

Minutes

MEETING: NIMDTA Board
DATE: Thursday 27 February 2014
TIME: 2.00 pm
VENUE: Seminar Room, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Mr D Morrice

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Dr I Steele (Director of Postgraduate Hospital Specialty Training)
Dr C Loughrey (Director for Postgraduate GP Education)
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

Mr D Maguire (Non-Executive Member)
Mr G Smyth (Non-Executive Member)
Mr L Wilson (Non-Executive Member)
Ms A Carragher (Director for the Foundation Programme)

The Chair, Mr Joynes, declared the meeting non-quorate due to less than fifty percent of the Non-Executive Members being in attendance.

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Extraordinary Meeting Required

It was noted that the Non-Executive Members were already scheduled to meet on the morning of 11 March to consider the Board Governance Self-Assessment Tool. It was therefore agreed to hold a short Extraordinary Meeting prior to the Workshop, with the Non-Executive Members and Corporate Governance Manager, who would represent the Officers, to approve policies etc from the February meeting.

Appointment of Non-Executive Medical Member to the NIMDTA Board

The Chair updated members on the progress to appoint to the vacant post on the Board.

Mr Lee Wilson

The Chair wished to record the condolences of the Board to Mr Lee Wilson on the recent loss of his mother.

4 MINUTE OF PREVIOUS MEETING (Paper B14/08)

The Chair, wished to record his thanks to Mr Morrice for deputising as Chair at the January meeting of the Board. Mr Morrice stated that he was content with the minute of the meeting held on the 30 January 2014, copies of which had been previously circulated. The minutes were noted as a true and accurate record, but would not be approved until the next full meeting of the Board, to be held on 1 May 2014.

5 MATTERS ARISING

6. Matters Arising: 2. Membership of the NIMDTA Board

The Chair stated that the possibility of trainee representation on the Board would be considered in the future.

6. Matters Arising: 11.2 Continuing Education Issues: 'Lets Talk' Lectures

The Chief Executive/Postgraduate Medical Dean, Professor Gardiner, confirmed that he would be attending one of the evening lectures scheduled in March with a view to ascertaining if this initiative could be rolled out to other disciplines.

CEO/PG
Medical Dean

6. Matters Arising: 8.1 Report from the Governance & Risk Sub-Committee: Corporate Risk Register

It was noted that the Corporate Risk Register would be considered under the report from the Corporate Governance Manager.

6. Matters Arising: 13.4 Paperless Board

Upon enquiry, the Corporate Governance Manager, Mr McCarey, advised that it was still hoped to be able to organise a paperless meeting by September.

Corporate
Governance
Manager

6. Matters Arising: 13.8 Investigations Training

Mr McCarey informed the members that Investigations Training had been organised for 23 May and would be attended by senior members of NIMDTA. Professor Gardiner enquired if the training would be of interest to the Non-Executive Board members. It was agreed that Mr Morrice, as the current Chair of the Audit Sub-Committee, would be invited to attend if available.

10.3 Beechill House Lease

It was noted that the Administrative Director, Ms Roberts, had provided an update under her report. She confirmed that the Department had approved NIMDTA's Strategic Outline Case for renewal of the lease. The terms of the lease renewal had been approved by NIMDTA's solicitor and had now been signed by both parties.

All other items would be dealt with under the Agenda

6 REMUNERATION SUB-COMMITTEE

It was noted that the Remuneration Sub-Committee scheduled to take place prior to the meeting of the Board had been postponed until the 11 March.

7 REPORT FROM THE AUDIT SUB-COMMITTEE

7.1 Minute of the Meeting held on 30 January 2014 (Paper B14/09)

Members received and discussed the unconfirmed minute from the meeting held on 30 January 2014. An extensive verbal report on the meeting had already been delivered by Mr Morrice (Chair of the Audit Sub-Committee) at the January meeting of the Board.

7.2 Date of Next Meeting

Mr Morrice informed the members that the following provisional dates had been set for the Audit Sub-Committee:

- 22 May 2014 @ 11.30 am
- 26 June 2014 @ 12.00 noon

It was noted that the departmental circular outlining the timeline for the Annual Report and Financial Statements was still awaited. Once received these dates may be subject to change.

