

Minutes

MEETING: NIMDTA Board
DATE: Thursday 25 June 2015
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

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

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Dr I Steele (Director of Hospital Specialty Training & Quality)
Ms A Carragher (Director for the Foundation Programme)
Ms M Roberts (Administrative Director)
Ms R Campbell (HR Manager, Medical & Dental Training)
Mr M McCarey (Governance, IT and Facilities Manager)

In Attendance

Mrs P Dardis (Corporate Services)

By Invitation: Ms E Thompson/Ms P Daly (Finance Directorate, BSO) – Items 3 & 4

1 APOLOGIES

Dr C Loughrey (Director for Postgraduate GP Education)
Mr G Smyth (Non Executive Member)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

DRAFT ANNUAL REPORT 2014/15 & DRAFT FINANCIAL STATEMENTS FOR YEAR ENDED 31 March 2015

The Chair welcomed Ms Emma Thompson and Ms Paula Daly from the Finance Directorate, BSO to the meeting thanked them for their work and commitment in the preparation of the reports.

It was noted that at an Emergency Meeting called by the Chair on 14 May 2015 of the Non-Executive Members, Chief Executive/Postgraduate Medical Dean and Administrative Director, partly conducted via teleconference, it had been agreed to ask BSO Finance to provide a full accountancy service to NIMDTA in the interim with immediate effect.

Draft Annual Report 2014/15 (Paper B15/32)

Members received and discussed the Draft Annual Report 2014/15 which had been considered by the Audit Sub Committee at their meeting that morning.

Mr D Morrice (Chair of the Audit Sub-Committee) informed the members that following discussion at the Audit Sub-Committee, it was agreed that the Draft Annual Report be recommended to the Board for approval subject to minor amendment.

Following further discussion as to the content and layout, which included the recommendation in future of photographs being used and alignment of the report to the Annual Quality Report to the Department, it was agreed to approve the Annual Report, subject to the minor revisions already discussed.

Draft Financial Statements for Year Ended 31 March 2015 (Paper B15/33)

Members received and discussed the Draft Financial Statements for the year ended 31 March 2015, which had been considered at the Audit Sub Committee at their meeting that morning.

Mr D Morrice (Chair of the Audit Sub Committee) informed the members that the Audit Sub Committee were content to recommend the statements to the Board for approval. The Northern Ireland Audit Office (NIAO) had confirmed an unqualified opinion. The Statements were subsequently approved.

Mr McCarey would arrange for the completion of the necessary signatures on both documents before being laid to the Assembly.

4

FINANCIAL UPDATE

Finance Report – NIMDTA Month 2 Accounts 2015/16 (Paper B15/34)

Members received and discussed the tabled Finance Report prepared by BSO giving an overview of Month 2 of the NIMDTA Accounts for 2015/16. Attention was drawn to the following and the accompanying appendices noted:

- Appendix 1 – Income & Expenditure Report
- Appendix 2 – Payroll Report

4.1 Income and Expenditure Position at Month 2

Ms Emma Thompson and Ms Paula Daly (BSO Finance), advised that it was hoped to have a draft budget ready for the September meeting of the Board for approval. They advised it was always a challenge to predict at month 2.

It was noted that they were currently working through the budget setting process with Senior Management and had identified a number of areas which required further detailed review and costing. As a consequence they were unable to provide a detailed variance analysis at this stage.

Members noted Table A, presenting the estimated financial position at month 2 which showed a surplus of £417k. The surplus was based on budgeted income of 2/12 DHSSPS and HSCB RRL income less 2/12 of the estimated Trust RRLs for 2015/16. It was further noted however that if historical creditors had not been reversed, the overall position would have been £92k deficit.

Ms Daly highlighted Table B, presenting an analysis of budgeted income. She further advised that additional income would also need to be factored in, which included course fees and NIAccess income.

The Chair discussed the past circulation of relevant information from the Commissioners and Public Health Agency. It was noted that allocations/income information, though addressed to the Chief Executive, had not been forwarded to him directly. It was confirmed that this issue had been addressed to ensure that the correspondence would go to the necessary members of Senior Management, as well as Ms Daly from BSO.

4.2 Payroll Reports

Attention was brought to Appendix 2, Staff in Post Report which it was advised would be part of the monthly Finance Report. It was noted that Ms Daly would forward this information to Senior Management to review for inaccuracies.

4.3 Prompt Payment Performance

It was noted that at month 2 NIMDTA were slightly below the thirty day prompt payment target of 95%, as required by the Department, by 0.1%. However, it was noted that the 10 day target of 50% as set by the Board stood at 90.8.

4.4 Additional Finance Services

4.4

Members noted and discussed the additional areas of work being undertaken by BSO Finance in support of NIMDTA.

Administrative
Director

Ms Roberts (Administrative Director) advised the members, that the Service Level Agreement with the BSO would need to be amended to take account of the additional services on NIMDTA's behalf.

Ms Thompson and Ms Daly exited the meeting, after the Chair thanked them again for their attendance and continuing support.

5 ANNOUNCEMENTS

It was noted that Ms Angela Carragher (Director for the Foundation Programme) would be joining the meeting at a later stage. Her Foundation Report would be given verbally.

