

Minutes

MEETING: NIMDTA Board
DATE: Thursday 24 January 2019
TIME: 2.00 pm
VENUE: Board Room, NIMDTA

Members:

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

In Attendance:

Professor K Gardiner	Chief Executive/Postgraduate Dean
Ms P Black	Business Manager
Mr M McCarey	Governance, IT & Facilities Manager
Dr B Hendron	Postgraduate Dental Dean
Dr I Steele	Director of Hospital Specialty Training and Professional Development
Dr A Leitch	Associate Director – GP Specialty Training
Ms R Campbell	Professional Support Manager
Ms D Hughes	Education Manager
Dr L Parks	Director Foundation Programme
Ms K McIlvenny	Governance Executive Officer
Ms S Campbell	ADEPT Fellow

Ref	Item	Action
1.0	Apologies	
1.1	<ul style="list-style-type: none"> Dr C Loughrey (Dr A Leitch deputised) 	
2.0	Declarations of Interests – Items of Business	
2.1	None	

3.0	Announcements	
3.1	Mr Joynes informed Members that he had written to Ms Carragher, thanking her for her gift.	
4.0	Draft Minute of Previous Meeting	
4.1	The minutes of the meeting held on 29 November 2018, copies of which had been circulated prior to the meeting, were agreed as a true record and signed.	
5.0	Matters Arising – Board meeting 29 November 2018	
5.1	<p><u>5.2 Fire Drill</u></p> <p>Mr McCarey advised that a fire evacuation report was attached as part of his report and advised that further to prior requests, arrangements had been put in place to carry out a further fire drill when Board Members will be present at NIMDTA.</p>	Mr McCarey
5.2	<p><u>15.5 Travel and Expenses Policy</u></p> <p>Ms Black informed Members a further change to the policy would be sent to the Board meeting in March and that Ms Hughes was progressing with the 'Vulnerable Training Programmes' policy.</p>	Ms Black
5.3	<p><u>13.8 Board Effectiveness</u></p> <p><u>Self-Assessment Tool</u></p> <p>Mr Joynes asked Mr McCarey if there were any further actions needed to finalise this. Mr McCarey confirmed that action plans were in place and invited feedback from Members.</p> <p><u>Case Studies</u></p> <p>Upon enquiry, Mr McCarey informed Members that two Case Studies had been completed. It was confirmed that previously suggested amendments had been made.</p>	

5.4	<p><u>16.7 Section 75 Equality Scheme</u></p> <p>Ms Campbell informed Members that a meeting with the BSO Equality team had taken place on 9 January 2019 and that NIMDTA Employees had undertaken Equality and Diversity Training.</p>	
5.5	<p><u>16.11 Sponsorship of Overseas Doctors</u></p> <p>Ms Campbell informed Members that NIMDTA sought legal advice as well as advice from the UK Borders Agency who required no further action in relation to the omission of advertising medical posts through the job centre in Northern Ireland.</p>	
5.6	<p><u>16.12 SLA with BSO</u></p> <p>It was noted that the meeting between NIMDTA and BSO had been postponed and that this would be rescheduled for the next few weeks.</p>	
6.0	<p>Report from The Audit Sub-Committee</p>	
6.1	<p>Mr Morrice, Chair of the Audit Committee, informed Members that NIMDTA had received confirmation of the renewal of the Northern Ireland Audit Office's contract with ASM for external audit services for a five year period.</p> <p>Noted; the next Audit Committee Meeting will take place on Thursday 21 February 2019.</p>	
7.0	<p>Report from Governance & Risk Sub-Committee</p>	
7.1	<p><u>Unconfirmed Minute of the Governance & Risk Committee on 24 October 2018</u></p> <p>Mr Wilson informed Members that the Governance & Risk meeting that had been scheduled to take place earlier that morning had been postponed in order to facilitate a meeting with representatives from the Department of Health. As a result a number of policies that were due to be considered at this meeting would be referred directly to this meeting, as part of the Governance, IT & Facilities Manager's report.</p> <p>Mr Joynes suggested that, following the meeting earlier that day with DoH and the resultant clarification of certain issues,</p>	

	further information could be added to the Corporate Risk Register in relation to Single Employer & NICPLD.	
8.0	Report from the Director of Hospital Specialty Training And Professional Development	
8.1	Dr Steele provided members with an overview of his report and attention was drawn to the following:	
8.2	<u>LAT posts in O+G</u> A workshop took place on 17 December 2018 with representatives from the five Trusts and the DoH and following discussion, a fifth option was proposed (detailed in report).	
8.3	<u>Internal Medicine Training Stage 1</u> Dr Steele highlighted the concern that Northern Ireland was the only nation in the UK that had not been able to confirm that IMT Stage 1 can be implemented in August 2019. Noted; a meeting will take place between NIMDTA, Deborah McNeilly and Peter Barbour on Friday 25 January 2019 to discuss the issue.	
8.4	<u>Flexibility</u> Noted; issues around proposals in relation to increased flexibility in training will be discussed next month at COPMeD.	
8.5	<u>Professional Development</u> Attention was drawn to the following: <u>Broad Based Training</u> Noted; nineteen applicants were due to attend GP recruitment process as the first stage. <u>ICAT</u> Following interviews, seven trainees were appointed (2 of whom were NIMDTA trainees)	

ADEPT

Dr Steele informed Members that the launch night for next years' potential recruits took place on Monday 21 January 2019.

Vulnerable Specialties

A policy had been drafted to address the risks surrounding this and will be submitted to the Medical Leaders Forum in March.

