

Minutes

MEETING: NIMDTA Board
DATE: Tuesday 1 December 2020
TIME: 2.00 pm
VENUE: Zoom Meeting Room

Members:

Mr A Joynes	Chair
Mr D Maguire	Member
Mr G McKenna	Member
Dr J Little	Member
Mr D Morrice	Member

In Attendance:

Mr M McCarey	Acting Chief Executive/Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Dr B Hendron	Postgraduate Dental Dean
Dr M Stone	Director of Postgraduate General Practice Education
Ms R Campbell	Senior Professional Support Manager
Ms J Turner	Senior HR Manager (Trainee Employment)
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Mr L Wilson (Member) Dr I Steele (Acting Postgraduate Medical Dean/Director for Hospital Specialty Training/ Professional Development) Ms D Hughes (Senior Education Manager) Dr L Parks (Foundation School Director)	
2.0	Declarations of Interests – Items of Business	
2.1	None.	
3.0	Announcements	

Ref	Item	Action
3.1	Mr Joynes congratulated Ms Harron on her recent appointment to role of Medical Director, which she will take up from 1 April 2021.	
3.2	Mr Joynes led Members in congratulating Mr Maguire on his recent OBE award.	
4.0	Minute of Meeting	
4.1	The Minutes of 23 September 2020 were approved, subject to some minor wording amendments.	
5.0	Matters Arising	
5.1	<u>5.4 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.	Ms Hughes
5.2	<u>5.5 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.	Complete
5.3	<u>5.7 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.	Ms Campbell
5.4	<u>7.1 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.	Complete
5.5	<u>12.2 GP Appraiser Complaint</u> Mr McCarey confirmed the complaint process has been completed.	Complete
5.6	<u>17.9 Dental Complaint</u>	

Ref	Item	Action
	Mr McCarey advised that an update is included within his report, noting that a Subject Access Request has been received from the complainant.	Mr McCarey
5.7	<u>16.3 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.	Mr McCarey
5.8	<u>17.3 Board Terms</u> 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.	Ms Turner
5.9	<u>17.7 Business Cases</u> Ms Black advised that DoH have confirmed that capital funding was identified in the October Monitoring round, noting that the business case remains with the Permanent Secretary. Ms Black stressed that approval is required urgently to allow time to procure equipment in year. Dr Hendron committed to contact the Chief Dental Officer (CDO) to seek his assistance.	Dr Hendron
5.10	<u>17.10 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.	Ms Campbell
5.11	<u>17.11 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.	Mr McCarey
6.0	Report from The Audit Sub-Committee	
6.1	Mr Morrice overviewed the minute from 15 October 20, noting that the meeting focused on the excellent Report To Those Charged With Governance (RTTCWG). Mr Morrice also drew	

Ref	Item	Action
	attention to the letter from DoH informing of a lighter approach to governance due to the ongoing pandemic.	
7.0	Report from Governance & Risk Sub-Committee	
7.1	<u>Verbal Update of Meeting on 5 November 2020</u> Mr McCarey advised that the meeting had focused on the Assurance Framework, which is now realigned with the Corporate Risk Register (CRR). A number of amendments were made, which are in red on the version included with Mr McCarey's report.	
8.0	Report from the Director of Postgraduate General Practice Education	
8.1	Dr Stone provided an overview of her report. Members noted the current position.	
8.2	<u>Recruitment</u> Dr Stone advised Members that all 111 posts have been filled for Aug 2021. Dr Stone highlighted that GP department capacity requires consideration given the full quota, and the increased number of international graduates requiring additional support.	
8.3	<u>GP Appraisal</u> Dr Stone confirmed that GP appraisal will restart in January 2021, beginning with those that missed appraisal and those who require revalidation. Dr Stone advised that data handling has been reviewed, with a move away from spreadsheets to a more secure system and reducing the risk of human error. Dr Stone noted that as appraisals will be conducted remotely, appraisers will need to be provided with HSCNI laptops.	
9.0	Report from the Director of Hospital Specialty Training/ Professional Development	
9.1	Members noted that Dr Steele provided an overview of his report at the Board Update on 17 November 2020.	
10.0	Report from the Director of Foundation Training	
10.1	Members received and noted the report from Dr Parks,	