8 GOVERNANCE & RISK SUB-COMMITTEE

8.1 Minute of the Meeting held on 19 December 2013 (Paper B14/10)

Members received and discussed the unconfirmed minute from the meeting held on 19 December 2013. Mr Joynes (Chair of the Governance & Risk Sub-Committee) informed the members that the focus of the meeting had been the review of a number of Risk Registers, including the on-going amendments to the Corporate Risk Register.

8.2 Meeting held on 25 February 2014

Mr Joynes further informed the members, that unfortunately, the meeting held on 25 February 2014 had been declared as non-quorate.

He wished to highlight the extensive agenda which the Committee had discussed. A large volume of policies, including those due for review had been considered and amendments suggested, before forwarding to the Board for approval. He wished to record his appreciation of the amount of work which went into the production of these policies by the Administrative Director, Corporate Governance Manager and IT & Records Management Officer.

The Committee had also considered the Hospital Risk Register, which would be updated with suggested amendments and presented to the May meeting of the Hospital Specialty Training Committee for further discussion.

Members discussed the variation of risks contained within the Departmental Risk Registers and the process of escalation to the Corporate Risk Register. The Chair emphasised the importance of

working towards a consistent format within the Departmental Risk Registers.

9 FINANCIAL UPDATE (Paper B14/03)

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 and relied upon compliance with procurement procedures and accurate identification by budget holders of outstanding financial commitments.

9.1 Breakeven

Mr Hutchinson reminded the members that the definition of the key performance target of breakeven is a surplus or deficit of +/- 0.25%. It was noted that NIMDTA had been notified of an in-year reduction of £382K which would bring the projected year end expenditure to -£63K which equated to a deficit of 0.12% which falls within the breakeven target. It was noted that prior to this the budget had been in surplus due to the lower than anticipated GP trainee salary costs.

9.2 Prompt Payment Compliance

It was noted that the level of compliance achieved for the period 1 April 2013 – 31 January 2014, using the target of 95% of payments to commercial suppliers within thirty days had been 92.72%. Mr Hutchinson wished to stress that the implementation of FPL and HRPTS had put the Finance Department under immense pressure.

It was also noted that 79.24% had met the target of 65% of commercial payments to be made within ten working days, as set by the NIMDTA Agency Board.

9.3 Headcount Controls

It was noted that the current balance under the headcount control stood at 76.94, 0.06 posts below NIMDTA's limit of 77.

9.4 General Practice Training

Mr Hutchinson informed the members that the demand for extended training in General Practice continued to be highlighted as a potential significant risk for NIMDTA. The budget for GP

Training had been uplifted to reflect the increased demand for less-than-fulltime training and had been in surplus prior to the in-year funding reduction. The 2013/14 pay award of 1% had still to be implemented and the additional year to date cost would equate to approximately £53k. This would be included in the next Financial update.

9.5 Outlook – 2014/15 and Beyond

Mr Hutchinson informed the members that the financial outlook for 2014/15 and beyond now looked better than originally anticipated. The indicative budget allocation was £53.768M which represented an increase in cash terms of £771k.

His report gave an overview of the most significant cost pressures expected. Mr Hutchinson informed the members that the cost in respect of Shared Services was yet to be determined, however, NIMDTA had received a recharge for the 2013/14 financial year.

9.6 Business Services Transformation Programme (BSTP)

Mr Hutchinson updated members on the current status of the Finance, Procurement and Logistics system (FPL).

He wished to stress again the considerable amount of pressure that the Finance Department were under during the implementation of the new system.

The Chair excused Mr Hutchinson from the remainder of the meeting.

10 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B14/12)

The Board received and discussed the report from the Chief Executive/Postgraduate Medical Dean and attention was drawn to the following:

10.1 Quality Management

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

Hospital Deanery Visits

Professor Gardiner's report provided a list of Deanery visits planned by NIMDTA up until September 2014. He drew the

members attention to the follow up visits to General Surgery in the Belfast Trust on 27/28 March 2014. Departments within the Belfast City Hospital, Mater Hospital and Royal Victoria Hospital would be covered over the two day visit.

Members also discussed the planned visit to Plastic Surgery at the Ulster Hospital scheduled for 4 April and the Urology regional visit scheduled to take place on 8 May.

