

**MEETING:** NIMDTA Board

**DATE:** Wednesday 23 September 2020

**TIME:** 2.00 pm

**VENUE:** Zoom Meeting Room

<b>Members:</b>	Mr A Joynes	Chair
	Mr D Maguire	Member
	Mr L Wilson	Member
	Mr D Morrice	Member

**In Attendance:**

Professor K Gardiner	Chief Executive/Postgraduate Medical Dean
Mr M McCarey	Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Dr B Hendron	Postgraduate Dental Dean
Dr I Steele	Director for Hospital Specialty Training/ Professional Development
Dr M Stone	Director of Postgraduate General Practice Education
Ms R Campbell	Senior Professional Support Manager
Ms D Hughes	Senior Education Manager
Ms J Turner	Senior HR Manager (Trainee Employment)
Dr L Parks	Foundation School Director (part only)
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
<b>1.0</b>	<b>Apologies</b>	
1.1	Mr G McKenna (Non-Executive Member) Dr J Little (Non-Executive Member)	
<b>2.0</b>	<b>Declarations of Interests – Items of Business</b>	
2.1	None.	
<b>3.0</b>	<b>Announcements</b>	

Ref	Item	Action
3.1	Professor Gardiner highlighted that Dr Hart has been appointed as Clinical Professor in the School of Medicine, Queens University, Belfast.	
3.2	Mr Joynes recognised that today marks Professor Gardiner's final Board meeting, and thanked him for his outstanding contributions to NIMDTA.	
<b>4.0</b>	<b>Minute of Meeting</b>	
4.1	The Minutes of 25 June 2020 were approved.  The Minutes of 2 September 2020 were approved.	
<b>5.0</b>	<b>Matters Arising</b>	
5.1	<u>8.2 Vacant Band 5 Post (June)</u> Ms Campbell advised that Band 5 interviews have now taken place.	<b>Complete</b>
5.2	<u>11.4 Absence (June)</u> Ms Campbell confirmed that amendments had been made to this report to ensure that individuals in smaller teams were not identifiable.	<b>Complete</b>
5.3	<u>15.2 Phase 3 August 20 (June)</u> Ms Turner confirmed she has discussed with BSO, and is hopeful the same issue will not arise in future.	<b>Complete</b>
5.4	<u>6.1 Annual Quality Report (Sept)</u> Professor Gardiner confirmed that the Annual Quality Report was amended as per discussions and submitted to DoH. Professor Gardiner noted that submission has not yet been acknowledged. Ms Hughes committed to follow up with DoH.	<b>Ms Hughes</b>
5.5	<u>7.1 Planning for 2021/22 (Sept)</u> Mr Wilson advised he is keen to attend both On Board courses, but has not yet obtained necessary approval. Mr Joynes approved attendance. Mr Wilson to liaise with Ms Kerr re booking.	<b>Mr Wilson Ms Kerr</b>
5.6	<u>8.3 Home Working (Sept)</u> Mr McCarey confirmed that staff have been informed of an	<b>Complete</b>

Ref	Item	Action
	extension of home working to the end of November 20.	
5.7	<p><u>9.1 Recruitment PG Medical Director and PG Medical Dean (Sept)</u> Ms Campbell advised that venues have not yet been arranged, and confirmed that advertisements will issue tomorrow.</p>	<b>Ms Campbell</b>
<b>6.0</b>	<b>Report from The Audit Sub-Committee</b>	
6.1	<p>Mr Morrice overviewed the minute from 25 June 20, noting the excellent RTTCWG.</p> <p>Mr Morrice confirmed that both the Annual Report and Internal Audit Strategy 2021/23 were approved.</p> <p>Mr Morrice commended the excellent work of NIMDTA staff to achieve such feedback.</p>	
<b>7.0</b>	<b>Report from Governance &amp; Risk Sub-Committee</b>	
7.1	<p><u>Meeting on 18 June 2020</u> Mr Wilson asked Mr Joynes for clarification re 9.1 in the previous minutes of this Committee. Mr Joynes confirmed this related to the Chairs' Forum engagement with the Minister, and does not need to be recorded in the minutes. Ms Kerr committed to remove.</p>	<b>Ms Kerr</b>
7.2	Mr Wilson provided an overview of the meeting on 15 September 20, highlighting the focus of discussions on the risks raised by Professor Gardiner's retirement. Mr Wilson advised that the Assurance Framework will be discussed at the meeting on 21 October 2020, with the Orange Book the focus of discussions on 14 January 2021.	
<b>8.0</b>	<b>Report from the Director of Postgraduate General Practice Education</b>	
8.1	Dr Stone provided an overview of her report. Members noted the current position.	
8.2	<p><u>Recruitment</u> Dr Stone advised that August 2021 Round 1 and 2 recruitments were very successful and it is likely the target of</p>	

