

## Minutes

**MEETING:** NIMDTA Board  
**DATE:** Tuesday 29 June 2021  
**TIME:** 2.00 pm  
**VENUE:** Zoom Meeting Room

**Members:**

Mr D Morrice	Chair
Mr D Maguire	Member
Mr G McKenna	Member
Dr J Little	Member
Mr L Wilson	Member ( <i>part only</i> )

**In Attendance:**

Mr M McCarey	Chief Executive/Senior Governance, IT & Facilities Manager
Dr I Steele	Postgraduate Medical Dean/Director for Hospital Specialty Training/ Professional Development
Dr M Stone	Director of Postgraduate General Practice Education
Dr B Hendron	Postgraduate Dental Dean
Ms R Campbell	Senior Professional Support Manager
Ms J Turner	Senior HR Manager (Trainee Employment)
Ms D Hughes	Senior Education Manager
Dr C Harron	Medical Director
Mr M Maginn	Business Manager
Ms M Gregge	Governance Executive Officer
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
<b>1.0</b>	<b>Apologies</b>	
1.1	Ms P Black (Senior Business Manager) Dr L Parks (Foundation School Director)	
<b>2.0</b>	<b>Declarations of Interests – Items of Business</b>	
2.1	None.	

Ref	Item	Action
3.0	<b>Announcements</b>	
3.1	Mr Morrice welcomed Mr Maginn to meeting.	
3.2	Mr Morrice noted that Dr Harron becomes NIMDTAs Responsible Officer from 1 July, and wished her well for her new role.	
3.3	Mr Morrice congratulated Dr Hendron on her appointment as Vice Chair of COPDEND.	
3.4	Mr McCarey recognised Mr Morrice’s contribution to Board over his tenure, thanking him for his input and sharing memories from his time with NIMDTA.	
4.0	<b>Minute of Meeting</b>	
4.1	The Minutes of 29 April 2021 were approved.	
4.2	The Minutes of 6 May 2021 were approved.	
5.0	<b>Matters Arising</b>	
5.1	<p><u>9.7 Recruitment to Dr Steele’s previous roles (23.03.21)</u> Mr Joynes requested an update. Ms Campbell advised adverts have been prepared, with interview dates set for 11 and 19 May. Members discussed and agreed that Mr Joynes should chair panels. Dr Little confirmed she is only available in the AM on 19 May.</p> <p>Mr Joynes asked Mr McCarey re backfilling his Senior Governance, IT &amp; Facilities Manager (SGITFM) role. Mr McCarey confirmed this has been discussed at SMC, noting the job evaluation has been with BSO for a considerable period of time. This will require resolution pre advertising to ensure recruitment takes place at the correct level. Mr Joynes stressed the need to avoid delay. Mr Joynes noted the conflict of interest for Mr McCarey. Ms Campbell committed to write to Ms Andrews (BSO) to advise of urgency.</p> <p>29.06.21 – Dr Steele confirmed both posts will be filled from 1 October by Dr Smyth.</p>	<b>Complete</b>
5.2	<u>15.5 Strategic Direction (23.03.21)</u>	

Ref	Item	Action
	<p>Ms Turner informed the group that Anaesthetic trainees were due to be on-boarded in June 2021 but may not be possible due to contract commitments. Ms Turner will work to resolve.</p> <p>Ms Turner confirmed that the posts for Human Resources Co-ordinator OM &amp; Systems Administration Band 5 (1 post) and Human Resources Co-ordinator HR Generalist Band 5 (3 posts) had closed and shortlisting was to take place on 24 March 2021. Recruitment of these posts will greatly help ease workload pressures.</p> <p>29.06.21 – Ms Turner advised that moves have been deferred to August 21.</p>	<p><b>Ms Turner</b></p>
5.3	<p><u>15.8 Audit Report (23.03.21)</u></p> <p>Ms Turner advised that the first audit of Single Lead Employer commenced on 11 January 2021. A working draft of the report has been received for review and comment. Ms Turner will update when the final report is released.</p> <p>29.04.21 - Ms Turner confirmed that the final report remains outstanding.</p> <p>29.06.21 – Mr Morrice recognised the challenges faced by SLE, and commended staff on their work to date.</p>	<p><b>Ms Turner</b></p>
5.4	<p><u>16.6 Policies and Procedures (23.03.21)</u></p> <p>Ms Black previously noted that a timetable of policy reviews will be brought to a future Board for approval.</p> <p>29.04.21 - Work is ongoing. 29.06.21 - Work is ongoing.</p>	<p><b>Ms Black Mr McCarey</b></p>
5.5	<p><u>10.2 Recruitment (29.04.21)</u></p> <p>Dr Parks advised Members of oversubscription across the UK, with very low levels of withdrawal. Dr Parks stressed the urgent need across 4 nations to find funding for additional trainees. Locally it is likely 15 extra posts be required. Ms Black confirmed she has made DoH aware. Members discussed the lack of control over numbers. Mr Joynes asked if there is a trainee quality issue if NIMDTA has to accept trainees who have been ranked on a reserve list. Dr Parks confirmed there is potential for trainees to require additional support, or indeed be unhappy to be placed within NI. Mr Joynes asked if this</p>	<p><b>Ms Hughes</b></p>