Non Executive Board Workshop

The Chair informed the members that the first hour of the Non Executive Board Workshop had been confirmed as an Extraordinary Meeting of the NIMDTA Board, to consider and sign off on the Annual Quality Report, due for submission to the Department in September. It was noted that the Chief Executive/Postgraduate Medical Dean, Administrative Director and Governance, IT & Facilities Manager, only need attend.

It was further noted that the lead issue for the following Non Executive Board Workshop, would be to look at, consider and feedback to Senior Management, on their thoughts with reference to the strategic planning/direction for 2015 – 2018.

Business Planning 2016/17 Away Day

The Chair and Chief Executive advised members that the 29 October 2015 had been proposed as the date for the Business Planning Away Day, which would include input from Non Executive Members of the Board, Senior Management, Associate Dean's and Team Leaders. It was suggested that the HSC Leadership Centre might be sourced as a venue. It was also agreed to check the availability of members in advance of confirming the date due to potential leave over the half term break.

PA –
Postgraduate
Dean's Office

6 MINUTE OF PREVIOUS MEETING (Paper 15/35)

Minute of the meeting held on 30 April 2015, copies of which had been circulated prior to the meeting, were approved.

7 MATTERS ARISING

3. Announcements: Launch of the NI Clinical Leadership Fellows' Programme (ADEPT)

The Chair confirmed, that on behalf of the Board, he had emailed Mrs Gillian Carlisle (Specialty Training Coordinator) and her Team, to acknowledge the excellent work carried out in regard to the ADEPT Programme. The launch night had been a great success and had been commended by all those who had attended. It was noted that Mrs Carlisle and Ms Denise Hughes (Hospital Training Coordinator) had responded to thank the Chair and Board for their comments.

3. Announcements: Provisional Dates for 2016

It was noted that the dates for 2016 now confirmed, had been updated and recirculated.

5. Matters Arising: Governance & Risk Committee Meeting held on 15 December 2014: Strategic Plan

Covered under matters arising.

5. Matters Arising: Report from the Chief Executive/Postgraduate Medical Dean: Donaldson Report Recommendations Consultation

Update under the report from the Chief Executive/Postgraduate Medical Dean.

5. Matters Arising: Report from the Human Resources Manager: Issuing of Staff Payslips

Ms Campbell confirmed that hard copy payslips would cease to be issued to all staff on HRPTS from 1 July.

9. Report from the Chief Executive/Postgraduate Medical Dean: 9.2 Senior Management: Learning Development Agreements (LDAs)

Update under the report from the Administrative Director.

9. Report from the Chief Executive/Postgraduate Medical Dean: 9.5 Clinical Educators Day (18 September 2015)

It was noted that the draft programme, missing from the Board papers, had been recirculated to the Non Executive Board Members. The venue for the event this year was Belfast Castle. Members had been requested to respond directly to Miss Lynda Boyd (Faculty & Revalidation Officer), who was coordinating the event.

9. Report from the Chief Executive/Postgraduate Medical Dean: 9.9 Clinical Leadership Programme (ADEPT): Royal College of Surgeons of Edinburgh Clinical Leadership Fellow

Update under the report from the Chief Executive/Postgraduate Medical Dean.

10. Report from the Postgraduate Dental Dean: 10.2 E-Portfolio Contract for Dental Foundation

Update under the report from the Postgraduate Dental Dean.

14. Report from the Administrative Director: 14.4 Corporate Risk Register

As requested the Corporate Risk Register had been recirculated via email after the April Board meeting.

14. Report from the Administrative Director: 14.8 Contracts Management: NIMDTA Contact for Venues

Update under the report from the Administrative Director.

15. Report from the Governance, IT & Facilities Manager: 15.2
Business Objectives: Draft Business Plan 2015/16

Update under the report from the Governance, IT & Facilities Manager.

8 REPORT FROM THE AUDIT SUB-COMMITTEE

Mr D Morrice, Chair of the Audit Sub-Committee, confirmed that a meeting of the Audit Sub-Committee had taken place earlier that morning, prior to the meeting of the NIMDTA Board.

**8.1 Unconfirmed Minute of the Meeting held on 27 May 2015
(Paper B15/36)**

Members received and noted the unconfirmed minute from the meeting held on 27 May 2015. Mr Morrice informed the members that the minute had been approved with no further amendment.

8.2 Meeting held on 25 June 2015

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

Draft Annual Report 2015/16 and Draft Statement for year Ended
31 March 2015

Discussed under item 3.

DRAFT 2014/15 Report to those Charged with Governance

It was noted that the draft report had identified one Priority 1 and two Priority 3 issues, all which had been accepted in the Management response.

Mr Morrice advised the members that it had been agreed to carry out a critical review on the Priority 1. It was further noted that though NIMDTA had received a Priority 3 for failure to meet prompt payment targets, it was felt that this would be rectified in the coming year.