Ref	Item	Action
	111 GP trainees will be achieved for the first time. Dr Stone highlighted the increased numbers of international trainees being recruited, for whom additional support is required.	
8.3	<u>GP Appraisal</u> Dr Stone advised that it is planned that GP Appraisals will restart in January 2021, beginning with those cancelled due to Covid-19 and those needing revalidation. Dr Stone highlighted the pilot of a new system.	
8.4	<u>CCT</u> Dr Stone stated that approximately 20 trainees missed exams due to Covid-19, advising that an alternative has been introduced which has allowed the majority of these trainees to progress. A small percentage still require extensions.	
8.5	Dr Stone advised of a new HEE new contract for GP training, involving a two year GP placement and a one year hospital placement. Dr Steele advised this has also been introduced in Wales, and stated she feels NI will need to follow in order to remain an attractive option to trainees.	
<b>9.0</b>	<b>Report from the Director of Hospital Specialty Training/ Professional Development</b>	
9.1	Members received and discussed the report from Dr Steele, the Director of Hospital Specialty Training/Professional Development.	
9.2	<u>Recruitment</u> Dr Steele advised that recruitment is a major issue, with the August 2021 intake particularly impacted. Mr Joynes asked if this was likely to become a national issue and Dr Steele confirmed this is likely to be the case across the UK.	
9.3	<u>International Medical Graduates</u> Dr Steele advised of the increase in international applicants, which he expects will be an increasing trend.	
9.4	Mr Joynes asked if adapted processes have been challenged by trainees. Dr Steele advised they have not been to the extent expected.	

Ref	Item	Action
<b>10.0</b>	<b>Report from the Director of Foundation Training</b>	
10.1	Members received and discussed the report from Dr Parks, the Director of Foundation Training.	
10.2	<u>Recruitment</u> Dr Parks noted that recruitment and allocations have been challenging due to over subscription. The process for new recruitment has also begun. Dr Parks highlighted that face to face interviews are still not allowed.	
10.3	<u>Transition to Online Delivery of Training</u> Dr Parks stated she feels adapting to training and working online has been very successful, with recent online meet & greets well received. Online regional induction has been recorded and will available for the remainder for the year, which is very beneficial for those starting late.	
10.4	<u>PSNI investigation</u> Mr Morrice asked if the outcome of the PSNI investigation was expected. Dr Parks advised it was, adding that the Trust hearing is ongoing, and as such NIMDTA have not yet proceeded with any action.	
<b>11.0</b>	<b>Report from the Senior Professional Support Manager</b>	
11.1	Members received and discussed the report from Ms Campbell, Senior Professional Support Manager.	
11.2	<u>Recruitment</u> Ms Campbell advised that focus is currently on filling Professor Gardiner's role, following DoH approval for split into 2 posts. Ms Campbell confirmed that the acting up process has been finalised, and will be in place from 1 October 2020. Ms Campbell highlighted her concerns that Board term extensions remain unconfirmed, due to the potential impact on urgent recruitment panels.	
11.4	<u>Absence</u> Ms Campbell noted the currently poor absence rate.	
11.5	<u>Professional Support Unit</u> Ms Campbell advised that PSU have been very busy over	

