 Unconfirmed Minute of Meeting held on 15 December 2014 (Paper B15/07)

Members received and noted the minute from the meeting held on 15 December 2014, the business of which, Mr Joynes (the out-going Chair), had reported on to the January 2015 Board. It was noted that the minute had been confirmed at the February meeting. Mr Joynes stated that the December meeting had largely focused on the 2015/18 Strategic Plan, which had been presented to the Committee by the Corporate Governance Manager, following discussion and feedback from the Board/Senior Management Away Day held on 23 October 2014. An update on further action required, had been given under matters arising.

7.3 Meeting held on 24 February 2015

Mr Smyth (Chair of the Governance & Risk Committee) informed the members that the main focus of the meeting had been the review of a number of policy documents. He drew the members attention to the tabled paper, outlining the policies and agreed amendments suggested by the Governance & Risk Committee.

Members received, discussed and approved suggested amendments, outlined in the paper, to the following policies/documents which had been brought to the Board for review:

- Assurance Framework
- Code of Conduct (NIMDTA Employees)
- Gifts & Hospitality: Policy on the Provision and Acceptance of:
 - Reporting of Management of Incidents Policy
 - Business Continuity Plan
 - Health & Safety Policy

Members also received and discussed the following:

- Learning and Development Agreement Monitoring and Escalation Policy and accompanying copy of the Learning and Development Agreement (for the provision of Postgraduate Medical & Dental Training and Education).

The suggested amendments, as discussed at the February meeting of the Governance & Risk Committee were highlighted. After further discussion, the policy was approved, subject to the placement of an additional sentence with respect to the possible withdrawal of trainees under Page 7: 4. Governance Arrangements. It was noted that the Escalation policy would automatically accompany the LDA to Trusts for the coming year.

- Schedule 4: Governance & Risk Committee Standing Orders

Schedule 4 had been received and discussed at the February meeting of the Governance & Risk Committee. Members agreed to approve the revised Schedule subject to the amendments listed within the tabled paper.

Date of Next Meeting

It was noted that the next meeting of the Governance & Risk Committee scheduled for 28 April 2015 had been rescheduled to take place on Tuesday 12 May 2015 at 2.00 pm.

8 FINANCIAL UPDATE (Paper B15/08)

Members received and discussed the Financial Update from the Finance Manager. Attention was drawn to the following:

Mr Hutchinson (Finance Manager) summarised the key points within the report which were based upon information currently available, the calculations of which relied upon compliance with procurement procedures and accurate identification by budget holders of outstanding financial commitments.

It was noted that the non-recurrent in-year reduction of 2.5% of funding for Administrative costs equating to £59k had been reflected in the calculations.

8.1 Breakeven

Based upon current patterns of expenditure, there was a projected outturn of £244k, equating to a surplus of 0.44%, which fell outside

the breakeven target.

Members discussed the contributing factors to the surplus which included the lower level of spend on GP Trainee salaries and the lower than anticipated costs associated with the 1% pay award.

It was further noted that the cost of the Trainer Recognition Pilot was also lower than anticipated. After further discussion, it was agreed that Mr Hutchinson would recheck the figures with respect to the costs before Professor Gardiner approached the Commissioners to ascertain if it would be possible to return part of the allocation.

Finance
Manager/Chief
Executive

8.2 Prompt Payment Compliance

Mr Hutchinson directed attention to the table on page 6 of the Financial Update outlining the prompt payment compliance from April 2014. Using the target of 95% of payments to commercial suppliers within thirty days in the period 1 April 2014 to 31 January 2015, 84.66% of payments had achieved this target.

It was further noted that 38.37% had met the target of 50% of commercial payments to be made within 10 working days, as set by the Board.

Mr Hutchinson further updated members on the transitioning process taking place in respect of the accounts payable transactions which, he advised, effected the prompt payment figures.

8.3 Headcount Controls

It was noted that the headcount had been slightly exceeded and currently stood at 78.16.

8.4 Significant Financial Risks

It was noted that the demand for extended training in General Practice continued to be highlighted as a potential significant risk for NIMDTA.

8.5 Business Services Transformation Programme (BSTP)

It was further noted that though all accounts payable transactions were now being processed by Shared Services, the processing of Study Leave claims remained with NIMDTA. The arrangement was subject to review. The payroll function had been transferred to Shared Services with effect from the 28 January and the February payroll had been successfully completed.

8.6 Outlook 2015/16 and Beyond

Mr Hutchinson drew the members attention to the correspondence from the Director of Finance (DHSSPS) of 9 February, which advised that NIMDTA were required to make savings of 10% from the ring fenced administrative budget with effect from 1 April 2015. He wished to highlight this as a significant risk. The correspondence would be discussed under the report from the Chief Executive.