8.3 Date of Next Meeting

Mr Morrice informed the members that following discussion at the meeting that morning the following two dates, both coinciding with Non-Executive Workshops, had been confirmed:

- Monday 5 October 2015 @ 11.00 am
- Thursday 25 February 2016 @ 11.00 am

9 GOVERNANCE & RISK SUB-COMMITTEE

Mr Joynes (Chair of the NIMDTA Board and member of the Governance & Risk Committee), gave an updated on behalf of Mr Smyth (Chair of the Governance & Risk Committee). Attention was drawn to the following:

9.1 Unconfirmed Minute of the Meeting held on 12 May 2015 (Paper B15/37)

Members received and noted the unconfirmed minute from the meeting held on 12 May 2015, which had been approved at the subsequent meeting held prior that week on 23 June 2015. Mr Joynes informed the members that the main focus of the meeting on 12 May 2015 had been the Corporate Risk Register and Information Governance.

9.2 Meeting held on 23 June 2015

Mr Joynes advised that the meeting had considered the Corporate Risk Register and Departmental Risk Registers from the Professional Support and Business Support Departments. A number of new risks had been added to the Corporate Risk Register and would be noted further under the report from the Administrative Director.

It was further noted that it had been agreed that a protocol document should be written which would help in organising a uniform approach to the Departmental Risk Registers.

Governance
Manager

9.3 Date of Next Meeting

It was noted that the next meeting of the Governance & Risk Committee was scheduled for 22 September 2015 at 2.00 pm.

10 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B15/38)

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:

- Workforce Planning – list of Specialties
- Letter to Permanent Secretary – NIMDTA Accounts (14.5.15)
- Senior Level Recruitment – Correspondence from Office of the Permanent Secretary (14.5.15)
- NIMDTA Response to the Donaldson Report Recommendations
- Response to Deputy CMO re. Letter to Minister (9.6.15)
- Complimentary Letters – CMT Trainee & Rheumatology
- Trainee Support Service Feedback
- GMC Examination Results
- GMC National Training Survey Results
- GMC Feedback on Enhanced Monitoring Visit to Altnagelvin (O&G – 28.5.15)
- Correspondence from RC of Surgeons of Edinburgh re. Leadership Fellow (8.4.15 received 1.5.15)
- ADEPT Brochure 2015/16
- Improving Quality and Understanding to Enhance Specialty Training (iQuest) Brochure

10.1 Stakeholder Engagements

Members discussed the list of stakeholder engagements noted under the report from the Chief Executive/Postgraduate Medical Dean and the associated developments and activities. Professor Gardiner highlighted the following:

- Meeting with Permanent Secretary and Head of HSC Leadership Centre (22 July 2015)

Upon enquiry from the members, Professor Gardiner clarified that a meeting had been arranged by the Head of the HSC Leadership Centre to discuss Leadership Development in the HSC. After further discussion and to give a clearer background to the future meeting, it was agreed to circulate the relevant letter of invitation from the Head HSC Leadership and subsequent acceptance from the Permanent Secretary, to the members for information.

PA –
Postgraduate
Dean's Office

- Workforce Planning

Members received and noted the progress report (June 2015). Professor Gardiner advised that NIMDTA representatives had been invited to contribute and attend meetings with PHA to contribute to the development of workforce plans. He further advised that he had been verbally informed that a bid for fifteen additional General Practice posts had been initiated hopefully to be in place by August 2016.

10.2 Board

- Business Planning Away Day (29 October 2015)

Discussed and agreed under announcements.

10.3 Senior Management

Professor Gardiner's report highlighted the main areas of business and associated risks discussed by Senior Management at the meetings held in June and highlighted the following:

- Ground Clearing Meeting in advance of the Year End Accountability Assurance Meeting

It was noted that following the Ground Clearing Meeting which had taken place on 12 June 2015 and attended by Professor Gardiner and Ms Roberts (Administrative Director), NIMDTA had been informed that the Department felt that all the issues had been covered and the End Year meeting with the Permanent Secretary's office was no longer required. Professor Gardiner highlighted some of the issues discussed at the Ground Clearing meeting.

- Letter to Permanent Secretary re. Budget Surplus

Members received and discussed the correspondence from the Chief Executive to the Permanent Secretary of 14 May 2015, informing him of the surplus in NIMDTA's budget and highlighting the background to the decision to request the activation of the BSO contingency plan for the provision of a full accounting service.

- Senior Level Recruitment

Members received and discussed the correspondence from the Office of the Permanent Secretary of 14 May 2015 outlining an embargo on Senior Level Director appointments. It was agreed that further clarification should be sought from the Director for Workforce Policy (Ms H Stevens) as to the interpretation of the directive.

Chief Executive

- NIMDTA Response to the Donaldson Report Recommendations

Members received and noted the response to the Donaldson Report recommendations, which had been forwarded within the required timeline by the Chief Executive.

10.4 Specialty Training

- Letter of Complaint

It was noted that following a letter of complaint received by the Office of the Minister, NIMDTA had been requested to comment. Members received and discussed the letter forwarded by Professor Gardiner to the Deputy CMO of 9 June 2015, in response to correspondence.

- Complimentary Letters Received

Professor Gardiner highlighted and members acknowledged the email he had received giving extremely positive feedback in relation to one of the current CMT trainees. He was delighted to have also received a copy of an email praising the Rheumatology Team of trainees in the Belfast Trust.

10.5 Trainee Support

- Trainee Support Service Feedback

Members received and discussed the results of the feedback on career and trainee support from the Associate Dean for Careers and Personal Development which had been conducted via survey monkey. The comments were agreed to be extremely positive.

