

Minutes

MEETING: NIMDTA Board
DATE: Thursday 28 March 2024
TIME: 10.00 am
VENUE: Boardroom, NIMDTA

Members:

Mr D Wilson	Chair
Mr B Garland	Member
Mr G McKenna	Member
Ms G Campbell	Member (<i>online</i>)
Mr H Graham	Member (<i>online</i>)

In Attendance:

Mr M McCarey	Chief Executive
Mr A McClelland	Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Ms R Campbell	Senior Professional Support Manager
Dr Hendron	Postgraduate Dental Dean
Ms Hughes	Senior Education Manager
Ms Turner	Senior HR Manager – Trainee Employment
Dr P Leggett	GP Director
Dr L Parks	Foundation Director
Dr J Lockhart	ADEPT Fellow
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Dr C Harron (Postgraduate Medical Dean & Director of Education) Dr Smyth (Director of Hospital Specialty and Professional Development) Mr Wilson requested consideration is given to alternative staff attending when SMC Members have to send apologies.	SMC

Ref	Item	Action
2.0	Declarations of Interests – Items of Business	
2.1	See Confidential Section, Item C1.0.	
3.0	Announcements	
3.1	Mr Wilson welcomed Dr Lockhart to today’s meeting as an observer.	
3.2	Mr Wilson passed Board condolences to Mr McKenna.	
3.3	<p><u>Accountability Review</u> Mr Wilson noted that an Accountability review meeting took place recently, at which positive feedback on NIMDTA performance was received.</p> <p>Mr Wilson did however stress that DoH colleagues, including the Permanent Secretary and the Minister have clearly communicated the budgetary challenges currently being faced by the wider HSC. DoH colleagues have stressed the requirement for NIMDTA to carry out business within existing resources, noting that a failure to do so will result in NIMDTA potentially having to reduce the number of doctors and dentists being trained. DoH colleagues also highlighted that any request for additional resources will result in a knock-on reduction in resources for another area within HSC.</p> <p>Mr McCarey endorsed this message, adding this was also stressed to him during a meeting with the DoH Director of Finance.</p>	
3.4	<p><u>Job Market Challenges</u> Mr Wilson also highlighted the difficulties being seen across the wider job market, with widespread challenges in recruiting and retaining staff. This unfortunately, is not a problem unique to NIMDTA.</p>	
4.0	Minute of Meeting	
4.1	The Minutes of 25 January 2024 were approved.	
5.0	Matters Arising	
5.1	Please see appended Action List.	

Ref	Item	Action
	Members were content all actions are covered within the reports presented today.	
6.0	Update from The Audit Sub-Committee	
6.1	<u>Minutes of Meeting held on 08 February 2024</u> Approved.	
6.2	<u>Minutes of Meeting held on 29 February 2024</u> Approved.	
7.0	Update from Governance & Risk Sub-Committee	
7.1	<u>Minutes of Meeting held on 30 January 2024</u> Approved.	
8.0	NIMDTA Resourcing	
8.1	<u>Industrial Action (DDiT)</u> Mr McCarey thanked Ms Turner for her work on this.	
8.2	<u>SLE PPE</u> Mr McCarey advised that a meeting with DoH is scheduled for after the Easter break, with aim to complete the PPE by end of June 2024.	
8.3	<u>Specialty Recruitment Resilience</u> See Confidential Section, Item C2.0.	
8.4	<u>Medical Director Recruitment</u> See Confidential Section, Item C3.0	
8.5	<u>Organisational Development</u> Mr McCarey noted that he has requested a Board Away Day, which will also help to address the wider systemic issues raised by Item 8.3. Mr Wilson suggested that HSCLC input would be useful at this session.	Mr McClelland Ms Kerr
9.0	NIMDTA Policies	