9 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B15/09)

The Board received and discussed the report from the Chief Executive/Postgraduate Medical Dean. Attention was drawn to the following and the accompanying papers received:

- Financial Allocations and Business Planning for 2015/16 - Correspondence from Director of Finance (DHSSPS) – 9.2.15
- Financial Allocations and Business Planning for 2015/16 – Correspondence from Assistant Director, HR (DHSSPS) – 11.2.15

- Departmental ALBs Annual Quality Reports 2014/15 – DHSSPS Correspondence – 22.1.15
- Template for Annual Quality Reports for ALBs

- GMC Correspondence – Enhanced Monitoring Escalation (O&G Alt) – 16.1.15
- GMC Visit Feedback Report (GIM, BCH) 6.11.14
- GMC Visit Feedback Report (Anaes, RVH) 16.12.14
- GMC Correspondence Undermining & Bullying 17.2.15
- GMC Correspondence – Dean’s Report – 16.1.15

- Professional & Generic Skills Training for Specialty Trainees (HSC Leadership Centre Proposal)
- ADEPT (Information Booklet)
- Clinical Leadership Fellows – Correspondence from Board Liaison Group (BLG) – 21.1.15

- Research Opportunities Symposium 5.3.15 (Programme)

- GMC Approval & Recognition of Trainers – Funding Allocation – Correspondence from Health & Social Care Board (HSCB) – 20.1.15

9.1 Financial Allocation for 2015/16

Members received and discussed correspondence from the Director of Finance, DHSSPS of 9 February 2015 with respect to the financial allocations and business planning for 2015/16, which advised that NIMDTA were required to make savings of 10% from the ring fenced administrative budget with effect from 1 April 2015.

Professor Gardiner (Chief Executive/Postgraduate Medical Dean) informed the members that he had responded with respect to the required savings and had received a response from the Assistant Director, Human Resources Directorate, DHSSPS of 11 February 2015, the content of which he highlighted and members discussed. Professor Gardiner further informed the members that he, accompanied by Ms Roberts (Administrative Director) had met with the Sponsor Branch to discuss the required savings on 25 February.

Upon enquiry from Mr Wilson (Non-Executive Member), members discussed the possibility of efficiency savings being made within the Less Than Full-Time training budget. Members discussed the implications of and possible savings, if GP trainees were restricted to working 80% from August 2015. It was however acknowledged that these savings would not impact in the coming year. Dr Loughrey (Director for Postgraduate GP Education), advised consideration be given to contacting and consulting with the General Practice Committee (GPC) of the BMA. It was agreed that the LTFT budget and policy including the administration process, should be discussed further.

9.2 Annual Quality Report 2013/14

Members received and discussed the correspondence of 22 January 2015 from the Safety, Quality & Standards Director, DHSSPS and accompanying template for Annual Quality Reports for ALBs. It was noted that the deadline for the provision of the draft report to the Department was 14 September.

To accommodate the deadline of 14 September, it was agreed to organise a short extraordinary meeting of the NIMDTA Board (Chief Executive, Administrative Director, Corporate Governance & Non-Executive Members only), to consider the draft report, prior to the Non-Executive Board Workshop scheduled to take place on Thursday 27 August.

9.3 Engagements with DHSSPS

Members noted the list of recent engagements with the Department listed under the report from the Chief Executive/Postgraduate

Medical Dean. Upon enquiry from the members the following discussion took place:

- Donaldson Report Recommendations Consultation

It was agreed that the correspondence from the Department of 24 February, should be forwarded to the members with the link to the report via the DHSSPS website. It was noted that the closing date for responses to the Department is 22 May 2015. Members are requested to forward comments to Professor Gardiner to coordinate a NIMDTA response if required.

PA – Corporate Services

- Management Statement and Financial Memorandum

Professor Gardiner confirmed that the Management Statement was under review and had been discussed during the recent inaugural bi-lateral meeting with the Sponsor Branch. .

9.4 Senior Management

Business Planning Away Day – 9 January 2015

It was noted that draft Business Plan for 2015/16 which had been produced based on the discussions at the October Board/Senior Management away day and January Business Planning away day, had been enclosed under the Report from the Administrative Director.

Staff Engagement Workshop – 12 March 2015

Professor Gardiner highlighted the upcoming Staff Engagement Workshop, which had been confirmed for the afternoon of the 12 March. It was noted that the workshop would be led by Dr Nigel Hart (GP Associate Director for Quality Improvement) and would be aligned to the HSC Change Day. Non-Executive Members had also been invited to participate.