10.6 Fitness to Practise

Professor Gardiner highlighted several issues with respect to trainees.

10.7 Quality Management

- Indemnity for Foundation Trainees

Professor Gardiner advised that this was a potential liability for NIMDTA which would be addressed within the Learning Development Agreement.

- GMC Examination Results

Members received and noted the print outs of the pass rates by NIMDTA. Professor Gardiner highlighted the results for General Practice of 99% overall.

- GMC National Training Survey (NTS) Results

Members received and discussed the results from the National Training Survey. Professor Gardiner explained the colour coding and highlighted a few examples from the feedback.

10.8 Hospital Deanery Visits

Members noted the recently completed and upcoming visits listed within the report.

Members received and discussed the GMC feedback received on the Enhanced Monitoring visit to Obstetrics & Gynaecology which had taken place on 28 May 2015. Professor Gardiner highlighted the general comments at the end of the feedback which concluded that the visit had been well managed and led and clear progress had been identified.

10.9 Clinical Leadership Programme (ADEPT)

- ADEPT Brochure 2015/16

Members received and noted the Brochure outlining the Northern Ireland Clinical Leadership Fellows' Programme for 2015/16, which gave a short biography of each of the Fellows.

- Royal College of Surgeons of Edinburgh Clinical Leadership Fellow

Members received and noted the correspondence from President of the Royal College of Surgeons of Edinburgh, confirming funding for a Joint Leadership Fellow with NIMDTA. They had offered to match the funding from NIMDTA. Professor Gardiner informed the members that based upon this offer an additional Fellowship in Quality Management had been established and been offered to and accepted by the next trainee on the waiting list.

Generic Skills for Specialty Trainees

Members received and noted the update with respect to Generic Skills within Professor Gardiner's report. It was noted that the launch of the programme would be hosted by the HSC Leadership Centre on 15 October. The Brochure was enclosed for information.

11 REPORT FROM THE DIRECTOR OF HOSPITAL SPECIALTY TRAINING & QUALITY MANAGEMENT(Paper B15/39)

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

11.1 Hospital Specialty Training Committee Meetings

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

The Specialty Schools Forum (Head and Deputy Head of Schools), also chaired by Dr Steele had met on the 13 May 2015. A presentation had been delivered by Mr Gerry Bleakney (Public Health Agency) on 'Brief Intervention Training for smoking cessation'.

Combined Specialty Training

Dr Steele informed the members that, as in the previous year, recruitment had taken place to the Combined Specialty Training Programme. The interviews had taken place on 19th May 2015. It was noted that after initially receiving forty-nine applications, thirty-nine had been longlisted, twenty-seven booked interviews with nineteen eventually attending. Out of the twelve which had been deemed appointable, eight had accepted their offers.

Dr Steele was temporarily excused from the meeting. In his absence and the absence of the Director for the Foundation Programme, the Report from the Professional Support Manager was brought forward on the agenda

13 REPORT FROM PROFESSIONAL SUPPORT MANAGER (Paper B15/41)

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

- Annual Return to the Equality Commission

13.1

Summary

- Recruitment

Ms Campbell (Professional Support Manager) informed the members that the third round of medical recruitment had been completed. It was noted that recruitment to fill LAT posts in some specialties would continue into July hence overlapping with ARCPs.

It was noted that a Dental Trainer had withdrawn from the 2015/16 Scheme. Professor Hussey would update members fully under his report.

Ms Campbell advised members, that the terms of office for the current Lay Representatives were due to expire in August 2015. Interviews for those wishing to reapply and new candidates had been held on 19 June 2015. Induction for those appointed had been arranged for 17 September 2015.

- Voluntary Exit Scheme (VES)

Ms Campbell informed the members that the approved VES Scheme had been released and would be rolled out to NIMDTA members shortly seeking expressions of interest. An update had been provided within the Report from the Administrative Director.

- Associate Dean for Careers & Personal Development

It was noted that the current Associate Dean for Careers & Personal Development, Dr John Collins, had tendered his resignation with effect from the end of November. Ms Campbell advised that the post would be advertised with a view to holding interviews in September. It was hoped that a period of shadowing could be arranged.

13.2

Resourcing

It was noted that Miss Lynda Boyd had been appointed permanently to the Revalidation/Faculty Development Band 4 post. Interviews had taken place on 21 May 2015.

Ms Campbell advised that the Band 4 Payroll Officer had been redeployed to General Practice.

Dr Steele (Director for Hospital Specialties & Quality Management) re-joined the meeting

13.3 Business Objectives

Members received and noted the Annual Equality Return to the Equality Commission.

13.4 Complaints

- Specialty Recruitment

Ms Campbell advised that three complaints had been received following recent recruitment. It was noted that all three had been investigated in line with the NIMDTA policy and required timeline. A request for two of the investigations to be reviewed had been received. The results of the Review had been provided.

13.5 Risks

- Maternity Cover

It was noted that the Executive Officer in Human Resources would be due to commence maternity leave in the Autumn. Ms Campbell advised that that a lead in period to cover this essential role was organised.

- Human Resources Continuity Plan

Ms Campbell informed the members that as part of the NIMDTA contingency planning, she was currently drafting the Workforce Business Continuity Plan. She would be liaising with Head of Departments, who were essential in identifying potential gaps in covering key business areas. She would bring the document to a future meeting of the Board.

