

Minutes

MEETING: NIMDTA Board
DATE: Thursday 29th August 2019
TIME: 2.00 pm
VENUE: Board Room, NIMDTA

Members:

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

In Attendance:

Professor K Gardiner	Chief Executive/Postgraduate Dean
Mr M McCarey	Governance, IT & Facilities Manager
Dr I Steele	Director of Hospital Specialty Training and Professional Development
Dr C Loughrey	Associate Director – GP Career Development
Ms R Campbell	Professional Support Manager
Ms D Hughes	Education Manager
Dr L Parks	Director of Foundation Training
Ms C McGlone	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Mr D Morrice (Non-Executive Member) Mr L Wilson (Non- Executive Member) Ms P Black (Business Manager) Dr B Hendron (Postgraduate Dental Dean)	
2.0	Declarations of Interests – Items of Business	
2.1	None.	
3.0	Announcements	
3.1	None.	
4.0	Draft Minute of Previous Meeting	

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4.1	<p>The minutes of the meeting held on 27 June 2019 were discussed and were agreed subject to any amendments.</p> <p>Board Members to contact Ms McGlone if there were any further amendments.</p>	
5.0	Matters Arising – Board Meeting 29 November 2018	
5.1	<p><u>Matters Arising: (5.1) Fire Drill</u></p> <p>Mr McCarey confirmed that a Fire Drill was conducted at Beechill House on 20th August 2019.</p>	CLOSED
5.2	<p><u>Report from the Director for Hospital Specialty Training & Professional Development: (8.8) Reimbursement of Accommodation Costs relating to Study Leave/Examinations</u></p> <p>It was noted that a response to Professor Gardiner's letter had not yet been received. Professor Gardiner would follow this up.</p>	Professor Gardiner
5.3	<p><u>Report from the Chief Executive/Postgraduate Medical Dean: 16.2 Post to support development of the Communications Strategy</u></p> <p>Job Descriptions were received from Mr McCarey and Ms Hughes for a range of posts. Professor Gardiner suggested that this post would be a Band 7. Ms Hughes and Professor Gardiner have arranged a meeting regarding the Job Description for this post.</p>	Professor Gardiner/ Ms Hughes
5.4	<p><u>6.1 Report from The Audit Sub-Committee</u></p> <p>Professor Gardiner thanked staff in the July Newsletter for their contribution towards the Audit Report.</p>	CLOSED
5.5	<p><u>13.1 Learning and Development Agreements</u></p> <p>Ms Hughes confirmed that all Learning and Development Agreements had been signed.</p>	CLOSED
5.6	<p><u>13.2 Annual Quality Report</u></p> <p>Ms Hughes noted that this would be considered under the Agenda.</p>	
5.7	<p><u>13.2 Trainer/Trainee Events: Trainee Forum</u></p> <p>Ms Hughes confirmed that the next Trainee Forum would be meeting in September. Ms Hughes will confirm the date and an invitation to attend will be sent to Board Members.</p>	Ms Hughes

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5.8	<p><u>8.0 Report from Governance, IT and Facilities Manager: Room bookings</u></p> <p>Mr McCarey advised that more events may be relocated due to limited space in Beechill House. Mr McCarey is currently collecting information for DoH regarding the costs of relocation.</p>	
5.9	<p><u>8.0 Report from Governance, IT and Facilities Manager</u></p> <p>Professor Gardiner provided Members with an overview of the BSO SLA Annual Review Meeting on 16 August 2019 with Ms Hargen [Director of HR and Corporate Services], Ms Bailie [Director of Customer Care and Programmes] and Mr McGratten [Acting Finance Director] during which, delays to HR processes, performance of the Information Governance function, missed returns and increase of charges were discussed. Professor Gardiner attended along with Ms Black and Mr McCarey and agreed that this had been a constructive meeting. Professor Gardiner clarified that the increase of charges was as a result of the increase in superannuation and there was an opportunity to claim this increase from the DoH.</p> <p>Professor Gardiner advised Members that Ms Hargen, Ms Bailie and Mr McGratten were apologetic about delays in Job Evaluations. Professor Gardiner, Ms Black and Mr McCarey had agreed to collate notes from the meeting.</p>	
5.10	<p><u>9.0 Business Manager: Savings Target 2019/20</u></p> <p>Professor Gardiner informed members that a letter had been received from Ms Lloyd [Director of Finance, DoH] confirming that the DoH could not support the delivery of savings from the training budget. Professor Gardiner advised Members that this would be monitored.</p> <p>Mr Joynes voiced concern that NIMDTA could not continue stretching their budget. Mr McKenna queried which services would be impacted upon if NIMDTA would have to limit activities to avoid exceeding the budget.</p>	
6.0	<p><u>Single Lead Employer Update</u></p>	
6.1	<p>Ms Campbell [Professional Support Manager] circulated her update on Single Lead Employer.</p>	
6.2	<p>Ms Campbell confirmed that of the 94 trainees in the initial tranche, 93 were paid with one trainee not receiving payment due to a payroll error which had been rectified on Thursday 29th August.</p> <p>Ms Campbell advised Members that Phase 1 of Single Lead Employer</p>	