Ref	Item	Action
	summer months, highlighting a significant increase in international applicants which attract an additional immigration costs and admin support. Ms Campbell advised that additional admin resource will be required for this workstream.	
12.0	<b>Report from the Senior Governance, IT and Facilities Manager.</b>	
12.1	Members received and discussed the report from Mr McCarey, Senior Governance, IT and Facilities Manager.	
12.2	<p><u>GP Appraiser Complaint</u> Mr McCarey advised that further questions have been received from the GP appraiser. Professor Gardiner stated he considers this complaint closed and that the appraiser had been referred to the Ombudsman if they wished to further complain. Mr McCarey advised that the query related to matter of follow up from his last letter and that he will respond accordingly.</p> <p>Members noted that the Dental complaint is at this stage also. Members further discussed and agreed this should be the standard approach going forward. Mr Joynes asked if NIMDTA procedures have a specific timeline, if not this should be added.</p>	<p><b>Mr McCarey</b></p> <p><b>Mr McCarey</b></p>
12.3	<p><u>NIMDTA Annual Report 2019/20</u> Mr McCarey confirmed that the report has been officially laid and published online.</p>	
13.0	<b>Report from the Postgraduate Dental Dean.</b>	
13.1	Members received and discussed the report from Dr Hendron, Postgraduate Dental Dean.	
13.2	<p><u>Foundation Dentistry</u> Dr Hendron advised that Foundation continues to see issues, with trainers having written to the Minister re lack of clarity on remuneration for the coming year. Dr Hendon informed Members that fallow time has been decreased, but capacity is still significantly decreased across Dentistry. DoH, BDA and Educational Supervisors (ES) are due to meet this evening. Dr Hendron stated she anticipates some ES withdrawals, which could require movement of trainees.</p>	

Ref	Item	Action
13.3	<u>Dental Complaint</u> Dr Hendron advised that the external investigation has now completed.	
13.4	Mr Morrice asked for clarification that AGPs (aerosol generating procedure) have been restarted. Dr Hendron confirmed that is correct.	
14.0	<b>Report from the Senior Education Manager</b>	
14.1	Members received and discussed the report from Ms Hughes, Senior Education Manager.	
14.2	<u>Learning and Development Agreements</u> Ms Hughes advised that BHSCT LDA is now complete. With the Hospice LDA expected next week.	
14.3	<u>Recruitment</u> Ms Hughes advised that recruitment has begun for additional help with delivery of online training.  Ms Hughes noted there is support in principle for the use MRSA for some local recruitment.	
15.0	<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>Phase 3 August 20</u> Ms Turner highlighted her concern that 5% of trainees experienced pay issues.	
15.3	<u>Business Case re Additional Staffing for SLE</u> Ms Turner advised that funding continues to be an issue, noting that a helpful meeting was held yesterday with Trusts (confidential paper attached). Ms Turner stated that without additional resources she does not feel it is possible to on board further trainees successfully.  Mr Morrice noted his disappointment that DoH have not yet approved funding for SLE.	

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15.4	Mr Joynes congratulated Ms Turner and her team on their success to date. Mr Morrice seconded.	
16.0	<b>Report from the Senior Business Manager</b>	
16.1	Members received and discussed the report from Ms Black, Senior Business Manager.	
16.2	<p><u>Financial Position</u> Ms Black advised of an anticipated surplus of £400k, apologising for a small typo in her report. This surplus is largely a result of Covid-19 stopping work in various areas.</p> <p>Ms Black advised that a 3 year plan has been submitted to DoH, highlighting recurrent committed spend that has non recurrent funding. This has also been appended to the FMR.</p>	
16.3	<p><u>Recruitment</u> Ms Black drew attention to the Dental TPD and Band 4 (Covid-19 related) which require approval. Members approved and agreed that Professor Gardiner can sign off pro-forma on their behalf.</p>	<b>Professor Gardiner</b>
16.4	Ms Black advised that NIMDTA is no longer classified as a minor body, and will now require Whole of Government accounts. The new Accounting Officer will be required to sign off in November 2020.	
17.0	<b>Report from the CEO/ Postgraduate Medical Dean</b>	
17.1	Members received and discussed the report from Professor Gardiner, CEO/Postgraduate Medical Dean.	
17.2	<p><u>Covid-19 Pandemic</u> Professor Gardiner highlighted the threat of further disruption, paper attached re maintaining training during pandemic surges.</p> <p>Professor Gardiner noted that DoH rebuilding is ongoing and pushing service changes. NIMDTA is pursuing opportunities to influence changes.</p>	
17.3	<u>Board Terms</u>	<b>Ms Turner</b>