9.5 Quality Management

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

Annual Review Meetings with HSC Trusts

It was noted that NIMDTA's annual review meetings with the five HSC Trusts had now all taken place.

GMC Undermining Check Visits

Members received and noted the correspondence from the General Medical Council (GMC) of 16 January 2015, which following a visit to Altnagelvin Hospital in October 2014, confirmed that the issue had been escalated to their enhanced monitoring process.

GMC Enhanced Monitoring

Members received and discussed the final feedback reports from the GMC Enhanced Monitoring visit to Medicine at the Belfast City Hospital/Royal Victoria Hospital sites on 6 November and Anaesthetics at the Royal Victoria Hospital site on 16 December.

Professor Gardiner, further highlighted and members discussed the follow up correspondence received from the Director of Education & Standards, GMC of 17 February 2015, with reference to the visit to Anaesthetics on 16 December. It was noted that the GMC would continue with enhanced monitoring and support, until they had evidence that the issues had been fully resolved and that the changes made would be sustained.

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

Members received and discussed the GMC response of 16 January 2015 in respect of the Dean's Report, submitted at the end of October 2014. Professor Gardiner highlighted the main points and it was noted that the GMC had agreed with 95.9% of the RAG ratings. The average across LETBs had been 92%. NIMDTA had been acknowledged, yet again, for the high standard of the submission. It was noted that the next report would be due at the end of October 2015. Dr Steele advised that Trusts would be contacted mid-year for updates.

The Board wished to acknowledge the work of the Quality Management Team, under the direction of Dr Steele. It was agreed that the continuing high standard of the NIMDTA submission to the GMC, was due to their continued efforts.

Hospital Deanery Visits

Members noted the recently completed and upcoming visits listed within the report from December 2014 through to October 2015.

Professor Gardiner highlighted the revisit to General Medicine at the Causeway Hospital which had taken place on 23 January 2015.

9.6 Faculty Development

The Faculty Development Group, chaired by Dr Richard Tubman (Associate Dean) had met on one occasion since the November meeting of the Board. Members noted the recent events and those planned for the future. The following was highlighted:

- Clinical Education Day

It was noted that the date of renamed Annual Educator's day, now a joint event with QUB, would be held on 18 September 2015. The venue was due to be confirmed. Professor Gardiner extended an invitation to all the Non-Executive Members of the Board.

9.7 Trainee Support

The Trainee Support Review Group, Chaired by Dr John Collins (Associate Dean), continued to meet monthly. It had met on three occasions since the November meeting of the Board.

9.8 Revalidation

The Revalidation Operational Group continued to meet on a regular basis, the most recent meeting being held on 4 February and was chaired jointly by Dr Steele (Director for Postgraduate Hospital Specialty Training) and Dr Loughrey (Director for Postgraduate General Practice Education).

9.9 Representative Work & Meetings with Stakeholders

Members noted the extensive number of on-going events that the Chief Executive/Postgraduate Medical Dean had attended as a representative of NIMDTA.

9.10 Initiatives

Members noted the number of initiatives being taken forward by NIMDTA, Professor Gardiner highlighted the following:

- Generic Skills Training for Specialty Trainees

Members received and noted the HSC Leadership Centre proposal for the provision of Professional & Generic Skills Training for Specialty Trainees. Attention was drawn to Table 1 on page 10, outlining the non-recurrent costs for 2014/15.

- Clinical Leadership Fellowships – ADEPT

Members received and noted the HSC Leadership Centre proposal for the delivery of the Northern Ireland Clinical Leadership Fellowships. Professor Gardiner stated that it was hoped to be able to confirm six fellowships to commence from the start of August. Members noted the timeline contained within the proposal and Professor Gardiner extended an invitation to the launch event scheduled to take place on the evening of 18 March at NIMDTA.

Professor Gardiner further highlighted the correspondence from the Chair of the Board Liaison Group (BLG) of 21 January, which confirmed that the BLG, as part of the Health & Social Care Board (HSCB) were happy to be associated with the programme. It was noted that the BLG had confirmed that they were content to support the rebadging of the current Medical Project Officer (MPO) post as a Fellow. They had also agreed to fund the banding for four posts at Band 1A with effect from August.

- Research Opportunities Group

Members received and noted the programme for the upcoming Research Opportunities Symposium scheduled to take place on 5 March 2015 at the Ramada, Shaw's Bridge.