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9.1	<u>Standing Orders – NIMDTA Board</u> Members noted a contradiction regarding the role of the Board. Members approved Board Standing Order subject to this being amended, which can be facilitated by email circulation.	Mr McClelland
9.2	<u>LDA Monitoring and Escalation Policy</u> Approved.	
10.0	Risk Management	
10.1	<u>Corporate Risk Register (CRR)</u> Members welcomed confirmation that the Corporate Risk Register (CRR) is now reviewed in detail at each SMC meeting. SMC Members confirmed this is useful. Mr McClelland overviewed plans to refine the review process over time, such as the introduction of a Sharepoint to allow for live updates.	
11.0	Report from the Chief Executive	
11.1	Members noted the report from Mr McCarey, Chief Executive.	
11.2	<u>Premises Expansion</u> Mr Wilson asked for an update. Mr McCarey confirmed that no update has been received from DoH, thanking Mr McClelland and Ms Gregge for the significant work they did on the business cases. Members expressed their dis-satisfaction that expansion was not achieved despite Permanent Secretary support.	
11.3	<u>Pharmacy Merger - Oriel</u> Members discussed and stressed that NIMDTA can only be a source of advice, until such times as NIMDTA has a statutory brief and additional resources to do more.	

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12.0	Sub-strategies and Departmental Business Plans	
12.1	<u>Medical Education Strategy</u> Approved.	
12.2	<u>Dental Education Strategy</u> Approved.	
12.3	<p><u>Business Plans</u></p> <p>Members approved in principle, noting Business Plans will be subject to continuous review and scrutiny by the Governance, Resources and Performance Committee throughout the year and will also be further discussed at the Board Away Day mentioned at Item 8.5 above.</p> <p>Mr Wilson noted that Members would welcome a KPI report at Board. Mr McClelland confirmed he has been developing this alongside Ms G Campbell, and will present to the Governance, Resources and Performance Committee for first review. The KPI report will subsequently come to Board.</p>	
13.0	Report from Senior Business Manager	
13.1	Members noted the report from Ms Black, Senior Business Manager.	
13.2	<p><u>Month 11</u></p> <p>Ms Black advised work is currently focused on year end, confirming that she anticipates breakeven will be achieved.</p> <p>Members congratulated Ms Black and all involved in budget management for their work.</p>	

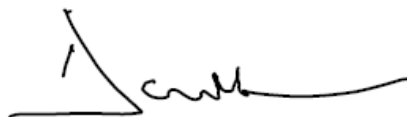
Ref	Item	Action
13.3	<p><u>Priorities</u></p> <p>Ms Black noted the need for a strategic approach to financial planning.</p> <p>Mr McCarey recognised the need to upskill team managers to allow for timely completion of business cases and to reduce the support requirement currently on Ms Black.</p>	SMC
13.4	<p><u>Scheme of Delegated Authority</u></p> <p>Members discussed the approval process in the absence of both the Chief Executive and Senior Business Manager.</p> <p>Members welcomed Ms Black's confirmation that the system has appropriate settings to ensure controls are in place.</p> <p>Approved.</p>	
13.5	<p><u>Business Cases</u></p> <p>The following business cases and their associated recruitment requests were approved:</p> <ul style="list-style-type: none"> • IBC 56 - B6 Hosp Training Recruitment • IBC 57 - B4 Revalidation • IBC 66 - B5 Professional Support Co Ordinator (New to NI) <p>Members discussed and noted the requirement for IBCs to come to the Board for approval. Ms G Campbell noted her discomfort at approval when Members do not have the granular knowledge to understand the impacts, and suggested these be looked at in more detail at Governance, Resources & Performance Committee. Mr Wilson confirmed he is content that SMC review and approve prior to submission to Board, thus SMC have opportunity to raise any concerns at that stage.</p>	