Ref	Item	Action
	<p>should be added to Education Risk Register. Ms Hughes committed to look at adding a new risk.</p> <p>29.06.21 – Ms Hughes confirmed this issue has de-escalated, with the likelihood there may be gaps in the Foundation programme.</p>	<b>M McCarey</b>
5.6	<p><u>13. 6 Confidential Issues (29.04.21)</u></p> <p>Dr Hendron provided an overview for Members. Dr Hendron asked Mr McCarey for clarification on allocating on an EEA basis. Mr Joynes asked if Dr Hendron has stopped allocating. Dr Hendron stated she will stop now that she has become aware. Mr McCarey committed to meet with Dr Hendron to resolve. Mr Joynes asked if this impacts on decisions already made. Mr McCarey confirmed this will have to be investigated.</p> <p>29.06.21 – Mr McCarey confirmed meetings have taken place. Dr Hendron advised of ongoing discussions re legislation and committed to provide an update at on 26 August.</p>	<b>Mr McCarey Dr Hendron</b>
5.7	<p><u>14.2 Foundation Recruitment (29.04.21)</u></p> <p>Ms Hughes noted the risks around insufficient applicants, confirming this does need to be added to the Education Risk Register based on earlier discussions. Mr McCarey committed to discuss with Ms Hughes. Mr Wilson asked re duty of candour. Dr Steele clarified the background, and the potential for unintended consequences.</p> <p>29.06.21 – Ms Hughes noted discussions at Governance &amp; Risk felt the CRR covered this adequately.</p>	<b>Mr McCarey Ms Hughes</b>
5.8	<p><u>17.2 Governance Statement (29.04.21)</u></p> <p>Mr McCarey advised the 1<sup>st</sup> draft is attached for review, noting that the Orange Book and Risk Management require added. Dr Little commented that the Covid section is very generic and does not address training impact. Mr McCarey confirmed this section is DoH generic and may need to be amended. Dr Little stressed there must be training specific wording and also requested the inclusion of the number of times Board met during 20/21. Mr McCarey committed to amend.</p> <p>Mr McCarey noted that 91% of audit recommendations completed.</p>	<b>Complete</b>

Ref	Item	Action
	<p>Dr Little queried if the SLE section has been updated since last year. Mr McCarey confirmed the text is from last year and requires update.</p> <p>29.06.21 – changes made.</p>	
5.9	<p><u>17.3 Risk Management (29.04.21)</u></p> <p>Mr McCarey highlighted the addition of a new risk re dental foundation training. Mr McCarey suggested this is discussed further at the next Governance &amp; Risk Committee.</p> <p><i>Assurance Framework</i> Mr McCarey noted some difficulties due to the building being officially closed. For example fire evacuation.</p> <p>29.06.21 – Mr McCarey advised work is ongoing.</p> <p><i>Mr Maguire joined meeting.</i></p>	<b>Mr McCarey</b>
<b>6.0</b>	<b>Report from The Audit Sub-Committee</b>	
6.1	<p>27.05.21 – Mr McKenna overviewed, highlighting the focus on the Annual Report &amp; Accounts.</p> <p>29.06.21 – Mr McKenna provided a verbal update of this morning’s meeting. Noting that the Annual Report &amp; Accounts, along with the RTTCWG were approved by the Audit Committee. Mr McKenna welcomed the positive outcomes from Audit. Mr McKenna confirmed that the Audit Committee are happy to recommend Board should sign off on the Annual Report &amp; Accounts.</p>	
<b>7.0</b>	<b>Report from Governance &amp; Risk Sub-Committee</b>	
7.1	Mr McCarey provided a verbal overview of the meeting held on 17.06.21.	
<b>8.0</b>	<b>Report from the CEO/Acting Senior Governance, IT and Facilities Manager.</b>	
8.1	Members received and discussed the report from Mr McCarey, Chief Executive/Acting Senior Governance, IT & Facilities Manager.	