10.2 Liaison Meetings

Professor Gardiner informed the members that NIMDTA would not be able to carry out its role in organising and delivering postgraduate medical and dental training, without working closely with other organisations. This was achieved through a number of liaison groups, which included regular meetings with the Public Health Agency/Health & Social Care Board, Queen's University, BMA and with Regional Directors of Medical Education (NI Regional Network Group). His report listed the meetings that had taken place since the last meeting of Board.

It was further noted that a meeting had taken place that morning with representatives from the General Medical Council (Northern Ireland Office), to discuss their possible input into providing professional generic skills training.

10.3 Faculty Development

The Faculty Development Group, chaired by Dr Richard Tubman (Associate Dean) had not met since the 17 January. However, Professor Gardiner informed the members that a number of events/workshops had taken place in February and a further series of events were scheduled up until the latter half of 2014.

It was noted, that although not listed, Investigations Training had been organised for 23 May. The Corporate Governance Manager had noted this in his report to the Board.

10.4 Trainee Support

The Trainee Support Review Group continues to meet on a monthly basis and is chaired by Dr John Collins (Associate Dean). It was noted that there were now approximately fifty-seven trainees being actively managed and an additional nineteen trainees being monitored.

10.5 Revalidation

Professor Gardiner provided a table outlining the number of trainees who have had a recommendation regarding revalidation. Members noted that the figures included within his breakdown had been prepared for and sent to the Department recently.

10.6 Staffing

It was noted that further staff briefings were planned for March and June 2014. Non-Executive Members of the Board had been invited to participate in the briefing scheduled for 26 June 2014. A further Staff Engagement Workshop had also been arranged for 7 April.

Professor Gardiner further informed the members that he had commenced the annual appraisal of NIMDTA’s Senior Educators.

10.7 Representation/Meetings/Training

Members noted the on-going events attended by the Chief Executive/Postgraduate Medical Dean.

11 REPORT FROM THE DIRECTOR OF POSTGRADUATE HOSPITAL SPECIALTY TRAINING (Paper B14/13)

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

11.1 Hospital Specialty Team Meetings

Dr Steele (Director for Postgraduate Hospital Specialty Training) informed the members that the Hospital Specialty Team had met on 13 February and had a further meeting scheduled for 13 March. The Specialty Schools Forum had met on the 28 January and was next scheduled to meet on 28 March. It was noted that Dr Steele chaired both the Hospital Specialty Training Committee and Specialty Schools Forum.

Dr Steele further highlighted and members discussed a number of current Hospital Specialty Training issues which included:

Core Surgery Vacancies

It was noted that this issue had been flagged with the five Trusts. Professor Gardiner had written formally to the Medical Directors.

Non-Executive
Members

Dr Steele updated the members on the progress of recruitment into General Surgery. Offers had gone out to applicants that day.

Review of Trainee Allocation Process

Dr Steele informed the members that it would be made a priority to review the current Trainee Allocations Policy.

Applicants for Training Programme Director Posts

He further informed the members that NIMDTA had recently trawled to replace two out-going Training Programme Directors and had received no applicants. Dr Steele highlighted this as a potential risk.

General Medicine/Acute Medical Training

Dr Steele and Professor Gardiner updated the members on feedback received via the visits structure, which had highlighted a number of issues.

OMFS Training

Issues within OMFS training continued to be highlighted. Professor Gardiner informed the members that NIMDTA had recently met with representatives from the Public Health Agency/Health & Social Care Board to discuss proposals to increase OMFS numbers.

Undermining Issues

Dr Steele updated members on the action currently being taken to address a number of issues which had been identified by trainees in relation to undermining in several of the specialties.

11.2 Appointments

The following appointments had been made since the last meeting of the Board:

- Dr L Devlin (Training Programme Director for Immunology)

It was further noted that the positions of Training Programme Director for Acute Medicine, Rheumatology and Clinical Genetics, were also due to be advertised.

11.3 School Board Reviews

The School of Surgery Board and School of Anaesthetics Board

were due for review on 7 May and 15 May respectively.

11.4 Meetings to discuss Service and Workforce Developments

Dr Steele updated members on the outcome of a number of meetings which had taken place in January/February with representatives from the Public Health Agency & Health and Social Care Board.