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	Professor Gardiner advised a response has been received from DoH to advise confirmation should be received this week. Professor Gardiner suggested Board Members attend MHPS training, Members stated they are content to do so. Ms Turner committed to take forward.	
17.4	<u>SLE</u> Professor Gardiner stated his opinion that SLE cannot take on more trainees until funding issues are resolved. Mr Joynes asked if DoH have been informed. Professor Gardiner confirmed they have been.	
17.5	<u>Introductory Meeting with Ms Miller (DoH)</u> Professor Gardiner advised it would be beneficial to rearrange the cancelled meeting with Ms Miller (DoH), offering to share his presentation for future use.	
17.6	<u>Chief Executive/Postgraduate Dean Role</u> Professor Gardiner highlighted the requirement to inform DoH & GMC of the new Accounting Officer and Responsible Officer. This will be determined by Board decisions next week.	
17.7	<u>Business Cases</u> Professor Gardiner highlighted the considerable number of business cases with outstanding approval, asking for Members approval to write to the Permanent Secretary to stress the particular importance of approval for the F1Y1 submission. The lack of funding has created a difficult position where work has been undertaken with no payment forthcoming. Members discussed and agreed Professor Gardiner should write to the Permanent Secretary to highlight.  Dental Simulation Equipment – Professor Gardiner advised that DoH approval has been received for purchase of equipment, with NIMDTA responsible for its maintenance and accommodation. NIMDTA will also be required to fund dental clinical facilitators. Professor Gardiner opened discussions on how NIMDTA will fund the approximate £80k per year costs going forward. Members discussed various options to finance, with Dr Hendron and Mr Maguire agreeing to meet to discuss in further detail. Members agreed to proceed with the purchase of equipment.	<b>Professor Gardiner</b>
17.8	<u>Property</u>	

Ref	Item	Action
	Professor Gardiner confirmed that the official opening of Block B extension has been deferred until 2021.	
17.9	<u>Dental Complaint</u> Professor Gardiner advised that the Report has now been received from the external investigator, and provided an overview of recommendations. Stating he believes these are reasonable and fair. Mr McCarey will draft letter to complainant and have this reviewed by BSO Legal prior to issue. Members discussed and recognised the learning from this complaint. Professor Gardiner committed for the letter and report to return to the Board to review before issue to the complainant.	<b>Mr McCarey</b>
17.10	<u>Increase in International Graduates</u> Professor Gardiner highlighted this is likely to be increasing trend, and stated his preference for appointment of a member of staff to be appointed to provide support to these trainees. Mr Joynes asked Ms Campbell to develop a draft job description for future use.	<b>Ms Campbell</b>
17.11	<u>Sign off of ERAs</u> Professor Gardiner advised that NIMDTA have received just 2 signed agreements, which leaves NIMDTA vulnerable. Mr Joynes asked if ERAs are on the Corporate Risk Register. Mr McCarey advised they do not feature as a standalone risk. Professor Gardiner recommended a new risk be added.	<b>Mr McCarey</b>
<b>18.0</b>	<b>Any Other Business</b>	
18.1	None.	
<b>19.0</b>	<b>Date of next meeting</b>	
19.1	Tuesday 17th November 2020, 2pm.	

A handwritten signature in black ink, consisting of several loops and a trailing flourish.

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**NIMDTA Chair**

**01 December 2020**

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**Date**