<b>Ref</b>	<b>Item</b>	<b>Action</b>
8.2	<p><u>Annual Report</u> Mr McCarey thanked staff for their input to the Annual Report.</p> <p>Mr McCarey overviewed the submission process, advising it was approved by the Audit Committee this morning and will be signed off tomorrow by Mr Morrice as Acting Chair.</p> <p>Mr McCarey noted inclusion of RTTCWG, recognising the incredible achievement of a clear RTTCWG during such a difficult year. Mr Morrice seconded this and asked for Board thanks to be passed to NIMDTA staff.</p>	<b>Mr McCarey</b>
8.3	<p><u>Risk Management</u> Mr McCarey highlighted current return to workplace date is end September 21. Mr McCarey suggested moving this date back to November and advising staff at the Staff Engagement session tomorrow. Dr Little reminded of the importance of using 'return to workplace' as recognition staff have been working throughout.</p>	<b>Mr McCarey</b>
8.4	<p><u>NED Recruitment</u> Mr McCarey advised of July meeting to co-ordinate transition period arrangements.</p>	
8.5	<p><u>Backfill</u> Mr McCarey thanked Dr Steele for the backfill he has provided over the past months and noted that Dr Smyth will continue backfill arrangements until she takes up permanent roles in October 21.</p> <p>Mr McCarey advised that the GITFM role is due for review by the next BSO panel. He is hopeful for quick resolution.</p> <p>Mr McCarey recognised Ms Campbells efforts to provide backfill for the Associate Postgraduate Dean for Careers, welcoming the permanent filling of the post by Dr Murnaghan.</p>	
8.6	<p><u>Budgetary Position</u> Mr McCarey noted inclusion of a new Allocation letter, advising that Ms Black will provide a more detailed breakdown when she returns. Mr McCarey recognised Mr Maginns contributions over the past weeks, thanking him for his valuable assistance during Ms Black's period of leave. Mr Morrice seconded these thanks, much appreciated by Board.</p>	

Ref	Item	Action
8.7	<u>Policies</u> Mr McCarey advised policies will be the focus of review from Q2 onwards.	
8.8	<u>Confidential Section</u>  <i>Paeds Complaint</i> Mr McCarey advised he, along with Dr Steele had a successful meeting with the complainant a number of weeks ago.  <i>QUB/HSC Connectivity</i> Mr McCarey advised Members of current situation.	
9.0	<b>Report from the Director of Postgraduate General Practice Education</b>	
9.1	Dr Stone provided an overview of her report. Members noted the current position.	
9.2	<u>Training Programme</u> Dr Stone advised that recruitment to the 111 capacity has been achieved for the first time and recognised the practical issues of managing full capacity. Dr Stone highlighted the need to review support structures now that capacity has been reached. This will be pursued with Ms Black on her return.	<b>Dr Stone</b>
9.3	<u>GP Appraisal</u> Dr Stone noted there remains some backlog due to Covid-19 impact. A software pilot is ongoing.	
9.4	<u>ARCPs</u> Dr Stone advised that some extensions have been required, but these have not been outside of normal levels.	
9.5	<u>Staffing</u> Dr Stone confirmed that 3 new TPDs have been appointed following retirements.	