12 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B14/17)

The Chair announced that the report from the Director for Postgraduate General Practice Education, had been brought forward on the agenda to facilitate her early departure to another commitment.

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

12.1 General Issues

Dr Loughrey highlighted a number of increasing significant pressures being dealt with within the General Practice Department bringing pressure on an already demanding work schedule. These included:

- The increasing number of GP trainees requiring additional support
- A number of new work initiatives within CPD
- The requirements to meet Revalidation

12.2 Specialty Training

Recruitment

Dr Loughrey updated members on the outcome of the Stage 3 recruitment which had been held on 12/13 February. A total of one hundred and nineteen applications had been invited to the Stage 3 process, of which ninety-five had demonstrated the competencies required. It was noted that there had been an overall reduction in the number of applications to General Practice across the United Kingdom of approximately 15%. She further informed the members that recruitment in Northern Ireland remained popular and all sixty-five posts were likely to be filled.

Updated Statistics

Members attention were drawn to the updated statistics quoted within Dr Loughrey's report. It was noted that there were currently a total of two hundred and twenty-five trainees currently within the programme. Members noted the number of trainees categorised as 'Out of Sync'.

In depth discussion took place about the number of trainees currently training 'Less Than Full-Time' (LTFT) within General Practice, the additional burden that this placed upon the administrative staff and possible solutions. It was agreed by the Board to recommend that the current LTFT Training Policy should specify that LTFT training in General Practice would only be facilitated at 80%. It was hoped that this would maximise the LTFT training opportunities for General Practice Trainees. The recommendation would be taken forward at the next meeting of the Senior Management Team.

Senior
Management
Team

12.3 Continuing Personal Development (CPD)

Dr Loughrey informed the members that a decision had been made to reconfigure the provision of CPD in General Practice resulting in the GP Tutor, who currently works two sessions a week, agreeing to work one session per week in GP Appraisal and one in CPD. It was noted that there were currently three major projects underway which included the Returner and Induction Scheme, work with the Northern Board Dermatology ICP and Quality Improvement in General Practice.

12.4 GP Appraisal

Dr Loughrey further informed the members that the General Practice Department continued to work closely with the Health & Social Care Board in the delivery of appraisal.

It was noted that a number of Appraisers had resigned or reduced their commitment. Interviews were scheduled for the 11 March to recruit a number of replacements.

13 REPORT FROM THE HUMAN RESOURCES MANAGER

NIMDTA HRPTS Readiness Plan (2014) (Paper B14/14)

Members received and discussed the NIMDTA HRPTS Readiness Plan which had been produced by Ms Campbell (Human Resources Manager).

Ms Campbell updated members on the progress of the implementation of the Human Resources, Payroll, Travel & Subsistence System (HRPTS). It was noted that HRPTS had gone 'live' for core Human Resources and Finance staff on 18 February and would hopefully be rolled out to the remainder of staff by 1 April.

Awareness sessions had been organised for staff on 27/28 February. It was further noted that Ms Joy Hollywood from the HSC Leadership Centre, had been invited to and would provide training on the HRPTS system to Senior Management at their next meeting scheduled for 7 March. It was noted that e-learning could also be accessed via the website.

After enquiry from the Chair, discussion took place as to possible implications for the Non-Executive Members of the Board.

14 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B14/15)

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

- Official Report of Briefing to the Health Committee held On 12 February 2014 re. Recruitment of Emergency Department Staff
- Vacancies Spreadsheet
- Fill Rates Spreadsheet
- Information Requests/Ministerial Correspondence Summary (January 2014)
- *Policies for Review/Approval*
 - Complaints Policy
 - Data Protection Policy
 - Freedom of Information Charging Policy
 - Freedom of Information Procedures Manual
 - Freedom of Information Publication Scheme
 - Records Management Disposal Schedule
 - Records Management Policy
 - Records Management Strategy
 - Subject Access Request Manual
- *New Policies for Review/Approval*
 - Information Asset Register
 - Information Governance Policy
 - Information Governance Strategy
- *Policies for information*
 - Caldicott Guardian Manual

- Code of practice on Protecting the Confidentiality Of Service User Information

14.1 Senior Management Committee

It was noted that Senior Management Team had met on one occasion since the last meeting of the Board.

