

Minutes

MEETING: Agency Board
DATE: Thursday 11 March 2010
TIME: 12.30 pm
VENUE: Boardroom , Beechill House, NIMDTA

Present

Members

Dr H McGuigan (Chairman)
Dr RJ Atkinson
Dr J Marley
Mrs A Eggert

Officers

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)
Mr T Hutchinson (Finance Manager)
Dr D Hussey (Postgraduate Dental Dean)
Dr G Bonnar (Deputising for Dr C Loughrey)
Ms R Campbell (Human Resources Manager)

In Attendance

Mrs P Dardis/Ms K Fullerton

1 APOLOGIES

Mrs J Eve
Dr C Loughrey (Director for Postgraduate GP Education)
Mrs M Roberts (Administrative Director)

2 DECLARATION OF MEMBERS INTERESTS

None declared

3 ANNOUNCEMENTS

The Chairman wished to record the condolences of the Board to Ms M Roberts (Administrative Director) on the recent loss of her father.

He welcomed Dr G Bonnar, the Deputy Director for Postgraduate

General Practice Education to her first meeting of the Board. Dr Bonnar was deputising on behalf of Dr C Loughrey.

3.1 Annual Accountability Review Meeting

The Chairman informed members that the Main Accountability Review meeting had taken place on 29 January 2010. The Chairman and Chief Executive had met with Dr P Woods (Deputy CMO) and Ms D Taylor (Acting Director of Human Resources. The CMO and Deputy CDO had unfortunately been unable to attend.

4 MINUTES OF LAST MEETING (Paper B10/09)

Minutes of the last meeting held on 14 January 2010, copies of which had been circulated prior to the meeting were approved subject to:

Mr A Baird to be omitted from the attendance list

5 MATTERS ARISING

Dealt with in the Agenda

6 REPORT FROM THE AUDIT SUB COMMITTEE (Paper B10/10)

Members received and discussed the report from the Chairman of the Audit Committee which covered an update on:

- The main issues arising from the meeting of 15 January 2010
- Meeting Scheduled for 26 March 2010
- Focus for the Committee
- Issues for the Board

Dr McGuigan highlighted the main points to the Board on Mrs J Eve's behalf.

6.1 Main Issues Arising from the Meeting of 15 January 2010

6.1.1 Management Letter for the Year Ended 31 March 2009

It was expected that the NIAO would be able to issue the final management letter to the March Audit Committee meeting. The draft letter already received would be amended to reflect the resolution of the Agenda for Change issues.

6.1.2 Review of Losses

Two losses had been reported in respect of deposits for hotel

bookings consequent to the DHSSPS guidance that such premises should not be used for training events.

6.1.3 Fraud Awareness Training

Mrs J McGaw of Internal Audit has provided fraud awareness training for staff on two dates in November 2009.

6.2 Meeting Scheduled for 26 March 2010

The report gave an update on the agenda and items expected to be discussed at the next meeting of Audit.

7 FINANCIAL UPDATE (Paper B10/11)

7.1 Budget Update (Paper B10/11a)

Members received and discussed the budget update presented by the Finance Manager.

Mr Hutchinson informed members that based on current information the Agency was on target to breakeven with a possible surplus of £45K which fell with the allowed surplus/deficit of 0.5%.

7.1.1 Prompt Payment Compliance

The performance target to make at least 95% of payments to suppliers within 30 days for the period 1st April 2009 to 31st January 2010 had been met.

7.1.2 Junior Doctor Salaries

The Less than Full-Time Training budget for 2009/10 had been allocated.

The Junior Doctor Salaries budget included new ISG posts effective from 2008/9 and August 2009. The 2008/09 posts are funded by a recurrent allocation from the Department. The August 2009 posts are funded by Revenue Resource Limit (RRL) via the Health & Social Care Board (HSCB).

The shortfall for superannuation costs continues to be allocated to the Trusts via the HSCB.