Professional
Support
Manager

- Absence Figures

At the request of the Chair, it was agreed that absence figures, currently reported annually to the Board, would in future be a standing item on the agenda.

Professional
Support
Manager

11

**REPORT FROM THE DIRECTOR OF HOSPITAL SPECIALTY TRAINING & QUALITY MANAGEMENT(Paper B15/39)
(continued)**

11.1

**Hospital Specialty Training Committee Meetings
(continued)**

Study Leave

Dr Steele informed the members that the review of the allocation of study leave funding process continued. The implementation for the issuing of the revised guidance was August 2015. The guidance and application form had been agreed in April and circulated to Lead Educators. Dr Steele further advised that Lead Educators were being informed that applications for events will be treated under the Non-Mandatory criteria unless they can demonstrate the evidence for the event being Mandatory. Responses to date from Lead Educators were being reviewed and they had received feedback as to whether the event fulfilled the mandatory criteria or whether it was more appropriate for the Highly Recommended category.

School Annual Reviews

It was noted that planned reviews of Obstetrics and Gynaecology and Emergency Medicine had been postponed until the Autumn due to the level of administrative support required to meet the needs of ARCPs and recruitment.

Head of School of Diagnostics

Dr Steele advised that following the recent resignation of the Head of School of Diagnostics, a meeting had taken place on the 8 June with the Training Programme Directors for Histopathology and Radiology to discuss options. It was decided that the most appropriate structure to meet the needs of the two specialties was to continue with the current structure and start the process to appoint a new Head of School.

Histopathology Training in Post Mortems

A meeting to discuss the issues around delivery of autopsy training

for all histopathology trainees (including “autopsy light”) has been postponed until 22 September 2015 due to a number of key individuals not being available on the planned date of 8 June 2015.

Recruitment Appeals

Appeals for review of recruitment processes have been received and are being dealt with according to the policy and within the required time lines as reported under the report from the Professional Support Manager.

GMC National Training Survey (NTS)

It was noted that the National Training Survey had closed on 6 May 2015. Fifteen patient safety comments and two undermining comments had been received. Trust action plans were being received in response to these and a Deanery response was being compiled to the GMC. Lead Educators had been informed of the NTS findings for their trainees and they would be required to provide a response in their Annual Specialty Reports. It was further noted that Trust Directors of Medical Education would be providing a response in their Local Education Provider (LEP) action plans for incorporation into the Dean’s Report to the GMC in October.

GMC National Training Survey Undermining Indicators

Dr Steele advised the members that NIMDTA had been notified by the General Medical Council through a separate unpublished process, that three Units had red indicators. LEPs and Schools have been informed. A NTS webinar took place to help with analysing results of the Survey.

Ms Carragher (Director for the Foundation Programme) entered the meeting

Less Than Full-Time Training (LTFT) Review

Dr Steele informed the members that a review of the specialty trainees receiving top up funding to facilitate slot sharing or supernumerary funding had taken place the previous week to help assess funding required. It was noted that in addition there were

trainees being facilitated in a full time slot with reduced hours at no extra cost to NIMDTA.

Recruitment Review

Dr Steele further advised that recruitment to date across all Schools was being reviewed. It was noted that where vacancies remained, discussion had taken place as to whether there were any other methods available to fill these posts. The report from the Administrative Director outlined the current number of vacancies across specialties.

Complaint about PYA Report Delay

Dr Steele informed the members that a complaint had been received about the delay by one of NIMDTA's Training Programme Directors in providing their external report. An apology had been made to the Deanery in question, however it was noted that the TPD had not been contacted for more than nine months from the time of the PYAs to inform them the report was outstanding.

11.2 Appointments

It was noted that the following appointment had been made since the April meeting of the Board:

- Dr M Morrow (NIMDTA Simulation Lead) also discussed under the Report from the Chief Executive/Postgraduate Medical Dean.

11.3 Posts Advertised

It was further noted that interviews would be held for the vacant posts of Training Programme Director (TPD) in the specialties of ENT and Dermatology.

11.4 External/Internal Meetings/Visits

Members noted the meetings, visits and other events attended by Dr Steele on behalf of NIMDTA since the April meeting of the Board.

12 REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME

The Chair welcomed Ms Angela Carragher (Director for the Foundation Programme) to the meeting.

Ms Carragher informed the members that it was extremely busy time of the year within Foundation and drew attention to the following:

12.1 Foundation Weekly Update

The Chair confirmed that members continued to receive the informative weekly update, which provided foundation contacts with 'sharing learning' medicine notifications and highlighted regional alerts.

12.2 Certificate of Experience

Ms Carragher advised a new electronic process via GMC Connect for those doctors registering from provisional to full registration was now in place. It was noted that in previous years Ms Carragher would have personally signed each certificate; this year there were 248 certificates.

12.3 ARCP Outcomes

Ms Carragher further advised that the following day, Foundation Training Programme Directors would be attending NIMDTA for the final sign off of the 510 ARCP outcomes. A lay representative would also be present.

12.4 Recruitment to Foundation Programme and Allocations

Ms Carragher informed the members that not all F1s had been allocated as yet. It was noted that there had been three resignations the previous day. She continued that the next batch allocation of those on the FPAS reserve list was scheduled for 30 June 2015.