14.2 Beechill House Lease

Ms Roberts had updated the Board on the progress of the Beechill House Lease under matters arising.

14.3 Meeting with Departmental Representatives

Review of NIMDTA

Ms Roberts informed the members that the Deputy Permanent Secretary and the Department's newly appointed Director of Human Resources had now confirmed that it was the Department's intention that the scope of the Review should be widened. A paper was with the Department's Top Management Group for final approval, after which a project initiation document (PID) and terms of reference would be developed. It was hoped that NIMDTA would have input into the Project Board Stakeholder Group to be set up. Depending on the outcome of the review legislative changes which may be required, the timeline for completion of the Review was expected to take between nine and twelve months.

Workforce Planning

It was noted that there was recognition that workforce planning was a top priority for the Department. It had been acknowledged that there was a need for better engagement and integration with commissioning.

Relationship

Ms Roberts informed the members that Ms Patricia Corbett, the Department's Director of Human Resources, was scheduled to make an introductory visit to NIMDTA on 26 March. It was noted that a framework setting out the sponsorship arrangements and principles of the relationship with the sponsor branch was in the process of being drafted.

14.4 Recruitment and Junior Doctor Vacancies

Members received and discussed the Official Report of the Briefing

to the Health Committee held On 12 February 2014. The Chair, Chief Executive/Postgraduate Medical Dean and Administrative Director had appeared before the Committee to provide evidence on the recruitment of doctors to Emergency Medicine.

Members received and discussed the vacancies and fill-rate spreadsheets which gave the position as of 20 February. It was noted that there were currently one hundred and thirty-nine vacancies across all specialties and levels of training, a slight increase since the last meeting with the Board.

It was noted that Round 1 interviews for CT1/ST1 posts had ceased on 18 February and recruitment for Round 2 ST3+ and LATs had commenced from 3 February with a closing date of 3 March 2014.

Medical & Dental Recruitment & Selection – Oriel Application System

It was noted that the new Oriel application system was now being piloted across twenty-one ST3 specialties. The pilot would be evaluated in early summer 2014.

The Chair excused Dr Loughrey from the remainder of the meeting.

14.5 Human Resources, Payroll & Subsistence (HRPTS)

The Human Resources Manager had already updated members on progress with the implementation of HRPTS.

14.6 Finance, Procurement and Logistics System (FPL)

The Finance Manager had reported on the progress of the implementation of the FPL system during his report.

14.7 Information Requests and Ministerial Correspondence Received

It was noted that a summary of information requests and responses, including responses to Assembly Questions had been included within the Corporate Governance Manager's monthly reports.

Members received and discussed the summary of requests for information from the Department and Ministerial correspondence that had been received and responded to by NIMDTA since the November 2013 meeting of the Board.

14.8 Policies for Review

Due to the non-quorate status of the meeting, it was agreed to defer consideration of the policies that had been submitted to the Board for review and approval to their Extraordinary Meeting of 11 March.

14.9 Internal Audit Assignments

Ms Roberts informed the members that internal audit assignments had been completed in relation to procurement and contract management. It was anticipated that a recommendation would be made to report annually to the Board on the management of contracts.

An audit of the processes for managing trainees requiring support was due to commence at the beginning of March and would focus on Foundation trainees. Members discussed the importance of ensuring the confidentiality of the trainees involved.

15 REPORT FROM THE CORPORATE GOVERNANCE MANAGER (Paper B14/16)

Members received and discussed the report from the Corporate Governance Manager. The report covered the following and the accompanying papers received:

- Corporate Risk Register
- Complaints/Incidents/Accidents/Requests Report (Nov13 – Jan14)

15.1 RISK MANAGEMENT

Corporate Risk Register

Members received and noted the Corporate Risk Register which reflected discussion from the meeting of the Governance & Risk Committee held on 19 December 2013. Further amendments had been made following a meeting of the Administrative Director and Corporate Governance Manager on 21 February 2014. Mr McCarey, Corporate Governance Manager, drew the members attention to the overview of amendments which were detailed within the version history.