7.2 Proposed Efficiency Savings (Paper B10/11b)

The Board received and discussed the efficiency savings paper tabled by the Finance Manager which had been drawn up in

response to the correspondence of 4 March received from the Director of Finance (DHSSPS) – Additional Savings 2008-2011 and New Commitments (Paper B10/17).

Senior Management had reviewed all areas of expenditure at their meeting held on 9 March 2010 and the paper proposed cost savings from 1 April 2010 of approximately £293k.

The Board approved the proposal which would be forwarded to the Department for consideration by the Chief Executive. The requested deadline for the Agency submission was close of play on 11 March 2010.

8. REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B10/12)

The Board received and discussed the report from the Chief Executive which gave an update on:

- PMETB Deanery Visit (January 2010)

Members received and noted the following documents:

- Response to PMETB Draft report of visit (January 2010)
- PMETB Visits Timeline
- Senior Management Minutes – 1 December 2009
- Senior Management Minutes – 8 February 2010

8.1 PMETB Deanery Visit (January 2010)

The Chief Executive informed members that the draft PMETB report had been sent to the Agency for a factual accuracy check. The report had been returned with only several minor revisions. The Report and Deanery response would now be assessed by a PMETB Visit to Deanery Panel for final confirmation of the level of approval granted to the Deanery.

Members discussed the content of the report. Dr McMurray had highlighted a number of areas of good practice as well as several areas for improvement in his report to the Board.

The issue of Board Members status on inspection visits was clarified in S4.9 of the report.

8.2 Senior Management Minutes (1st December 2009/ 8th Feb 2010)

The Board received and discussed the Senior Management minutes

of the meetings held on 1 December 2009 and 8 February 2010.

At the request of the Auditors, minutes would in future be forwarded for information to the Board, giving members the opportunity to bring any issues they wished to raise to the attention of Senior Management.

9 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B10/13)

The Board received and discussed the report from the Postgraduate Dental Dean which included an update on:

- Vocational Training/General Professional Training
- Continuing Education Programme
- Hospital Dentistry

9.1 Dental Practice Visits

The Chairman informed members that he had recently observed at two Dental Practice inspections. The inspections had been very rigorous and thorough and he had found the experience informative.

The Postgraduate Dental Dean would arrange to have dates for 2011/12 forwarded to the Board Members when they became available.

PGDD

9.2 Vocational Training/General Professional Training

GPT Trainers and Trainees have been matched for 2010/11.

Vocational Training recruitment had been completed. There had been interest from nine dental schools within the United Kingdom.

9.2 Continuing Education Programme

The Decontamination and Cross Infection Symposium held in the Island Centre in Lisburn in January had been a great success with almost four hundred attendees. As a result, the Acting CDO had asked the Agency to hold a meeting of stakeholders to ensure delivery of the recommended standards (HTM 01-05) across the profession.

9.3 Hospital Dentistry

Dental Foundation Training (DF2) posts were due to be advertised in March with interviews scheduled for April. Successful applicants will be based in Altnagelvin, the Ulster or Royal Victoria Hospital.

10 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B10/14)

The Board received and discussed the report from the Director for Postgraduate General Practice Education and presented on her behalf by the Deputy Director which covered an update on and the risks associated with the following:

- General Issues
- Specialty Training
- Continuing Professional Development
- Appraisal

10.1 General Issues

10.1.1 Personal and Public Involvement (PPI)

Dr Bonnar informed members that to date there had been no feedback from the Department regarding the Consultation document submitted at the end of December 2009. However the General Practice Department had completed the aspects required by the action plan with the delivery of training pilot and publication of an article in The British Journal of General Practice.

10.1.2 Staff Shortages in the General Practice Department

The Band 6 Business Manager Post has been withdrawn and a number of administrative posts remain vacant resulting in increased pressure to meet the statutory requirements of Specialty Training.

10.2 Specialty Training

10.2.1 Recruitment

The General Practice Department has just completed its annual recruitment round. Northern Ireland is one of only three Deaneries nationwide which did not have a reduction in its number of applicants.

Extremely positive feedback has been received from the external visitors who were sent to quality assure the recruitment process.