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	had involved a significant amount of work from existing NIMDTA staff members.	
6.3	<p><u>Resources</u></p> <p>Ms Campbell advised Members that the Band 8a and Band 6 posts would be re-advertised as permanent posts.</p> <p>Ms Campbell informed Members that NIMDTA was using the expertise of the present Professional Support Team to complete Phase 1 of Single Lead Employer.</p>	
6.4	<p><u>Phase 2 Single Lead Employer</u></p> <p>Ms Campbell advised Members that Phase 2 of Single Lead Employer required 250 trainees to be added to HRPTS for April 2020 and that this process would commence in November 2019 in order to meet the April deadline.</p> <p>Ms Campbell confirmed that a Project Plan had been developed for Single Lead Employer and, to date, most actions had been delivered by Mrs Dennison [Professional Support Co-ordinator].</p> <p>Ms Campbell confirmed that trainees had received their first salary under Single Lead Employer on 28 August 2019. One trainee had been placed on an emergency tax code and had notified staff that they would be making a complaint. Ms Campbell advised Members that the tax code issued was out of NIMDTA's control, as the trainee had not yet been issued with a P45 by BHSCT. A complaint had not yet been received and the individual had been referred to the 'How to' guide.</p> <p>Mr Joynes queried if there would be a benefit in alerting people to the delay in P45s being issued. Mr McKenna suggested discussing a solution with BSO to minimise the impact on trainees.</p> <p>Dr Parks [Director of Foundation Training] advised Members that Student Loan deductions for F1 Doctors would commence in April 2020 and this could have a further impact on their salaries.</p> <p>Dr Loughrey highlighted a post on Social Media implying that Single Lead Employer would prevent emergency tax codes being issued to Trainees. Mr Joynes clarified that this would be the case when Single Lead Employer was fully established.</p>	
6.5	Mr Joynes queried if the new process of approving travel expenses would impact trainees. Ms Campbell advised members that managers in the Trusts would be approving travel expenses and NIMDTA would be processing the approved expenses. Ms Hughes [Education Manager] confirmed that a list of approvers had been	


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	<p>received from all HSC Trusts.</p> <p>Mr Joynes highlighted that when approving travel for non-executive members; travel expense approvals would most likely be sent from an external email address and queried the implications this would have.</p> <p>Mr Joynes queried if the process to approve trainee travel expenses could be simplified. Ms Hughes confirmed that this had been discussed at length and was the only feasible option. Ms Campbell added that there had not been many claims to date as trainees had recently commenced employment.</p>	
6.6	<p>Ms Hughes informed Members that NIMDTA had facilitated a Single Lead Employer On-Boarding and Policy Review meeting. In attendance were representatives from the HSC Trusts, BMA, DoH, Ms Hughes and Ms Campbell. During the meeting, On-Boarding documents and transitional guidance were developed.</p> <p>Ms Hughes confirmed that all organisations provided input and there were plans to sign off these documents at the Single Employer Steering Group. However they would seek legal input and would forward the documents to Ms Turkington [Legal Services, BSO] for review. Ms Hughes advised that she would arrange a meeting with the BMA and Ms Turkington.</p> <p>Mr Joynes queried if there was a deadline by which to have this completed. Ms Campbell confirmed that these were required before the end of September 2019. Ms Campbell confirmed that the Employment Contract was being reviewed by Ms Turkington and that this would need to be issued within 8 weeks of Trainees commencing employment.</p>	
6.7	<p>Dr Loughrey advised Members that there would be an issue with GP trainees, as they would have additional expenses to claim. Professor Gardiner advised that they would need input from BSO legal regarding the associated extra costs and whether these would be charged back to the DoH.</p> <p>Mr Joynes queried how the costs of NIMDTA using BSO legal were captured. Professor Gardiner advised that they would report on the use of BSO legal services time at the next Board Meeting. Mr Joynes queried if NIMDTA would need to address time spent using BSO legal services in discussing the lease and Single Lead Employer. Mr Joynes asked Mr McCarey to report back to the Board on time spent using BSO legal services.</p>	<p>Mr McCarey</p>

