

Minutes



MEETING: NIMDTA Board
DATE: Tuesday 24 September 2024
TIME: 2pm
VENUE: Boardroom, HSCLC

Members:

Mr D Wilson	Chair
Mr B Garland	Member (<i>part only</i>)
Ms G Campbell	Member
Mr G McKenna	Member (<i>online- part only</i>)
Mr H Graham	Member

In Attendance:

Mr M McCarey	Chief Executive
Dr C Harron	Postgraduate Medical Dean & Director of Education
Mr A McClelland	Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Ms R Campbell	Senior Professional Support Manager
Dr Hendron	Postgraduate Dental Dean
Ms Hughes	Senior Education Manager
Dr Smyth	Director of Hospital Specialty and Professional Development
Dr L Parks	Foundation Director
Ms Turner	Senior HR Manager – Trainee Employment
Dr H Rogers	Medical Committee Member
Dr P Ryan	Medical Director
Ms B McGuinness	Executive Assistant to CEO and PGMD
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	None.	
2.0	Declarations of Interests – Items of Business	

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2.1	None	
3.0	Announcements	
3.1	Mr Wilson and Mr McCarey welcomed Dr H Rogers and Dr P Ryan to the meeting, which they are observing today as part of their NIMDTA induction.	
4.0	Minute of Meeting	
4.1	The Minutes of 24 June 2024 were approved, subject to minor wording amendment requested by Ms Black at Item 13.3.	Mr McClelland
5.0	Matters Arising	
5.1	Please see appended Action List.	
5.2	<u>SAS Policy</u> Ms Hughes confirmed that the changes requested by Board on 24 June 2024 were made. The amended policy was subsequently approved by Board Members via circulation.	
5.3	Members were content all other actions are complete, or covered within the reports presented today.	
6.0	Update from The Audit and Risk Sub-Committee	
6.1	<u>Meeting on 25 June 2024</u> Deferred in the absence of Mr Garland.	
7.0	Update from Governance & Risk Sub-Committee	
7.1	<u>Meeting held on 6 September 2024</u> Ms G Campbell confirmed that the Governance, Resources and Performance Committee (GRPC) met on 6 September 2024, with a focus on Business Plan review. A number of additions to the Corporate Risk Register were also discussed. Mr Wilson confirmed that he has shared the Risk Appetite annex form the Orange Book with Mr McClelland, asking if there are any amendments to be made. Mr McClelland confirmed no changes are required at present as NIMDTA is aligned to Orange Book standards, however NIMDTA's approach to and refinement of Risk Management will remains under review and	

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	the GRPC will review NIMDTA's Risk Management Appetite in October. Ms G Campbell confirmed she is content with this approach.	
8.0	NIMDTA Resourcing	
8.1	<u>SLE PPE</u> Mr McCarey advised DoH have moved the completion date to the end of December 2024, with stakeholder engagement ongoing.	
8.2	<u>External Recruitment</u> Mr McCarey highlighted increased uptake being seen.	
8.3	<u>Resident Doctor Term</u> Mr McCarey noted a terminology change proposed by the BMA. Attendees discussed at length how this change may impact NIMDTA and agreed further discussion is required at SMC. Ms Turner advised this change in terminology is on the agenda for the upcoming LNC meeting, after which she will provide feedback to SMC. <i>Mr McKenna joined the meeting.</i>	
8.4	<u>Industrial Action Impact (DiT)</u> See confidential item C1.0.	
8.5	<u>Hospital Specialty Recruitment</u> Mr McCarey advised that a request for two Band 4 posts was not possible due to current budget restraints, however the two existing substantive Band 3 posts within the Hospital Specialty staffing structure are within the Hospital Specialty autonomy to fill. Dr Harron requested that when financial decisions are being taken a representative from the work area be in attendance to provide insight on risks. Mr McCarey recognised the significant work which has been done to move towards the preferred team structure, with 62% staff growth and 70% financial growth seen in recent times. Mr McCarey stressed however, that additionality which does not come with attached funding is not possible in the current financial climate.	