Ref	Item	Action
9.6	<u>Specialty Training Programme</u> Dr Stone provided an overview of the changes, advising of plans to pursue pilots across NI to introduce a 2y hospital model as is now being used elsewhere in GB.	
<b>10.0</b>	<b>Report from the PGMD - Director of Hospital Specialty Training/ Professional Development</b>	
10.1	Dr Steele provided an overview of his report. Members noted the current position.	
10.2	<u>Covid-19 Impact</u> Dr Steele confirmed the impact continues to reduce, with no redeployments at present. Regular meetings with Trusts and 4 nations remain in place as these have been deemed helpful by all.	
10.3	<u>Cardio-Thoracic Surgery</u> Dr Steele advised of further meetings held in recent weeks. No additional concerns have been received, however existing concerns remain. Dr Steele expects enhanced monitoring will remain in place for a significant period.	
10.4	<u>Filling of Training Programmes</u> Dr Steele highlighted a number of programmes which have not been filled, including Neurology which has attracted no trainees. Mr Morrice stated his concerns about the inability to fill programmes and the long term service impact of this.	
10.5	<u>Quality Management Visits</u> Dr Steele confirmed that some visits are taking place. Though some have been postponed due to staffing issues.	
10.6	<u>Confidential Issues</u> Dr Steele provided overview of a number of ongoing issues.	
<b>11.0</b>	<b>Report from the Director of Foundation Training</b>	
11.1	Members received and noted the report from Dr Parks, Director of Foundation Training.  Dr Steele committed to answer any questions arising.	
11.2	<u>Recruitment</u>	



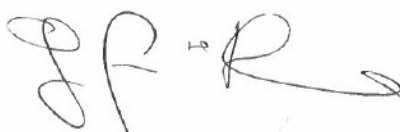
Ref	Item	Action
	Dr Steele advised oversubscription is no longer an issue. Adding that a number of trainees requiring extensions will need to be accommodated.	
<b>12.0</b>	<b>Report from the Senior Professional Support Manager</b>	
12.1	Members received and discussed the report from Ms Campbell, Senior Professional Support Manager.	
12.2	<u>Recruitment</u> Ms Campbell advised that AfC recruitment will move to the Shared Service Centre by 1 November 21. Ms Campbell noted delays will be seen due to BSO timelines, but feels there will be benefits to recruitment overall.	
12.3	<u>Equality Scheme</u> Ms Campbell suggested a Board Workshop on Equality would be beneficial. Mr Morrice agreed. Dr Little commended a very positive report, noting this will be helpful for new Board Members induction.  Members approved report.  Members noted that the screening of policies was highlighted within the report, and that a greater emphasis on equality is required going forward.	
12.4	<u>Domestic Violence Policy</u> Ms Campbell presented policy for approval. Members discussed and are content to approve.	
<b>13.0</b>	<b>Report from the Postgraduate Dental Dean.</b>	
13.1	Members received and noted the report from Dr Hendron, Postgraduate Dental.	
13.2	<u>Foundation</u> Dr Hendron advised that current trainees are progressing well, with progress in line with normal expectations.	
13.3	<u>Educational Supervisor (ES) Recruitment</u> Dr Hendron noted ongoing difficulties due to a lack of clarity on remuneration. Dr Hendron advised she and Mr McCarey met	<b>Dr Hendron</b>

Ref	Item	Action
	<p>with Mr Barbour (DoH) regarding the business case. Dr Hendron shared her intention to discuss the business case with Ms Black again on her return.</p> <p>Dr Hendron highlighted ES's are aware there is possibility of a delayed start for training, despite the best efforts of all involved.</p>	
13.4	<p><u>Simodont</u> Dr Hendron advised equipment is up and running, with 3 training sessions delivered to staff. Positive feedback has been received.</p>	
13.5	<p><u>Core Training - Recruitment</u> Dr Hendron advised there are 6 vacancies, of 22 posts. This is surprising as all posts are normally filled. Dr Hendron noted the potential for this to be related to publication of salary detail highlighting disparity in pay scales between NI and rest of GB.</p>	
13.6	<p><u>Staffing</u> Dr Hendron advised that Ms Jackson is leaving. Dr Hendron committed to discuss recruitment options with Ms Black on her return.</p>	<b>Dr Hendron</b>
13.7	<p><u>Confidential Issues</u> Dr Hendron highlighted her concerns about proposals to fill the Chief Dental Officer position.</p> <p><i>Mr McKenna left the meeting.</i></p>	
<b>14.0</b>	<b>Report from the Senior Education Manager</b>	
14.1	Members received and discussed the report from Ms Hughes, Senior Education Manager.	
14.2	<p><u>Learning and Development Agreements (LDAs) and Data Sharing Agreements</u> Ms Hughes confirmed that all agreements have been returned by Trusts.</p> <p>The QUB data sharing agreement is now in place.</p> <p>A data sharing agreement is being developed with University of Ulster.</p>	