Department Risk Registers

The Governance & Risk Committee had approved a plan for review

of Departmental Risk Registers.

15.2 COMPLAINTS/INCIDENTS/ACCIDENTS REQUESTS

Members received and noted the reports covering the period November 2013 – January 2014. The Chair added that these had been received and discussed at the February meeting of the Governance & Risk Committee.

15.3 BUSINESS PLAN FOR 2014/15

It was noted that the draft Business Plan had been submitted to the Department in line with their deadline of 17 January 2014.

15.4 ANNUAL REPORT

It was noted that staff had been requested to begin preparations for this year's annual report in line with last year's timetable. Once the departmental circular outlining the timeline for the Annual Report was received the deadlines may change.

15.5 INVESTIGATIONS TRAINING

Mr McCarey had updated the members on the status of the arrangements for investigation training under matters arising.

16 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B14/18)

Members received and discussed the report from the Postgraduate Dental Dean. Attention was drawn to the following and the accompanying papers received:

- Dental Course Programme (April – June 2014)
- Dental Continuing Education Course Fee Structure (2012 – 2014)

16.1 Representation/Meetings/Training

Members noted the substantial number of events that Professor Hussey (Postgraduate Dental Dean) had attended since his last report to the Board at the end of November 2013.

16.2 Foundation Dentistry Issues

Professor Hussey informed the members that a review of the national recruitment process had now been completed and the Belfast centre had received praise from the external independent

Lay Chair. It had been proposed to hold national recruitment on the same corresponding week in 2014. He further highlighted some of the costs associated with hosting the centre in Belfast.

It was noted that all but one of the local final year students had been successful in gaining places. The remaining student had been placed on a reserve list.

Dental Foundation Trainer interviews had taken place and all thirty-six interviewees had been deemed appointable. Trainees would be requested to rank their preferences.

Professor Hussey highlighted the case of a final year student with special needs. He was pleased to announce that a third of the potential trainers had offered to accommodate her special needs.

It was noted that Mr Farquharson (Dental Adviser for Foundation Training) would be representing NIMDTA on a national group looking at the 'satisfactory completion' of Dental Foundation Training.

16.3 Continuing Education Issues

Members received and discussed the Dental Course Programme for April/June 2014 and Course Fee Structure (2012/14), provided with Professor Hussey's report. Professor Hussey informed the members that the Programme was provided in hard copy as well as an email notification going out to alert that it had been published on-line.

16.4 Hospital Dentistry

It was noted that appraisals for Dental Foundation Year 2 trainees based in the Ulster Hospital had been postponed from 18 February. Another date would be organised for the end of March.

Professor Hussey further informed the members that a routine inspection of the Dentistry posts based at Altnagelvin had taken place on 20 February. He wished to thank Dr Richard Tubman (Associate Dean for Faculty Development), for bringing structure to the process.

It was noted that Dental Core Training posts would be advertised in March with interviews to take place in May.

It was also noted that ARCPs for all Dental Specialty Trainees were due to take place the following week.

17 CORRESPONDENCE/REPORTS/PAPERS (Paper B14/19)

The Board received and noted the following:

- Dealing with errors made in Annual Reports and Accounts Laid in the NI Assembly (HSC(F) 11/2014) Correspondence from the DHSSPS (11.2.14)

18 ANY OTHER BUSINESS

Non-Executive Board Workshop

It was noted that the additional Non-Executive Board workshop organised for 11 March to consider and complete the Board Governance Self-Assessment Tool would now be preceded by the reorganised meeting of the Remuneration Sub-Committee and short Extraordinary Meeting of the Board.

Chair and
Non-Executive
Members

19 DATE OF NEXT MEETING

- Tuesday 11 March 2014 – Seminar Room (Extraordinary Meeting of Non-Executive Members & Corporate Governance Manager only)

Confirmed Dates for Remainder 2014

Thursday 1 May 2014 – Boardroom
Thursday 26 June 2014 – Boardroom
Thursday 18 September 2014 – Boardroom
Thursday 27 November 2014 - 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 2014

- Thursday 27 March 2014 – Seminar Room
- Thursday 22 May 2014 – Seminar Room
- Thursday 28 August 2014 - Boardroom
- Thursday 30 October 2014 - Boardroom