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9.0	NIMDTA Policies	
9.1	<p>The following NIMDTA Policies were presented for approval:</p> <ul style="list-style-type: none"> • NIMDTA Hybrid Working Scheme 2024 • NIMDTA Management of Probationary Periods 2024 • NIMDTA Alcohol and Substance Misuse at Work Policy 2024 • NIMDTA Equality Diversity and Inclusion Policy (Regional Policy) 2024 • NIMDTA Policy on Partial Retirement 2024 • NIMDTA Retire & Return Policy 2024 • NIMDTA Social Media Policy Corporate 2024 <p>Ms R Campbell advised these are regional BSO policies which must be adopted by NIMDTA.</p> <p>Members noted many policies require associated procedures and monitoring to ensure NIMDTA are complying with policy.</p> <p>Members discussed the risks involved for Line Managers and NIMDTA, and noted the content relies heavily on advice from BSO HR which is not always readily available.</p> <p>Mr McCarey noted his preference to develop some internal HR expertise, and advised of work to further develop NIMDTA's induction on line management responsibilities as there is a gap in this area.</p> <p>Mr Garland asked if these policies were reviewed at a Committee, noting that the inclusion at Board uses a significant proportion of Members monthly time. Ms R Campbell confirmed they have not been sent to a Committee.</p> <p>Members requested a report on the outworking's of the pilot Hybrid Working Scheme before the pilot transitions to a permanent policy.</p> <p>Attendees noted that the Substance Abuse Policy refers to BSO premises. Ms R Campbell committed to amend this error.</p>	<p>Ms R Campbell</p> <p>Ms R Campbell</p>
10.0	Risk Management	
10.1	<p><u>Corporate Risk Register (CRR)</u> <i>Mr McCarey left the meeting.</i></p>	

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	<p>Mr McClelland advised the CRR was reviewed at the Governance, Resources and Performance Committee on 06 September 2024. Following discussions, 2 additional risks were added along with associated risk appetite. Mr McClelland also confirmed that Internal Audit have reviewed the CRR and are content with the amendments to formatting and processes made.</p> <p><i>Mr McCarey rejoined the meeting.</i></p> <p>Ms G Campbell noted Mr McKenna's NIMDTA appointment is due to end in March 2025, and asked if this will be recruited along with the Medical Board Member role. Mr Wilson confirmed he and Mr McCarey have raised this with DoH colleagues. Members asked for encouragement to utilise a reserve list going forward.</p> <p>Members welcomed the progress in Risk Management across NIMDTA.</p>	
11.0	Report from the Chief Executive	
11.1	Members noted the report from Mr McCarey, Chief Executive.	
11.2	Mr McCarey advised Members that the Report To Those Charged With Governance (RTTCWG) is now final and will be sent to the next Audit and Risk Committee (ARC).	
11.3	Mr McCarey confirmed that the Annual Report was laid within the required timelines and is now published on the NIMDTA website.	
11.4	Mr McCarey drew Members attention to the Confidential section of his report.	
12.0	Report from Senior Business Manager	
12.1	Members noted the report from Ms Black, Senior Business Manager.	

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12.2	<u>Financial Management</u> See confidential item C2.0 below.	
12.3	<u>Posts for Approval</u> The following posts were approved: <ul style="list-style-type: none"> • Band 3 AFC EBC.41 - Hospital Dentistry (<i>for approval</i>) • APGDD Hospital Dentistry 1 (3 PA's) EBC.41 (<i>for approval</i>) • APGDD Hospital Dentistry 2 (2 PA's) EBC.41 (<i>for approval</i>) The following posts were noted: <ul style="list-style-type: none"> • FINAL EBC.41 Hospital Dentistry 28.05.24 (<i>for information</i>) • Business Management 2024/25 Q1 Performance Report (<i>for information</i>) 	
12.4	<u>Business Management 2024/25 Q1 Performance Report (<i>for information</i>)</u> Ms Black apologised that this paper was incorrectly included on the agenda.	
12.5	<u>EQUIP Owing Our Future Together (<i>for information</i>)</u> Mr Wilson asked for costs. Ms Black clarified the cost will be in staff time, rather than a cash outlay, most heavily impacting SLE and Business Management. Ms G Campbell asked for Ms Turner's view on the suitability of EQUIP for NIMDTA's needs. Ms Turner advised that NIMDTA have not had capacity to release staff to attend workshops regarding the building of the EQUIP system and it is thus difficult to gauge if NIMDTA needs are being taken into account.	

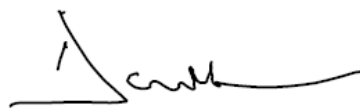
Ref	Item	Action
12.6	<u>Fraud</u> Ms Black drew Members attention to the Confidential section of her report, noting two new fraud cases have been reported.	
13.0	Report from the Postgraduate Medical Dean /Director of Education	
13.1	Members noted the report from Dr Harron, PGMD/Director of Education.	
13.2	<u>Clinical Education Day</u> Dr Harron thanked NIMDTA colleagues for their work on delivering the Clinical Education Day on 13 September 2024. The event was well attended by over 300, with positive feedback having been received.	
13.3	<u>National Recruitment</u> Dr Harron noted NIMDTA's dependence on national recruitment and MDRS, and the current pressures on the national recruitment office. Dr Harron is unsure of the impact on NIMDTA, with decisions being made by the larger nations. Dr Harron highlighted the potential risks dependant on decisions taken. Ms Hughes highlighted there will also be cost implications which have been highlighted to Ms Black.	
13.4	<u>Complaints</u> See confidential item C3.0 below.	
14.0	Report from the Postgraduate Dental Dean	
14.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
14.2	<u>Risks</u> Dr Hendron noted the dental risk which has been de-escalated from the Corporate Risk Register.	
14.3	<u>Continuing Education</u> Members recognised the new system is taking time to bed in, however progress is positive. Members also recognised that NIMDTA requirements are bespoke and noted the minimal costs at present.	