- Recognising Trainers Programme – Trainer Recognition Pilot

Members received and noted the correspondence from the Health & Social Care Board of 20 January 2015, with respect to the GMC approval and recognition of trainers funding allocation. The allocation for the pilot up to the beginning of April and the potential surplus had been discussed under the Finance Report.

Mr Hutchinson (Finance Manager) was excused from the meeting.

10 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B15/10)

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

Dr Loughrey (Director for Postgraduate GP Education) wished to highlight the ongoing significant pressures in the Department due to the increasing workload. She advised that this was in part due to the move to Shared Services and the amount of time that was now

spent by herself and the GP Coordinator on the authorisation of payments through the Finance Process Manager (FPM) system. She also highlighted the difficulty in monitoring payments to avoid duplication. It was noted that this was a shared concern throughout departments, though Dr Loughrey stressed the high volume of payments process by General Practice.

10.1 Specialty Training

Recruitment

It was noted that there had been a reduction of 6% nationally in recruitment to General Practice across the United Kingdom, however, Northern Ireland had maintained its numbers with 184 applicants this year.

Upon enquiry from the Chair, Dr Loughrey confirmed that there had been no instruction from the Department to increase GP Training numbers from the current sixty-five, as recommended by the GP Workforce Task Group.

Out of Hours Training Capacity

It was noted that the recent review had demonstrated sufficient capacity. Forty new Clinical Supervisors, based in out of hours, had been recruited.

Updated Statistics

Members noted the updated statistics within the report which outlined the number of trainees in the programme from ST1 – ST3. The number of trainees out of sync were noted.

10.2 GP Appraisal

It was noted that the General Practice Department continue to work closely with the Health & Social Care Board (HSCB) in the delivery of GP revalidation. It was noted that the second Annual Appraiser Training Day was scheduled to take place on the 3 June 2015.

10.3 Continuing Personal Development (CPD)

Dr Loughrey's report gave an overview of the delivery of CPD, which had become 'self funding' for the 2013/14 academic year and returned a profit of approximately £35k. Discussions were currently taking place with the Integrated Care Partnership (ICP) with regard to the commissioning of some CPD activity from NIMDTA.

11 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B15/11)

Members received and discussed the report from the Postgraduate Dental Dean which included updates on the following:

- Meetings /Actions since the September meeting of the Board
- Foundation Dentistry Issues
- Hospital Dentistry Issues
- Continuing Education

Attention was drawn to the following:

11.1 Foundation Dentistry Issues

Dental Foundation Recruitment 2015

Professor Hussey informed the members that following the first round of recruitment for Dental Foundation Trainers, twenty-nine of the thirty candidates had been appointed. One had since withdrawn and a second round had commenced. It was noted that a minimum of thirty-three Trainers were required by the start of September to accommodate the Foundation trainees that Northern Ireland had agreed to take through the national recruitment process.

It was further noted that a trainee with special circumstances, who had deferred from the previous year, was among the September starts. Professor Hussey advised that several practices had expressed interest in accommodating the trainee and £3k had been set aside from the Dental budget to support their special needs.

E-Portfolio Contract

Professor Hussey informed the members that the current contract for E-Portfolio was up for renewal and was being tendered via Health Education England (HEE). A decision was expected in March.

Dental Foundation Salaries

Professor Hussey updated members on the issue of Dental Foundation salaries which had caused confusion in 2014/15. It was noted that the Doctors Dentists Pay Review Body (DDPRB) had been tasked with determining this issue in the future.

11.2 Hospital Dentistry

Professor Hussey informed the members that Ms Nicola McCurley had commenced her role as Adviser for Dental Core Trainees from 1 December 2014. It was noted that, in liaison with the educational supervisors across the three hospital bases, she was already developing an educational programme for implementation with the next cohort of trainees in August.

It was noted that interviews to recruit to the Dental Core Training posts, using the Oriel system, were scheduled to take place on 25 March.

He further advised that the current seven Specialty Registrars were progressing well and ARCPs had been arranged to take place on 2 April. It was noted that SAC representatives on behalf of five dental specialties would be joining the ARCPs via teleconferencing or Skype.

11.3 Continuing Education

Professor Hussey informed the members that following Board discussion, and the 10% rise which had been levied on course fees across the programme, it had been reported that the uptake on courses had declined by approximately 30% as compared to the previous year. The impact of the fee changes would continue to be monitored and reassessed.

The annual symposium, scheduled for 20 March, had to date attracted 115 confirmed delegates and would be held at Mossley Mill this year.

It was further noted that there was an increased interest in 'in-practice' delivery of educational topics by the Continuing Education Team. The CE Team were looking to expand the range of core topics to be delivered.

