

Minutes

MEETING: NIMDTA Board
DATE: Thursday 30 November 2023
TIME: 10.00 am
VENUE: Beechill Room, NIMDTA

Members:	Mr D Wilson	Chair
	Mr B Garland	Member
	Dr J Little	Member
	Mr G McKenna	Member
	Ms G Campbell	Member
	Mr H Graham	Member

In Attendance:

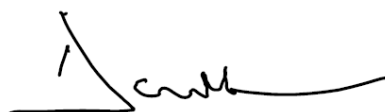
Dr C Harron	Postgraduate Medical Dean & Director of Education
Mr A McClelland	Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Ms R Campbell	Senior Professional Support Manager (<i>part only</i>)
Dr Hendron	Dental Dean
Ms Turner	Senior HR Manager – Trainee Employment
Dr Smyth	Director of Hospital Specialty and Professional Development
Dr M Stone	GP Director
Dr P Leggett	Associate Director – GP Appraisal
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Mr M McCarey (Chief Executive) Ms Hughes (Senior Education Manager) Dr L Parks (Foundation Director)	
2.0	Declarations of Interests – Items of Business	

Ref	Item	Action
2.1	<p>Dr Leggett declared the following:</p> <ul style="list-style-type: none"> • GP Partner – roles include GP Training and teaching of QUB medical students • GP Director South Belfast Federation of Family Practices • Co-Convenor for Clinical Competency Test Examination for ICGP <p>Mr Wilson thanked Dr Leggett for sharing this information, confirming this will be taken as a given at future meetings. It will however be incumbent on Dr Leggett to declare an interest should a conflict arise with an agenda item or meeting discussion point.</p>	
3.0	Announcements	
3.1	<p>Mr Wilson noted the change to today's agenda due to a number of issues and concerns being raised. The nature of these concerns necessitated discussion today.</p> <p>Mr Wilson apologised to those who had submitted reports in advance of the change.</p>	
3.2	<p>Mr Wilson noted that today marks the final Board meeting for both Dr Little and Dr Stone, thanking them on behalf of NIMDTA for their years of service.</p>	
4.0	Minute of Meeting	
4.1	<p>The Minutes of 28 September 2023 were approved.</p>	
5.0	Matters Arising	
5.1	<p>Please see appended Action List.</p>	
5.2	<p><u>50.0 - 5.3 Report from the Postgraduate Medical Dean /Director of Education (28.09.23)</u> On Agenda.</p>	
5.3	<p><u>EDI Workshop</u> Members noted work in progress, with a workshop expected to take place early next year.</p>	

Ref	Item	Action
6.0	Update from The Audit Sub-Committee	
6.1	<p>Mr Garland noted minutes of the previous Committee are included within today's papers.</p> <p>Mr Garland highlighted that the increase in fraud cases is being monitored.</p> <p>Mr Wilson asked for an update on outstanding audit findings. Mr Garland and Mr McClelland provided an overview of outstanding reports, confirming that Internal Audit work is in line with agreed timelines.</p>	
7.0	Update from Governance & Risk Sub-Committee	
7.1	<p>Ms G Campbell confirmed the Risk Management policy was approved at the last Committee. Significant time was given to discussion of risk appetite, with some work still to be done, this will be finalised at the next G&R meeting.</p> <p>Ms G Campbell also confirmed that Standing Orders for amended Committees were approved.</p> <p>Revalidation – Mr Wilson asked Dr Harron for an update on revalidation following the recent workshop held for Board Members. Dr Harron provided an update, noting an 18% deferral rate, which will be benchmarked externally against other deaneries.</p>	
8.0	Risks/Concerns	
8.1 – 8.3	<p><u>PGD Report</u> Please see confidential section below.</p>	
8.4	<p><u>Risk Dashboard</u> Deferred.</p>	
8.5	<p><u>Corporate Risk Register</u> Deferred.</p>	
8.6	<p><u>Education Risk Register</u> Deferred.</p>	

Ref	Item	Action
8.7	<u>Dental Risk Register</u> Deferred.	
8.8	<u>SLE Risk Register</u> Deferred.	
8.9	<u>Business Support Risk Register</u> Deferred.	
9.0	Correspondence/Reports/Papers received (for information)	
9.1	The following items were noted: <ul style="list-style-type: none"> • HSC(F) 35-2023 - The Payment of Remuneration of Chairs and Non-Executive Members Determination (NI) 2023 • Letter to Chief Executives of HSC Trusts and DoH ALBs from Jim Wilkinson – Healthcare Policy Group • CEA Consultation - Letter to stakeholder 	
10.0	Any Other Business	
10.1	None.	
11.0	Date of next meeting	
11.1	An ad-hoc meeting in December has been requested, Ms Kerr will liaise with attendees to find a suitable date.	Ms Kerr



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NIMDTA Chair

25.01.24

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Date