10.2.2 Allocation of Posts

The allocation of training posts are currently being reviewed to reflect the shift to the three year run-through training programme.

10.3 Continuing Professional Development

Uptake of CPD Courses

Dr Bonnar informed members that the CPD programme budget was breaking even but had the potential to generate income in the future. The most up-to-date figures showed that there were approximately 50% of General Practitioners registered on Intrepid.

10.4 Appraisal

Budget for Appraisal

The need to deliver 'enhanced appraisal' for revalidation was an additional pressure on the already pressurised appraisal budget.

11 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B10/15)

The Board received and discussed a report from the Administrative Director which was presented on her behalf by the Chief Executive. The report covered the following:

- Performance Management
- Risk Management
- Records Management and Information Governance
- Complaints Incidents and Accidents
- Data Protection/ Freedom of Information Requests
- Investigation
- Rent Review

Members received and noted the following accompanying documents:

- Business Plan
- DRAFT Terms of Reference – Risk Management Committee
- DRAFT Terms of Reference – Senior Management
- Corporate Risk Register
- Spreadsheet re Specialty Training Recruitment 2010
- Assurance Framework
- Policy for the Reporting and Management of Serious Adverse Incidents

11.1 Performance Management

11.1.1 Business Plan 2009/2010

Senior Management had reviewed the Agency's progress against the

corporate objectives set for 2009/10 at their meeting held on 9 March 2010. The Chief Executive tabled an interim report detailing progress against the objectives. Members noted that of the fifty-two action points within the Business Plan forty-five have been delivered and the remainder were being progressed. A final report would be provided for discussion at the next Board Meeting.

11.1.2 DRAFT Terms of Reference – Risk Management Committee

The Board discussed and approved the draft Terms of Reference.

11.1.3 DRAFT Terms of Reference – Senior Management Committee

The Board discussed and approved the draft Terms of Reference which had been discussed previously with the Chairman of the Board.

11.1.4 KSF Reviews

KSF outlines have been completed for the majority of staff and appraisals are being rolled out.

11.2 Risk Management

11.2.1 Corporate Risk Register

The Board reviewed the Corporate Risk Register with particular focus on the following key risks:

- Risk 5: Failure to fill foundation and specialty training posts with suitable applicants.
- Risk 6: Risks to the organisation are not identified and managed effectively.
- Risk 9: The contribution of staff to the organisation is not recognised or valued.

Risk 5

The Departmental Working Group on Junior Doctor Gaps had met on four occasions and had agreed that the Agency should proceed with the initiative to recruit, as last year, from the Indian sub continent. A team led by Professor Rajinder Mirakhur, the Agency's Adviser for the appointment of International Medical Graduates would be travelling to India in May.

Risk 6

The Chief Executive and Administrative Director had met with the

Director of Legal Services (BSO) and representatives from the Belfast Trust on 2 March to discuss third party access and transfer of personal and sensitive information. The Administrative Director's report outlined the actions agreed as an outcome of the meeting.

Risk 9

A draft proposal had been submitted by the Beeches Management Centre who had agreed to provide support in taking forward the implementation of Investors in People (IiP). A further meeting had been arranged with the Beeches for the 19 March at which the proposal would be signed off and next steps agreed.

11.2.2 Risk Management Strategy/Assurance Framework

The Board reviewed and approved the Assurance Framework which the Administrative Director had revised to take account of changes to the Agency's organisational structure.

11.2.3 Reporting and Managing of Adverse Incidents

The Board reviewed and approved the policy on the reporting and managing of adverse incidents.

11.3 Records Management and Information Governance

11.3.1 Data Protection Review

Correspondence had been received from the Department's Head of Information Branch which required all HSC organisations to adopt the recommendations from the Data Protection Review. Members noted and discussed the actions required by the Agency as outlined in the Administrative Director's report.

11.3.2 IT Support

The Agency had been successfully migrated onto the new NIGOV infrastructure and migration to the new IT Assist email system

11.3.3 Risk Management Assessment

The Corporate Governance Manager and Records Management Officer had recently conducted a risk management assessment in relation to records management. The findings would be considered by the Risk Management Committee and reported to Senior Management.