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6.8	<p>Professor Gardiner queried if there had been any allocation for appointing Single Lead Employer staff. Ms Campbell confirmed there had been none.</p> <p>Ms Campbell confirmed that a Project Plan had been developed by NIMDTA and a Professional Support staff member had delayed annual leave to complete tasks relating to Single Lead Employer. Professor Gardiner confirmed that the Band 8a and Band 6 posts would be re-advertised as permanent positions.</p>	
6.9	<p>Mr Joynes suggested the DoH was made aware of the increased costs associated with BSO Legal and using expertise from the HSC Leadership Centre. Members discussed this and agreed.</p>	<p>Professor Gardiner/Mr McCarey</p>
7.0	<p>Business Manager update</p> <p>Professor Gardiner gave an overview of the report on behalf of Ms Black [Business Manager].</p>	
7.1	<p>The NIMDTA Financial Monitoring return for Month 4 was submitted to the DoH on 16 August 2019 reporting a breakeven position.</p> <p>Budgets will be finalised in November. All allocations have not yet been received.</p> <p>Ms Black met with Mr Chris Wilkinson [DoH] regarding the levels of funding that NIMDTA could expect. Ms Black was also seeking clarification regarding an allocation of £601k.</p>	
8.0	<p>Governance, IT and Facilities Manager update</p>	
8.1	<p>Mr McCarey confirmed that the agreement for lease had been signed, that the extra space was now available for NIMDTA and that he had met with Lambert Smith Hampton to gauge how long the Landlord works could take. Lambert Smith Hampton had suggested that this work could take four months, but with minimal disruption.</p> <p>Mr McCarey noted that, whilst the space was available, it was not operationally ready. Rent free periods had been written into the lease to reflect the time to commission the space.</p> <p>Mr Joynes queried the timescale for these renovations. Mr McCarey advised that the timescale would be clearer over the following weeks when the Business Case would be sent to the DoH.</p>	
8.2	<p>Dr Steele queried if the additional space would be reconfigured. Mr McCarey confirmed the first phase of the renovation would involve unification of the buildings, electrical and IT work, fixing heating, painting and carpeting. Mr McCarey advised Members that there had</p>	

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8.3	<p>been unavoidable delays, but that he was hopeful the lease would address the space issues in Beechill House.</p> <p>Professor Gardiner advised that there would be temporary relocations when the roof repairs and window replacement was taking place. Mr McCarey confirmed that the contractors had been asked to replace windows in the new building and highlighted that he would become better informed as to how much of an impact there would be in the existing areas of Beechill House. Mr McCarey suggested that he was hopeful that it would take less than one day per office with the open plan being done over a weekend or evenings. Professor Gardiner advised that this would require the relevant areas to be cleared.</p> <p>Mr Maguire queried when the work would be completed. Mr McCarey advised that he was hopeful the roof would be completed in four months and suggested that the windows would take 2 – 4 weeks to replace. Mr Joynes suggested that this could be extended depending on the weather.</p>	
8.4	Governance update	
8.5	<p>Mr McCarey confirmed that the co-location with NICPLD had been successful.</p> <p>The Annual Report 2018/2019 had been signed and was now available online.</p> <p>Mr McCarey advised that he had continued to attend EU Exit meetings and would provide a full update at the Board Meeting scheduled for Thursday 19th September 2019.</p> <p><u>Complaints</u></p> <p>Mr McCarey advised Members that he had responded to a complex complaint which had required a lot of time and input. To date, no acknowledgment had been received from the complainant.</p>	
8.6	<p><u>Department of Health letter: IHRD Report Recommendation</u></p> <p>Mr McCarey drew attention to the letter from the DoH regarding recommendations in the IHRD report and confirmed that NIMDTA were compliant with keeping records and accessibility.</p> <p>Members discussed the detail and agreed that the DoH should be contacted regarding concerns. Mr McCarey suggested that recommendations could be discussed at the next Chairs' Forum. Mr Joynes agreed. Mr McCarey also suggested that there should be a consultation regarding the recommendations made in the report.</p>	

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	<p>Mr McCarey queried if this would impact on Senior Management Committee Minutes. Mr Joynes suggested that, as Senior Management Committee Members were appointed by the Chief Executive and reported to the Board, the minutes should not require to be published. Mr McCarey agreed that the Terms of Reference would be brought to the next Board Meeting in order to ensure that the wording was clear.</p>	<p>Mr McCarey</p>
<p>9.0</p>	<p><u>Annual Quality Report 2018/19</u></p> <p>Ms. Hughes circulated potential images for the front cover of the Annual Quality Report 2018/19 and asked Members to select the most appropriate. Mr Joynes suggested including various images on the front cover. Members agreed to use a collage of images on the front cover and explain each image throughout the report.</p> <p>Professor Gardiner suggested removing images that were unclear.</p> <p>Ms Hughes agreed to do this and make amendments highlighted by Dr Little.</p>	<p>Ms Hughes</p>
<p>10.0</p>	<p><u>Update from Professor Gardiner</u></p> <p>Professor Gardiner gave an overview of the issues discussed including Single Lead Employer, the Lease and the Annual Quality Report 2018/19.</p> <p>Professor Gardiner advised Members that he would bring results from the staff survey to the Board Meeting scheduled for 19th September 2019.</p>	
<p>11.0</p>	<p><u>Senior Management updates</u></p> <p>Mr Joynes commended the Foundation team on the successful F1 Induction day that took place on 1st August 2019. Dr Parks advised Members that positive feedback had been received from trainees and thanked everyone who helped prepare for the F1 Induction and those who helped at the event. Dr Parks also thanked all Department Managers for releasing staff to help at the Induction event.</p> <p>Dr Parks confirmed that a Band 5 Foundation School coordinator had been recruited and was due to commence in September 2019.</p>	
<p>12.0</p>	<p>Any other business</p>	
<p>12.1</p>	<p>None.</p>	

Ref	Item	Action
13.0	Date of next meeting	
13.1	Thursday 19 th September @ 2pm, Boardroom, NIMDTA.	



Daisy **NIMDTA Chair**

 28/11/2019

Date