12.5 Foundation Induction Day

It was noted that the annual induction day was scheduled to take place on 30 July 2015 and would be held at the Lagan Valley Island Centre. Ms Carragher invited Non-Executive Members of the Board to attend and would arrange for the details to be circulated formally.

Director for the
Foundation
Programme

12.6 Reformation of the Foundation Department

Ms Carragher informed the members that the Foundation Team had recently been reorganised, with Ms Lesley Whan (also Dental Coordinator), taking on the dual role of Foundation Coordinator. She wished to record her thanks to Ms Campbell (Professional Support Manager), Ms Whan and her Team for the support they had given during what continued to be one of the busiest times of the year for Foundation.

Ms Carragher was excused from the remainder of the meeting.

14 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B15/42)

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

- Scoping of Corporate Services Activity
 - Organisation Chart (Corporate Services)
 - NIMDTA Organisational Chart
 - Senior Management & Departmental Structure
 - Questionnaire of Costs & Activities
- Voluntary Exit Scheme
 - Correspondence from Director of Workforce Policy, DHSSPS (3.6.15)
 - NIMDTA's Bid & Savings Plan
 - Anticipated Outcomes across all HSC Organisations
- NIMDTA Approval Process for VES
- VES Guidance
 - VES – Guide for Employees
 - VES Exit Scheme for HSC Employer Organisations
 - VES Expression of Interest Letter (Generic)
- Corporate Risk Register
- Summary of Current Foundation & Specialty Recruitment Position (presented to Medical Education Policy Group – 17 June 2015)
- Information Requests/Ministerial Correspondence (21 April – 17 June 2015)

14.1 Senior Management Committee

It was noted that Senior Management Team had met on three occasions since the April meeting of the Board. The most recent meeting had been held prior to the Board meeting that day.

14.2 Review of HSC Administrative Structures

Members received and discussed the information that had been provided to the Business Services Organisation (BSO), conducting the scoping of corporate services activity on behalf of the Permanent Secretary. Ms Roberts (Administrative Director) highlighted the following:

- Organisational Charts

Members discussed the following Organisational Chart (Corporate Services), NIMDTA Organisational Chart and Senior Management & Departmental Structure. The NIMDTA Organisational Chart had been amended to include both Educator and Administrator Staff and reflected whole time equivalents.

- Questionnaire of Costs & Activities

Members received and discussed the questionnaire which had been returned to the BSO on 10 June 2015 within the required timeline. It was noted that a workshop had been held on 11 June 2015 to discuss and collate responses from the smaller regional organisations for submission to the Permanent Secretary. It was noted that the Human Resources Director (BSO) would advise of the next steps. It was discussed and acknowledged that many of the roles within Business Support were integral to the delivery of medical and dental training. The removal of these roles would have an impact on the provision of training and ultimately on patient care.

14.3 Review of Post-Registration Training and Education

It was noted that, whilst the Review remained a priority for the Department, it had not as yet been possible to set up a Project Team due to resource constraints. NIMDTA would be informed once a Project Team had been established.

14.4 Voluntary Exit Scheme

Ms Roberts advised the members, that as touched upon, under the report from Ms Campbell (Professional Support Manager), correspondence, had been received from the Director of Workforce

Policy, Ms H Stevens, regarding the implementation of the Voluntary Exit Scheme (VES), which was now being rolled out across the HSC.

Members received, noted and discussed NIMDTA's bid and savings plan, which had been submitted to the BSO's Human Resources Director, who was responsible for submitting a business case on behalf of the smaller regional organisations. It was noted that the final allocations for all Departments had now been determined but was dependent upon the implementation of the Stormont House Agreement. Members noted the documentation showing the anticipated outcome across all HSC organisations. It was noted that if funding did not become available, the Department would work with organisations to identify further contingency arrangements.

14.5 Corporate Risk Register

Members received and discussed the Corporate Risk Register which had been discussed and suggested amendments discussed at the last meeting of the Governance & Risk Committee. Ms Roberts advised that it had been agreed that a new tab should be added to the Register to enable the archiving of completed actions.

14.6 Junior Doctor Fill Rates/Vacancies from August 2015

Members received and discussed the summary provided on the current position regarding Foundation and Specialty Recruitment from August 2015. It was noted that the number of vacant training posts currently stood at 122, though subject to change as recruitment was still ongoing in a number of specialties.

Upon enquiry from the Chair, Ms Roberts highlighted Emergency Medicine, which currently stood at 2 vacancies, which was agreed was a vast improvement on the previous year.

14.7 MDRS and Oriel Application System

Members received and discussed the tabled document outlining the projected MDRS costing for National Recruitment for Northern Ireland for 2015/16, which it was noted stood at approximately £180k and was based on the Barnett Formula. Costings had also been forwarded to the Deputy CMO.

It was noted to date, that no funding had been provided for the Oriel application system or the administration of the national/nationally coordinated recruitment processes. No financial commitment had been made by the Department and NIMDTA

continued to accrue for the costs. Ms Roberts would continue to update the Board on any developments.