Members of the Board wished to record their best wishes for a speedy recovery to Mr David McCarter (Adviser for Continuing Education), currently on long-term sick leave.

12 REPORT FROM THE DIRECTOR OF POSTGRADUATE HOSPITAL SPECIALTY TRAINING (Paper B15/12)

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

12.1 Hospital Specialty Training Committee Meetings

The Hospital Specialty Training Committee, chaired by Dr Steele, had met on three occasions since the November meeting of the Board.

The Specialty Schools Forum, also chaired by Dr Steele had met on the 22 January. A presentation on 'Raising Concerns' had been given by Mr Craig Renfrew (Director of Medical Education) at the South Eastern Trust.

Dr Steele's report highlighted and members discussed the following updates on Hospital Specialty Training issues:

Combined Specialty Training

It was noted that the relevant Schools involved in this initiative met on Thursday 22nd January 2015 to review the mid-year findings from the 2014 recruitment and to discuss the process for 2015. The selection process is being refined with particular attention being given to previous experience and the appointability score. Dr Steele highlighted an issue with respect to a trainee appointed in 2014.

Study Leave

The review of the allocation of study leave funding process continued and it was hoped to implement the revised guidance for August 2015. It was noted that a meeting with the Training Programme Directors, to review the high cost of courses for Medical and Clinical Oncology had taken place. Dr Steele advised that agreement had been reached and the current courses would be continued, however, it had been stressed that this would impact on the other activities the trainees would be eligible for funding towards during their programme.

PA Allocation for Named Supervisors

In year funding was received from the commissioners for a pilot project to increase the funding tariff for PAs for Named Supervisors. This is being introduced for the supervisors of trainees in Emergency Medicine, Paediatrics and Obstetrics and Gynaecology and for all F1s. Supervisors will be completing a diary card over a 9

week period for an evaluation of the effect to take place. Funding for the GMC Trainer Recognition Pilot had been discussed under the report from the Finance Manager and Chief Executive/Postgraduate Medical Dean.

PA Allocation for TPDs

It was noted that Trusts had been requested to distribute funding with payment back dated to April 2013.

Out of Programme Policy (OOP)

The Out of Programme (OOP) policy has been updated and is now on the website.

Allocations Audit

To be discussed under the report from the Administrative Director.

NIMDTA Trainee Forum

Dr Steele informed the members that the second meeting of the NIMDTA Trainee Forum would be held on 14 April 2015. It was noted that this should be a trainee led Forum, however, nominations for the role of Chair and Secretary had yet to be received. This would be discussed at the next meeting. Members were being offered Chairmanship Skills training.

School Reviews

It was noted that the School of Psychiatry Review had taken place on 27 January 2015. The processes around selection, allocation, induction, delivery of curriculum, OOP, study leave, assessment, faculty development and trainee support had been discussed. Dr Steele informed the members that the School of Paediatrics Review was scheduled for the following day.

OMFS training

It was noted that discussions had taken place around concerns and the ability to provide OMFS training within the current service. Dr

Steele advised that due to the absence of confirmation from the Department to the Commissioners regarding funding, a decision had been made to withdraw from National Recruitment for the coming year.

New Training Post Approval and Location

A process is ongoing to define how new (or relocating) training posts would be allocated to Trusts. The type of information which would inform these decisions is to be defined to make the process open, fair and transparent. Priorities for new training posts had been identified by the commissioners (OMFS, Infectious Diseases, Radiology, Urology, Trauma and Orthopaedics, GP) but to date funding has only become available from the DHSSPS for two new Haematology posts.

Workforce Planning

It was noted that the Commissioners had confirmed that they would be reviewing the following specialties: Geriatric Medicine, Acute Medicine, Haematology (Jan – June 2015) followed by Intensive Care and Anaesthetics (April – October 2015).

Intensive Care Medicine

The Critical Care Network of Northern Ireland (CCaNNI) has been asked to provide advice to the Commissioners regarding workforce requirements in Intensive Care Medicine. Training had changed recently to being a standalone CCT which potentially made planning more difficult. A meeting had taken place on 11 February 2015, to discuss the CCT holder requirements for the specialty and the expected trainee numbers needed to provide for this in the future.

Supporting Letters for Educators

It was noted that appraisal arrangements in the Belfast Trust now required doctors to provide evidence of being in good standing with other organisations that they have a role within. Requests have been received from and support letters provided to Training Programme Directors and Heads of School upon request.