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13.0	Report from the Postgraduate Medical Dean /Director of Education	
13.1	Members noted the report from Dr Harron, PGMD/Director of Education.	
14.0	Report from the Postgraduate Dental Dean	
14.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
14.3	<u>Risk</u> Dr Hendron noted a small number of trainees requiring extensions. Dr Hendron advised that Risk 2 and Risk 7 have merged.	
14.4	<u>Foundation Allocation</u> Members noted the number of Educational Supervisors is significantly higher than the number of available trainees. Members discussed the current block payment method for Educational Supervisors, recognising this may be impacted by the PPE. Dr Hendron advised DoH are keen to increase the dental training numbers, however she cannot commit to this without additional funding.	
15.0	Report from the Director of Hospital Specialty and Professional Development –	
15.1	Members noted the report from Dr Smyth, Director of Hospital Specialty and Professional Development.	
16.0	Report from the Director of Postgraduate GP Education	
16.1	Members noted the report from Dr Leggett, Director of Postgraduate GP Education	
16.2	<u>Appraisal</u> Dr Leggett noted the 2024/25 appraisal process has begun. Mr Wilson asked for clarification regarding appraisals which go beyond the deadlines. Dr Leggett advised this is monitored via	Dr Leggett

Ref	Item	Action
	the KPI report, and provided some background on the wider issue of non-engagers with the appraisal process. Members requested this also becomes a KPI.	Mr McClelland
16.3	<u>Risks</u> See Confidential section, Item C4.0.	
16.4	<u>Confidential</u> See Confidential section, Item C5.0.	
17.0	Report from the Senior Education Manager	
17.1	Members noted the report from Ms Hughes, Senior Education Manager.	
17.2	<u>National Training Survey</u> Ms Hughes advised this is now open, and she will provide an update on responses to the April Board meeting.	Ms Hughes
17.3	<u>Learning and Development Agreements (LDAs)</u> Ms Hughes confirmed these have been issued.	
17.4	<u>Enhanced Monitoring</u> See Confidential section, Item C6.0.	
17.5	<u>SAS Development Day</u> Ms Hughes committed to share feedback at a future Board meeting. Mr Wilson asked how Dr Forbes feeds into the Board. Ms Hughes confirmed this will be done via her report and Dr Harron's report. Members requested that Dr Forbes is invited to attend the Board on an annual basis.	Ms Hughes Mr McClelland Ms Kerr
18.0	Report from the Senior Professional Support Manager	
18.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
18.2	<u>Concerns</u> See Confidential section, Item C7.0.	

Ref	Item	Action
18.3	<u>PSW Support Requirements</u> See Confidential section, Item C8.0.	
18.4	<u>Staff Stress</u> See Confidential section, Item C9.0.	
18.5	<u>Fill Rates</u> See Confidential section, Item C10.0.	
19.0	Report from Senior HR Manager (Trainee Employment)	
19.1	<u>Case Investigator</u> See Confidential section, Item C11.0.	
19.2	<u>Rotation</u> Ms Turner recognised that seven off cycle payments from a total of 1200 is very acceptable.	
19.3	<u>Death in Service</u> Ms Turner confirmed there is ongoing liaison with the trainee's family. Members thanked Ms Turner for her work in this area.	
20.0	Report from the Director of Foundation	
20.1	Members noted the report from Dr Parks, Director of Foundation.	
20.2	<u>PSA Exam</u> See Confidential section, Item C12.0.	
20.3	<u>Recruitment</u> Dr Parks provided an update, noting 5 withdrawals to date with more expected. <i>Dr Hendron and Ms Hughes left the meeting.</i> Members discussed previous withdrawal trends. <i>Mr McKenna left the meeting.</i>	
21.0	Report from the Senior Governance, IT & Facilities Manager	
21.1	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	

Ref	Item	Action
21.2	<u>Covid-19 Enquiry</u> See Confidential section, Item C13.0.	
22.0	Correspondence/Reports/Papers received (for information)	
22.1	None.	
23.0	Any Other Business	
23.1	<u>Efficiency of Resource</u> Mr McCarey noted his wish to examine this in more detail.	Mr McCarey
24.0	Date of next meeting	
24.1	Tuesday 23 April 2024, 10am	



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NIMDTA Chair

23.04.24

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Date