Administrative
Director

14.8 Finance, Procurement and Logistics (FPL) System

NIMDTA continued to work closely with the Business Services Organisation to address the weaknesses identified by Internal Audit to ensure the uploading of transactions and journals from the Exchequer System onto the new Finance, Procurement and Logistics (FPL) System, which would improve compliance with the prompt payment policy.

Contracts Management

- Contract for Venues

It was noted that a contract specification in relation to venues for use in recruitment and training was in the process of being drawn up. This would be taken forward in liaison with the BSO's Procurement and Logistics Service. It was noted that it had been confirmed by DFP's Central Procurement Directorate (CPD) that due to a low level of interest in relation to events planning across the public sector, they would not be progressing with a collaborative arrangement for these services.

- Actors

It was noted that a Single Tender Action (STA) had been put in place until December 2016 for the provision of actors (simulator personnel) in recruitment and training events. A competitive tendering process for the award of a contract would take place as soon as PaLS is in a position to take this forward. CPD had confirmed that there were no regional contacts within the public sector that would suit NIMDTA's requirements.

- Intrepid (Core and Course Management Systems)

It had been confirmed by the Permanent Secretary's Office that a Single Tender Action (STA) was no longer necessary. Northern Ireland was included in the national contract with Hicom, as secured by HEE on behalf of all Postgraduate Deaneries (Local Education and Training Boards in England) until the tendering process and procurement competition for the Trainee Information Systems (TIS) project was awarded. It was anticipated that this would be in place by April 2017.

Medical Officer for engagement in the TIS project. NIMDTA had stressed the importance of engaging in the project.

- Learning and Development Agreements (LDAs)

It was confirmed that LDAs were currently being reviewed and would be issued for 2015/16 along with the new Monitoring and Escalation Policy, once the revisions, to include Trust Resource Revenue Limits (RRLs) had been agreed.

Information Requests and Ministerial Correspondence

Members received and discussed the provided summary of information requests and responses, which included Assembly Questions.

15. REPORT FROM THE GOVERNANCE, IT & FACILITIES MANAGER (Paper 15/43)

Members received and discussed the tabled report from the Governance, IT & Facilities Manager. Attention was drawn to the following and the accompanying papers received:

- Business Plan 2015/16
- Complaints/Incidents/Accidents (April/May 2015)

15.1 Summary

- Draft Annual Report 2014/15

Mr McCarey (Governance, IT & Facilities Manager) advised the members that the main focus of work over the last few months had been the preparation of the Annual Report.

- Board Effectiveness Audit

Mr McCarey informed the members that a further focus had been the preparation for and supporting of the fieldwork for the Board Effectiveness Audit. It was noted that the exit interview had taken place and the draft report was awaited. Mr McCarey would report to the next meeting on the outcomes.

Governance
Manager

15.2 Business Objectives

- Draft Business Plan 2015/16

Members received, discussed and approved the draft Business Plan 2015/16 subject to the minor amendment of the update of the job titles of Senior Management members.

Governance
Manager

- Facilities Management Contract

Mr McCarey informed the members that the new contract was centrally coordinated by the Business Services Organisation (BSO) and replaced the previous contract with DFP.

- Mobile Data Contract

It was further noted that NIMDTA would join a new mobile data contract with the BSO in the near future. Current blackberry users had been contacted to be made aware of the change.

- Paperless Board

It was noted that at the meeting of the Governance & Risk Committee held on 12 May 2015, a decision had been reached that the Board should revert to paper meetings. The Chair explained that the decision had reluctantly been taken due to the complications experienced in remote access by the Non Executive Members. Mr McCarey advised that tablet devices would be redeployed.

Governance
Manager

15.3 Incidents

Members received and discussed the Incidents, Accidents and Complaints reports for April and May 2015. It was agreed that the current rating of insignificant on the reports should be escalated to moderate with the exception of the last information request received in May.

Governance
Manager

15.4 Audit Recommendations

It was noted that the next round of Internal Audit Reviews would commence in September 2015.

15.5 Risks

It was noted that the Corporate Risk Register had been reviewed, updated and considered by the Governance & Risk Committee at their meeting on 23 June 2015.

Ms Roberts (Administrative Director) further highlighted a potential risk with respect to recent correspondence received from Health Estates in regard to the removal of delegated limits for office accommodation.

16

REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B15/44)

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

It was noted that Dr Claire Loughrey (Director for Postgraduate General Practice Education) had been selected to participate in a national Health Foundation Initiative – Foundation Q. The initiative would determine the content of Quality Improvement Training for Healthcare Workers.

16.1 Staff Pressures

The continuing significant ongoing pressures within the General Practice Department, resulting in a backlog were noted.

It was further noted that in order to quantify the additional Finance work which had previously been handled within the Finance Department and redirected to General Practice after the move to Shared Services, a work audit was being undertaken in the General Practice Department.

16.2 Specialty Training

Professor Gardiner highlighted the GP Specialty Training Department's successful bid for an educational grant awarded by Glaxo Smith Klein. The grant was due to be used to provide a Dermatology Training Programme for ST2 Trainees in General Practice.

16.3 General Practice Recruitment

It was noted that sixty-five training programmes in General practice had been filled and trainees had now been allocated to their posts.

It was further noted that the Accreditation of Transferable Competence Framework (ATCF) candidates had been successfully managed into the programme.