Introductory Session for Clinical Facilitators

A workshop had taken place on 13 February 2015 for the newly appointed Clinical Facilitators. It was noted that the Clinical Facilitators had been appointed to assist with the development and delivery of training sessions for Supervisors and Generic Skills sessions for Foundation and Specialty Trainees.

Histopathology Training in Post Mortems

There were currently two NIMDTA trainees who required increased access to autopsies to complete their training. Following a meeting involving NIMDTA and the Belfast Trust held on 2 February 2015, a service level agreement was being explored with a centre in Margate to facilitate this. It was noted that there would be an annual cost to NIMDTA of £2000 per trainee for three attachments of one week each for an expected period of two years. The suitability of the arrangement would be kept under review during the first year.

Unsatisfactory References

Dr Steele advised that, with the assistance of legal advice from the BSO, a policy was being prepared to outline the role of references in determining if a trainee could be found unappointable following interviews.

General Surgery Training Opportunities in Belfast Trust

It was noted that the School of Surgery, through the analysis of log books, had identified that there may be insufficient numbers of upper GI operative procedures available to meet the training needs of the current number of trainees. Further data gathering would be carried out to help identify if the current posts needed realignment to other surgical sub-specialties.

Belfast City Hospital ST3+ Medical Specialties Trainees

It was further noted that a meeting had been scheduled with the Belfast Trust to take place on 23 March 2015, to review the distribution of ST3+ posts across Medical Specialties. This was in

response to findings from visits and specialty reviews.

12.2 Appointments/Resignations

Professor Steele's report noted the following appointments since his last report to the Board:

- Mr R Gilliland (Training Programme Director for General Surgery)
- Dr M Hunter (Training Programme Director for Infectious Diseases)

12.3 External Meetings/Visits

Members noted the external meetings and visits attended by Dr Steele on behalf of NIMDTA since the November meeting of the Board.

13 REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME (Paper B15/13)

In the absence of the Director for the Foundation Programme, a report would be deferred until the April meeting of the NIMDTA Board.

14 REPORT FROM THE HUMAN RESOURCES MANAGER (Paper B15/14)

Members received and discussed the report from the Human Resources Manager. Attention was drawn to the following:

14.1 Summary

- Recruitment & Selection Training

It was noted that Recruitment & Selection Training had been provided on seven occasions during January and February 2015.

- Recruitment

Ms Campbell (Human Resources Manager) informed the members that recruitment for all specialties had gone well. It was noted that final offers would go out by the middle of March.

- NIMDTA Payroll

It was noted that a payroll sign-off meeting had taken place on 28 January to transfer NIMDTA payroll to Shared Services.

- GP Specialty Trainee Handbook – Terms & conditions of Service for GP specialty Trainees in GP Practice

Ms Campbell informed the members the handbook had been considered and approved at the February meeting of Senior Management. It was noted that the policy had been updated to reflect the changes to the sick/maternity leave process and payments via Shared Services before being issued to the current GP Trainees.

- HRPTS E-Recruitment System

It was noted that the system would go live from the beginning of April.

- Issuing of Staff Payslips

Ms Campbell raised the issue of the provision of hardcopy payslips to NIMDTA staff. It was noted that BSO required all organisations to move to electronic payslips, which would in the case of NIMDTA make a saving of approximately £266/year. All staff on ESS could access their payslips via HRPTS. All other staff would continue to receive hard copies. The date for the discontinuation of hard copy payslips would have to be agreed with the Union.

Human
Resources
Manager

14.2 Resourcing

It was noted that three Band 4 posts continued to be held as redeployment options for employees impacted with the introduction of Shared Services.

14.3 Policies for Review

Members received, discussed and approved the following Human Resources Policies:

- Management of Attendance Protocol
- Recruitment & Selection Policy

It was noted that both policies had been considered and approved by Senior Management prior to being presented to the Board. Ms Campbell would arrange the circulation of the Management of Attendance Protocol to all staff. It would also be placed on the

Human
Resources
Manager

intranet.

14.4 Incidents

It was noted that following an appeal panel held on 5 February, a staff member's grievance against Senior Management had been upheld. The member had been written to and advised of the outcome of their appeal.

14.5 Audit Recommendations

It was further noted that the Recruitment, Selection & Allocation Policy for nationally Co-ordinated Dental Foundation Year 1 (2015) Policy, had been updated to reflect the recommendation made by Audit with respect to Trainees with special circumstances. The policy had been received and approved by Senior Management at their February meeting.

14.6 Risks

- Human Resources, Payroll, Travel & Subsistence System (HRPTS)

Ms Campbell informed the members that issues continued in relation to the payment of maternity pay for junior doctors on rotation, KITS days for GP Trainees, payment of Education salary scales and recording of Educator annual leave.