Ref	Item	Action
	Director of Foundation Training.	
10.2	Mr McCarey confirmed that the outstanding complaint has now resolved.	
11.0	Report from the Senior Professional Support Manager	
11.1	Members received and discussed the report from Ms Campbell, Senior Professional Support Manager.	
11.2	<u>NIMDTA Cultural Survey</u> Ms Campbell noted the positive results of the survey, advising it would be brought to the January 2021 Board meeting.	Ms Campbell
11.3	<u>Recruitment</u> Ms Campbell advised that the move to shared service is planned for February 21.	
11.4	Mr Joynes queried if there were any updates in relation to the Korn Ferry evaluation of the Chief Executive job description. Ms Campbell confirmed that nothing further had been received. Ms Campbell committed to follow up via DoH.	Ms Campbell
11.5	<u>Professional Support Unit</u> Ms Campbell noted that the immigration workload remains high, with SMC support for the service very helpful. VISAs remain a considerable financial pressure.	
12.0	Report from the Senior Governance, IT and Facilities Manager.	
12.1	Members received and discussed the report from Mr McCarey, Senior Governance, IT and Facilities.	
12.2	<u>Paediatric Complaint</u> Mr McCarey confirmed that he, along with Dr Steele will meet the trainee on 18 December, with their BMA rep also in attendance. Legal advice has been sought in advance of the	

Ref	Item	Action
	meeting.	
12.3	Mr McCarey advised that BSO SLA negotiations are ongoing, which have proved time consuming for NIMDTA staff.	
13.0	Report from the Postgraduate Dental Dean.	
13.1	Members received and discussed the report from Dr Hendron, Postgraduate Dental.	
13.2	<p><u>Foundation Dentistry</u> Dr Hendron noted that there are presently 2 Foundation cohorts in place, with 3 trainees from last year still in post who are expected to finish in the next few weeks.</p> <p>Dr Hendron confirmed that the new cohort have been placed and alternative remuneration arrangements are in place reflecting COVID impact on practices. Dr Hendron noted that she expects difficulty moving into the following training year if a further remuneration agreement is not made. Further difficulties are expected due to uncertainty over students leaving dental schools.</p> <p>Mr Maguire shared his view that the impact on Foundation training will continue into next year and beyond.</p>	
14.0	Report from the Senior Education Manager	
14.1	Members received and discussed the report from Ms Hughes, Senior Education Manager.	
14.2	<p><u>Learning and Development Agreements</u> Mr McCarey confirmed that all LDAs have been returned.</p>	
14.3	<p><u>Recruitment</u> Mr McCarey advised that the Communications & Training Event Manager post has been advertised.</p>	
15.0	Report from the Senior HR Manager for Trainee Employment	
15.1	Members received and discussed the report from Ms Turner, Senior HR Manager for Trainee Employment.	

Ref	Item	Action
15.2	<p>Ms Turner advised that rotation takes place tomorrow for approx. 500 trainees.</p> <p>Ms Turner highlighted that work is currently focused on meeting the deadline for Payroll on 10 December.</p> <p>Ms Turner welcomed the confirmation of funding, which will allow on boarding of additional trainees to move forward.</p> <p>Ms Turner stated she is hopeful that vacant SLE posts will be filled before end of March 2021.</p>	
16.0	Report from the Senior Business Manager	
16.1	Members received and discussed the report from Ms Black, Senior Business Manager.	
16.2	<p><u>Financial Position</u> Ms Black informed Members of a projected surplus of £500k at year end. Ms Black noted her concern that SLE funding has been approved, but monies have not yet been received.</p> <p>Ms Black highlighted detail provided on study leave budgeting difficulties due to C19 impact. Mr Joynes asked if DoH are aware of the difficulty. Ms Black confirmed DoH have been informed.</p>	
17.0	Report from the Acting CEO	
17.1	Mr McCarey provided a verbal overview for Members.	
17.2	Mr McCarey referred to the Transition Plan and stated that there remain a number of sequencing steps that need to be completed. Mr McCarey noted that planning the required recruitment was challenging and that the Senior Management Committee [SMC] has requested that attention was drawn to	

Ref	Item	Action
	the key role that SMC discussion has in planning this.	
17.3	Mr McCarey stated that SLE and digital communications remain priorities across NIMDTA.	
17.4	Mr McCarey recognised that staff are working very hard, as they have done throughout the pandemic. Mr Joynes suggested Mr McCarey highlight in his Newsletter that the Board recognise the commitment shown by staff.	Mr McCarey
18.0	Any Other Business	
18.1	None.	
19.0	Date of next meeting	
19.1	Thursday 28 th January 2021, 2pm.	

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NIMDTA Chair

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Date