Ref	Item	Action
	Work is ongoing to develop data sharing agreements with private sector hospitals.	
14.3	<u>Revalidation</u> Ms Hughes highlighted that triple normal volumes currently requiring revalidation, this is due to the impact of Covid-19.	
14.4	<u>TIS</u> Ms Hughes confirmed that the lack of access to MS365 continues to cause difficulties.	
14.5	<u>Learning Management System (LMS)</u> Ms Hughes advised that a pilot of the interim system is ongoing.  <u>Regional LMS</u> Ms Hughes updated Members on a number of delays being seen with the regional LMS, with 3 options available. Ms Hughes confirmed she has highlighted to the project board the importance of establishing how costs will be covered going forward.	
14.6	<u>Confidential Issues</u> Ms Hughes overviewed a number of confidential issues.	
<b>15.0</b>	<b>Report from the Senior HR Manager for Trainee Employment</b>	
15.1	Members received and discussed the report from Ms Turner, Senior HR Manager for Trainee Employment.	
15.2	<u>Staffing levels</u> Ms Turner advised that trainee numbers remain largely static, with preparations ongoing for an intake in August 21 of approx. 741.  Ms Turner shared that 47% of trainees have now transferred to NIMDTA employment. SLE remains on target to move 100% of trainees by the December 21 deadline.	
15.3	<u>Staff in Post</u> Ms Turner recognised the positive working relationship with BSO payroll, noting how helpful BSO colleagues have been.	

Ref	Item	Action
	<p>Ms Turner advised that 4x Band 5 posts have been filled, resulting in 2x Band 4 vacancies. SLE have been unable to fill Band 3 posts, there are currently have agency staff in post.</p> <p>Ms Turner welcomed the appointment of the IT Project Manager, who is now in post and liaising with stakeholders.</p>	
15.4	<p><u>Termination of Fixed Term Contracts</u> Ms Turner provided an update, highlighting that statutory dismissal is required. Work is ongoing with DLS to ensure cases are handled properly and a process is developed for future use.</p>	
15.5	<p><u>Audit</u> Ms Turner confirmed that a number of recommendations were implemented or in progress when the report was received. Work is ongoing on those relating to payroll and capacity.</p>	
15.6	<p><u>Confidential</u> Ms Turner overviewed one confidential issue.</p>	
<b>16.0</b>	<b>Report from the Senior Business Manager</b>	
16.1	Mr Morrice advised the report is deferred due to Ms Blacks absence. All urgent matters were covered during Mr McCarey's report.	
<b>17.0</b>	<b>Correspondence/Reports/Papers Received.</b>	
17.1	<p>The below items were noted:</p> <ul style="list-style-type: none"> <li>• Letter from DOH to ALBs Update End Year Sponsorship and Governance</li> <li>• HSC(F) 14-2021 - The Payment of Remuneration of Chairs and Non-Executive Members Determination (Northern Ireland) 2021</li> <li>• RP5763 Letter to Mark McCarey - Appointment of Accounting Officer for NIMDTA</li> <li>• HSC(F) 22-2021 - FD (DoF) 06 21 Laying of Annual</li> </ul>	

Ref	Item	Action
	Report and Accounts in the NI Assembly 2020-21	
17.2	<u>IHRD Circular 01/2021 - Issue of HSC Board Member Handbook May 2021</u> Members noted the handbook which circulated by email on 28 June 21.	
<b>18.0</b>	<b>Any Other Business</b>	
18.1	<u>Retirement of Mr Morrice</u> Dr Little spoke on behalf of Board Members, sharing how much all had enjoyed working with Mr Morrice.  Mr Morrice shared that he has hugely enjoyed his 10 years with NIMDTA, noting the huge achievements of the last year in very difficult circumstances.	
<b>19.0</b>	<b>Date of next meeting</b>	
19.1	Thursday 26 <sup>th</sup> August 2021, 2pm.	



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**NIMDTA Chair**

**26.08.21**

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**Date**