16.4 Updated Statistics June 2015

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 due to maternity leave and less than full-time (LTFT) were noted.

16.5 GP Appraisal

It was further noted, that the second annual appraiser training day had taken place on 3 June 2015 at Mossley Mill. The theme for the day had been 'Resilience and coping with an increasing workload in General Practice'.

17 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B15/45)

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

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

Attention was drawn to the following:

17.1 Meetings/Actions

Members noted the number of activities that Professor Hussey (Postgraduate Dental Dean) had attended since his last report to the Board in April.

17.2 Foundation Dentistry Issues

- Dental Foundation commencing 2015

Professor Hussey informed the members that following the withdrawal of a Dental Foundation Trainer from the 2015/16 Scheme, a new recruitment round had been initiated to find a replacement. Interviews would take place in the latter half of July in time for the new September start. The affected trainee had been kept fully informed.

It was noted that all those allocated trainees to the Northern Ireland Scheme had been successful in their final examinations. Northern Ireland was the only Deanery across the United Kingdom with 100% pass rate.

It was further noted that national recruitment will run clearing until 6 July.

- Trainer Induction Day

An induction day for new and returning Trainers had been held on 10 June. The programme from the event, facilitated by Ms Lynne Coia from NES Scotland, had covered elements of the Trainer role including workplace based assessments and feedback.

- E-Portfolio for Foundation Training

Professor Hussey informed the members that the new E-Portfolio for Foundation Training would be available from the start of September, the use of which would be covered during upcoming induction.

- Dental Foundation Recruitment 2016/17

It was noted that the national recruitment round for 2016/17 would commence in November 2015. Belfast would continue as a centre.

Local QUB fourth year students had received a standardised presentation on the process.

17.3 Hospital Dentistry

- Hospital Dentistry Training Committee

Professor Hussey informed the members that Ms Nicola McCurley had been elected to the Chair of the newly constituted Hospital Dentistry Training Committee at the inaugural meeting held on 27 May 2015.

- Dental Core Trainee (DCT) Recruitment

It was noted following a second recruitment round, the three remaining vacancies, all based at the Ulster Hospital, had been successfully filled at DCT2 level.

- Academic Training

It was further noted that there were a number of Dental applicants taking part in the interviews for the Academic Clinical Fellowship/Academic Clinical Lectureship posts scheduled to take place on 30 June 2015. Successful candidates would be eligible for training in Restorative Dentistry.

17.4 Continuing Education

Professor Hussey informed the members that an innovative

programme, using General Dental Council (GDC) core subjects as a guide, was being developed for September 2015/April 2016.

18 CORRESPONDENCE/REPORTS/PAPERS (Paper B15/46)

Members received and discussed the following:

- Whistle Blowing Guidance – HSC(F) 32-2015, DHSSPS Correspondence (16.6.15)

The Chair highlighted the link contained within the circular giving access to the guidance issued by the Department. Ms Roberts advised the members that she would view the guidance in conjunction with the NIMDTA policy and make any necessary amendments. The updated policy would be brought to a future meeting of the Board.

Administrative
Director

19 ANY OTHER BUSINESS

Correspondence from the Permanent Secretary (25.6.15) re. NIMDTA Accounts 2014/15

Professor Gardiner (Chief Executive/Postgraduate Medical Dean) tabled a letter from the Permanent Secretary received that afternoon in response to his correspondence and email forwarded in May 2015, advising the Department of the identification of a surplus in NIMDTA's budget, already mentioned under his report.

It was noted that the Permanent Secretary welcomed the positive measures that NIMDTA's Board had taken. Professor Gardiner highlighted the last sentence of the last para with reference to the underspend in 2014/15 and possible implications for the NIMDTA budget allocation for 2015/16, which he undertook to bring to the attention of Ms Daly and Ms Thompson from BSO Finance.

Chief Executive

It was agreed that going forward, Professor Gardiner should approach the Acting Director of Finance, BSO regarding the scope and terms for a Review before reporting back to the Permanent Secretary by 31 July 2015.

Chief Executive

20 DATE OF NEXT MEETING

- Thursday 27 August 2015 – Boardroom (*Extraordinary Meeting – Non Executive Members/CEO/Administrative Director & Governance, IT & Facilities Manager only*)
- Thursday 24 September 2015 – Boardroom

Confirmed dates for 2015

- Tuesday 1 December 2015 – Boardroom (*previously 26.11.15*)

Confirmed dates for 2016

- Tuesday 26 January 2016 – Boardroom
- Tuesday 29 March 2016 – Boardroom
- Thursday 28 April 2016 – Boardroom
- Thursday 30 June 2016 – Boardroom (*23.6.16 alternative*)
- Thursday 29 September 2016 – Boardroom
- Thursday 24 November 2016 – Boardroom

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 27 August 2015 – Boardroom (*1st hour to be used as Extraordinary Meeting of the Board*)
- Thursday 29 October 2015 – Boardroom

Confirmed dates for 2016

- Thursday 25 February 2016 – Boardroom
- Tuesday 24 May 2016 – Boardroom
- Thursday 25 August 2016 - Boardroom
- Thursday 27 October 2016 - Boardroom

All Non Executive Workshops unless otherwise advised will commence at 2.30 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.30 pm.