11.3.4 CETIS

The Chief Executive reported that staff had completed the training modules on CETIS and signed up to the Agency's policies and procedures.

11.3.5 UK Border Agency Monitoring Requirements

The UK Border Agency Visiting Team had met with representatives from the Agency earlier in the morning. The Agency has received licence as a sponsor for non-EEA doctors under Tier 2 of the UK Border Agency Sponsorship Management System.

11.3.6 Internal Audit

The Financial Review and Performance Management Audit had been completed and the Agency awaited the reports. Governance, Risk Management, Financial Management, Records Management and Information & Communications Technology Audits were due to commence in March.

11.4 Complaints/Incidents/Accidents

The Board noted a number of complaints/incidents/accidents as outlined in the Administrative Director's report and discussed the resolutions and action taken.

11.5 Data Protection/Freedom of Information Requests

The Agency had received two requests under the Freedom of Information Act as outlined under the report from the Administrative Director.

The Chief Executive agreed to arrange to have the responses forwarded to the Board Members for information.

PA to CEO

11.6 Investigation

The Agency were currently helping in an investigation being conducted by the Department for Employment and Learning.

11.7 Rent Review

A settlement had been reached under the existing lease terms and had been recommended to the Department for acceptance.

12 REPORT FROM HUMAN RESOURCES MANAGER (Paper B10/16)

The Board received and discussed the report from the Human Resources Manager which covered an update on the following risks:

- Risk 1: Human Resources are not aligned to business needs and the Agency fails to deliver its business needs due to inadequate human resources
- Risk 3: Staff are not effectively inducted to the organisation and are therefore not clear of their job role in the organisation and the requirements within the role
- Risk 4: Learning and personal development is not intrinsic within the organisation and learning is not aligned with the business goals of the organisation
- Risk 5: There is an effective system for recruitment and selection which takes cognisance and is adapted with changes in legislation
- Risk 9: HR decision making is not supported by an effective information management system
- Risk 10: The Agency does not meet the controls assurance standard for HR due to failure to obtain IiP

Members received and noted the following accompanying report:

- KSF Monitoring Report

Risk 3

Staff returning from a period of absence are being provided with induction to update them on the new policies and procedures of the Agency.

Risk 4 (KSF Reviews)

The accompanying KSF Monitoring Report as of 20 January 2010 benchmarked the Agency against other HSC bodies. The Human Resources Manager informed members that the Agency were ahead of most other organisations within the Health Service.

The Chief Executive wished to record his thanks and appreciation to the Human Resources Department for their continued efforts.

Risk 5

The Specialty Training Recruitment Policy and Dental Training Recruitment Policy have been updated to reflect changes suggested from the Equality Commission.

Members of selection panels are required to attend recruitment and selection training every three years. The training has been provided by the Agency Human Resources Manager since November 2009. As of February 2010, twelve recruitment and selection training sessions were provided with a total of one hundred and thirty two doctors and dentists attending.

Independent Safeguarding Authority (ISA) Registration

From 1st November 2010 all doctors and dentists working with children or vulnerable adults are required to be registered with the Independent Safeguarding Authority.

The Human Resources Department are liaising with the DHSSPS with regard to the costs of the scheme and with Trusts in relation to the registration of doctors already in training and those ready to commence training in August 2010.

13 CORRESPONDENCE/REPORTS/PAPERS (B10/17 & B10/18)

The Board received and noted the following papers:

- Correspondence from the Director of Finance (DHSSPS) (4.3.10) – Additional Savings 2008-2011 and New Commitments
- Correspondence from Director of Planning & Performance Management (DHSSPS) (3.2.10) – Departmental Oversight of Arms Length Bodies – Core Information Requirements.

14 ANY OTHER BUSINESS

There was no further business.

15 DATE OF NEXT MEETING

Thursday 17 June 2010 @ 12.30 pm in the Committee Room 1

FUTURE DATES

Thursday 23 September 2010 @ 12.30 pm

Thursday 25 November 2010 @ 12.30 pm