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14.4	<u>SIMODONT</u> Dr Hendron noted concerns about the current SIMONDONT suite and potential for leaks impacting equipment warranty. It was recognised the current room was never meant to be a permanent solution.	
15.0	Report from the Senior Education Manager	
15.1	Members noted the report from Ms Hughes, Senior Education Manager.	
15.2	<u>Revalidation</u> Members asked for clarification around the risks. Ms Hughes advised of the need for a manual checking process, due to TIS limitations. There is thus an inherent risk of human error involved. Ms Hughes also highlighted the risk for trainees of being connected to the wrong body, or to no body and thus losing their registration.	
16.0	Report from the Senior Professional Support Manager	
16.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager. There were no questions.	
17.0	Report from Senior HR Manager (Trainee Employment)	
17.1	Members noted the report from Ms Turner, Senior HR Manager (Trainee Employment).	
17.2	<u>Rotation</u> Mr Wilson asked for a rotation update. Ms Turner noted the difficulties caused by staffing gaps and verification. Only 5% of transactions required off cycle payments, which is minimal.	
17.3	Ms Turner drew Members attention to the Confidential section of her report.	
18.0	Report from the Director of Foundation	

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18.1	Members noted the report from Dr Parks, Director of Foundation.	
18.2	<p>Dr Parks shared that the Foundation Year 1 programme was fully filled with the assigned 294 posts. A successful regional induction session for Foundation Year 1 trainees was held recently at Lagan Valley Island on 1 August 2024.</p> <p>Mr McCarey welcomed this positive result and recognised the success of being driven by past data. Mr McCarey noted his wish to invest in F0 and F1 to make Northern Ireland a more attractive place to train.</p>	
18.3	<p><u>Risk</u> Dr Parks highlighted the pressures on the team given one cohort has just started as has recruitment for next year. This is a heavy workload for such a small team, particularly given the two gaps currently being carried.</p>	
18.4	<p><u>Prescribing Safely Exam (PSA)</u> Dr Parks advised that 16 of 17 attended the recent exam, with nine passing.</p>	
18.5	<p><u>Stakeholder Engagement</u> Dr Parks advised of engagement with Queen’s University Belfast (QUB), Ulster University (UU) and Magee to inform students of processes and to develop a relationship with NIMDTA. This also informs planning.</p> <p><i>Mr McCarey left the meeting.</i></p>	
19.0	Report from the Director of Postgraduate GP Education	
19.1	Members noted the report from Dr Leggett, Director of Postgraduate GP Education	
19.2	<p><u>High Court Ruling – AKT Exam</u> See confidential item C4.0.</p>	

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20.0	Report from the Director of Hospital Specialty and Professional Development	
21.1	Members noted the report from Dr Smyth, Director of Hospital Specialty and Professional Development.	
21.2	No questions.	
22.0	Report from the Senior Governance, IT & Facilities Manager	
22.1	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	
22.2	<p><u>Building Expansion</u></p> <p>Mr McClelland updated on work regarding the lease of the remainder of Beechill House.</p> <p><i>Mr McCarey rejoined the meeting.</i></p> <p>Mr McClelland advised that discussions with DoH Health Estates remain ongoing, with work also being done on a Capital bid for long term plan.</p>	
22.3	<p><u>Mid-Year Assurance Statement</u></p> <p>Mr McClelland welcomed the positive result and confirmed this will shortly be submitted to DoH.</p> <p>Mr McClelland noted the inclusion of internal control divergences, which are prudent to include to help inform future discussion.</p>	
23.0	Correspondence/Reports/Papers received (for information)	

Ref	Item	Action
23.1	<p>The following items were noted:</p> <ul style="list-style-type: none"> • FPAU MEMO 05-2024 - MORs on 9th-14th Reports 2017-22 - NI ASSEMBLY PUBLIC ACCOUNTS COMMITTEE REPORTS • HSC(HS)C(F) 14-2024 - Payment of Travelling and Other Allowances to Members Determination (Northern Ireland) 2024 • Ltr to Chief Executives re Additional Director Position 	
24.0	Any Other Business	
24.1	<p><u>Senior Executive Payscale</u> Mr McCarey provided an update, advising that the review remains ongoing, with a legal action also underway.</p>	
25.0	Date of next meeting	
25.1	Tuesday 26 November 2024, 10am	



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NIMDTA Chair

26.11.24

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Date