The Chair brought the report from Mr McCarey (Corporate Governance Manager) forward, to facilitate his early departure from the meeting

16. REPORT FROM THE CORPORATE GOVERNANCE MANAGER (Paper 15/16)

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

The following documents/policies had been received and reviewed under the report from the Governance & Risk Committee:

- Assurance Framework
- Code of Conduct (NIMDTA Employees)
- Gifts & Hospitality: Acceptance of Guidance
- Incident Reporting Policy
- Health & Safety Policy
- Business Continuity Plan

16.1 Summary

- Draft Strategic Plan 2015/18 & Draft Business Plan 2015/16

It was noted that the draft Strategic and Business Plans had been submitted to the Department within the required timeline.

16.2 Business Objectives

- Business Plan 2014/15

It was noted that the strategic objectives from the 2014/15 Business Plan remained largely on schedule or had been achieved.

- Departmental Risk Registers

Departmental Risk Registers would be forwarded for the March meeting of Senior Management. Mr McCarey's report outlined the progress to date.

- Board Governance Self-Assessment Tool

Upon enquiry from Mr Morrice (Non-Executive Member), Mr McCarey confirmed that an extension to the end of July had been agreed with the Department with relation to the submission of the external verification report being undertaken by Internal Audit on behalf of NIMDTA, in relation to Board effectiveness. The Board Governance Self-Assessment Tool was due to be submitted by the original 31 March deadline.

16.3 Incidents

Members received and noted the Incidents, Accidents and Complaints updated from November onwards contained within the report from the Corporate Governance Manager. The report highlighted an IP address issue and hot food incident.

15 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B15/15)

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

- Administrative Functions (response to Ministerial Request) – January 2015
- Review of Administrative Structures within the HSC System –

Correspondence from Office of the Permanent Secretary – 8.1.15

- SMT & Departmental Structure
- Review of Health & Social Care Administrative Structures – Correspondence from Office of the Permanent Secretary – 13.2.15
- Draft Business Plan 2015/16
- Corporate Risk Register
- Vacancies Spreadsheet (wef 14.1.15)
- Procurement & Contract Management Report
- Authorisation Framework
- Purchasing of Goods & Services – Guidance for Staff
- Learning & Development Agreement (LDA)

- Learning & Development Agreement Monitoring & Escalation Policy
- Information Requests/Ministerial Correspondence (January – 19 February 2015)

15.1 Senior Management Committee

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

15.2 Review of Post-Registration Training and Education

Ms Roberts (Administrative Director) informed the members that NIMDTA had been advised that the Review would be going ahead as planned but would be unlikely to commence until 2016/17. The subject had been touched upon during the Audit Sub-Committee meeting held that morning. The members agreed that the Chief Executive should write to the Department to seek confirmation regarding timescale.

Chief Executive

15.3 Review of HSC Administrative Structures

Ms Roberts advised that in response to the Permanent Secretary's Review of Administrative Structures, NIMDTA had been asked to provide an organisation chart identifying Heads of Department and the number of staff and costs associated with each function. Members received and discussed the preliminary response which had been forward to the Department on 7 January.

Members further noted and received the correspondence of 8 January from the Permanent Secretary, setting out the Terms of Reference for the Review and requesting a point of contact from NIMDTA and follow-up correspondence of 13 February requesting information in relation to a number of objectives. It was noted that

Ms Roberts had been designated the point of contact and would respond on behalf of NIMDTA by the required deadline of 6 March.

NIMDTA's organisational structure, which had been internally reviewed before being brought to the Board for consideration, was received, discussed and supported.

Members agreed that the current job titles for the Administrative Director, Human Resources Manager and Corporate Governance Manager did not accurately reflect their roles in delivering education and training services (membership and contributions to NIMDTA, regional and national education and training committees; authorship of NIMDTA education and training policies; leadership of NIMDTA education and training processes and procedures) in addition to their roles in supporting these services. It was therefore agreed to re-designate the title of the Human Resources Manager to Human Resources Manager (Medical and Dental Training) and Corporate Governance Manager to Governance, IT and Facilities Manager. The organisational structure would form part of the response to the Department.

Administrative
Director

Mr McCarey (Corporate Governance Manager) was excused from the meeting

15.4 Financial Allocations and Business Planning for 2015/16

The recurrent reduction of NIMDTA's 2015/16 allocation had been discussed under the report from the Finance Manager and Chief Executive/Postgraduate Medical Dean.

- Draft Business Plan 2015/16

Members received, discussed and approved the amended Draft Business Plan 2015/16, which had been forwarded to the Department, in line with the requirements of the Sponsor Branch. It was noted that it may require further revision to reflect the proposals contained within NIMDTA's Savings Plan.

15.5 Corporate Risk Register

Members received and discussed the Corporate Risk Register which Ms Roberts advised would be a standing item for Senior Management and Board meetings and would continue to go to the Governance & Risk Committee for information only. It was noted that the Register which had been considered at the February meeting of the Governance & Risk Committee, had been amended accordingly. Several new risks had been added and attention was drawn to the new look front page.

15.6 Junior Doctor Vacancies

Members received and discussed the vacancies spreadsheet which showed the position as of mid January. The number of vacancies currently stood at 149.

It was noted that the Department, Health & Social Care Board (HSCB) and Public Health Agency (PHA) were kept fully briefed on the position and impact on service delivery.

15.7 Recruitment for August 2015

It was noted that a total of 263 posts at ST1/CT1 level had been advertised for the August 2015 start. Round 1 interviews had taken place from 15 January to 25 February, with offers being rolled out from 13 February. It was further noted that unfilled posts or additional posts would be readvertised from 12 – 24 March.

Round 2 for ST3/4 level posts had opened for applications on 17 February and would close on 11 March.

It was further noted that the MDRS Oriel system had been used for all aspects of the recruitment process to date, including application, shortlisting, preferencing of posts and release and acceptance of offers.

15.8 Internal Audit Plan and Reports

- Allocation of Junior Doctors Audit

Ms Roberts informed the members that the final report on the audit of the Allocation of Junior Doctors and Dentists had been received in January. It was noted that there had been no priority 1 findings, but four priority 2 weaknesses had been received, which Ms Roberts had outlined in her report. Action plans had been put in place to address the weaknesses identified.

- Financial Review

It was noted that the fieldwork in relation to the Financial Review had commenced.

- Upcoming Audits

It was further noted that the Risk Management Audit, Controls Assurance Verification and follow-up on the implementation of prior recommendations would commence week beginning 9 March 2015.

15.9 Contracts Management

- Summary of NIMDTA Contracts

Members received and discussed the summary of NIMDTA contracts forwarded for information.

Ms Roberts highlighted the Single Tender Action (STA) with respect to Hicom Technology (Intrepid core and course management systems), which it was noted would need to be extended in line with the national contract. She advised that Health Education England (HEE), had submitted a two year tender waiver for the core system until March 2017. It was further noted that Ms Roberts and Professor Gardiner had attended a meeting with the Department on 25 February at which the proposal for a single contract for all trainee information systems had been discussed.

She further highlighted the current STA with respect to the provision of Simulator Personnel for GP and Hospital recruitment, currently provided by Prima Linea. It was noted that NIMDTA were working with the Business Services Organisation (BSO) with respect to the possible initiation of a tendering exercise.

- Authorisation Framework

Members received, noted and approved the Authorisation Framework. The policy review schedule would be updated to reflect the approval of the Board.

- Purchasing of Goods and Services – Guidance for Staff

Members received, noted and approved the policy. It was noted that all members of staff were required to comply with NIMDTA's policy in relation to the procurement of goods and services.

- Learning Development Agreement (LDA) & Escalation Policy

The Escalation policy had been discussed under the Governance & Risk Committee Report. It was noted that

15.10 Information Requests and Ministerial Correspondence

Members received and discussed the summary of information requests and responses, which included Assembly Questions, received during January 2015 to date.

Ms Roberts (Administrative Director) tabled the recent request

received on 25 November, in relation to the 'Paybill reduction across the Public Sector'.

15.11 Grievance Appeal Hearing

Discussed under the report from the Human Resources Manager

16 CORRESPONDENCE/REPORTS/PAPERS (Paper B15/17)

Members received and noted the following:

- Annual Theft and Fraud Report 2013/14 – Correspondence from DHSSPS (29.1.15)

17 ANY OTHER BUSINESS

There was no further business.

18 DATE OF NEXT MEETING

- Thursday 30 April 2015 – Boardroom

Confirmed dates for 2015

- Thursday 25 June 2015 – Boardroom
- Thursday 24 September 2015 – Boardroom
- Tuesday 1 December 2015 – Boardroom (*previously 26.11.15*)

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 2015

- Thursday 26 March 2015 – Ramada Shaw's Bridge (*discussed under announcements*)
- Thursday 21 May 2015 – Boardroom
- Thursday 27 August 2015 - Boardroom
- Thursday 29 October 2015 - Boardroom