Professional Support Lead Recruitment

Following interview, Ciaran O'Gorman had been appointed and Dr Steele informed Members that he was due to meet with Mr O'Gorman and Dr Harron on Friday 25 January to discuss the role in more detail.

Information Request

Dr Steele informed Members that an FOI request had been made in relation to Pathology. Clarification was being sought in relation to what information needed to be obtained and provided. Mr McCarey advised that NIMDTA had asked for the question to be clarified, and the matter was effectively paused until this is received. Mr McCarey added that an estimate was currently being generated as to the costs associated to answering the original request, as it was believed that this could be above the statutory threshold.

Reimbursement of Accommodation costs

Noted; further analysis of 100 trainees requiring accommodation outside London found that 89/100 trainees paid more than £55 per night with trainees personally contributing an average of £32 per night. Mr Joynes queried if we would be in a position to change the current allowance as this training was a mandatory requirement and Professor Gardiner suggested that the evidence collected could be taken to DoH.

Associate Dean for Visits

Dr Steele confirmed the appointments of both Dr Jackie Rendall and Mr Kouros Khosraviani following interviews with start dates proposed for the beginning of February and April, respectively.

	<p><u>Elective Care Centres</u></p> <p>Upon enquiry from Mr Joynes, Dr Steele communicated his belief that as these centres become operational, trainees would be given the opportunity to progress more easily and enhance their training.</p>	
9.0	<p>Report from the Director of Postgraduate GP Education - TABLED</p>	
9.1	<p>Dr Leitch (Associate Director for GP Specialty Training) deputised for Dr Loughrey and provided an overview of the report. Members noted the current position regarding recruitment, training, staffing and funding.</p> <p>Dr Leitch drew further attention to the following:</p>	
9.2	<p><u>GP Recruitment</u></p> <p>Dr Leitch informed Members of the DoH's intention to run a high level recruitment campaign for General Practice. It was noted that 132 candidates had applied for 2019-20 and that 108 slots would be available at the Stage 3 selection centre in February.</p>	
9.3	<p><u>GP Career Development</u></p> <p><u>Retainer Scheme</u></p> <p>Dr Leitch highlighted that there appeared to be lower than anticipated interest in the re-launch of this scheme (renamed GP Retention Scheme), possibly due to complications caused by the fact there may have been difficulty securing locum cover during surgery opening hours in order to attend.</p> <p><u>Band 4 admin post</u></p> <p>Noted; a Band 4 post (funded by HSCB) will be recruited to support career development activity including the Quality Improvement Initiative.</p>	
9.4	<p><u>GP Appraisal</u></p> <p>Members noted that a recruitment exercise would be run to replace the Appraisers who have resigned.</p>	

9.5	<p><u>ECHO</u></p> <p>Dr Leitch informed Members that at a recent meeting between the Project ECHO Leads and the GP Director it had been agreed that, for the purposes of this work, NIMDTA would remain a clinical network under the auspices of the HSCB. This would enable use of the Moodle platform to record training events so they can be used at a later date.</p> <p>It was further noted that although ECHO had been a very useful way of providing education for trainees without taking them out of practice had become quite an administrative burden.</p>	
10.0	<p>Report from the Postgraduate Dental Dean</p>	
10.1	<p>Members noted the current position regarding recruitment, training and continuing education.</p> <p>Attention was drawn to the following:</p>	
10.2	<p><u>Foundation Training – Educational Supervisor Recruitment</u></p> <p>Dr Hendron confirmed that recruitment for DFT Educational Supervisors had commenced and will close on Monday 11 February 2019.</p>	
10.3	<p><u>Intrepid Software System</u></p> <p>Following the upgrade to the Course Manager System, the Dental Team were working to update and inform all Members of the changes to the system. A guidance document had been created for this purpose in an attempt to support the users of the system. Dr Hendron reiterated that issues experienced during this upgrade had had a significant impact on booking numbers.</p>	
10.4	<p><u>General Dental Council (GDC)</u></p> <p>The GDC have requested that all Postgraduate Deans and Heads of Schools attend a meeting in London on 4 February 2019. The discussion will explore the transition from undergraduate to Foundation training and they have advised this will be the first of a number of tripartite meetings.</p>	<p>Dr Hendron</p>

	Noted; Dr Hendron to update Members at the next meeting.	
10.5	<p><u>Transformation Projects</u></p> <ul style="list-style-type: none"> • The project for education and training of Educational Supervisors in minor oral surgery at High Street oral surgery practices has commenced. • Training for DCP's in the application of fluoride varnish continues with three cohorts now completed. <p>HSCB, has indicated it will support the projects being delivered again in 2019/20 and will follow up with written confirmation.</p>	
10.6	<p><u>Oral Maxillofacial Pathology</u></p> <p>This proposed new training programme in a small specialty has been referred to DoH for approval since it has inherent risk due to the limited availability of Educational Supervisors. Professor Gardiner highlighted that he had explained the risks to DoH and had asked for direction to set up as well as assurance to help manage risks.</p> <p>Mr Joynes asked Ms Hughes if this risk was sufficiently covered in the Education Risk Register and suggested that we include the request for guidance from DoH as a control.</p>	Ms Hughes
11.0	Report from the Governance, IT and Facilities Manager	
11.1	Mr McCarey provided members with an overview of his report.	
11.2	<p><u>Corporate Scorecard</u></p> <p>Mr McCarey informed Members that not all figures were available at the time of preparation of this report due to the proximity of the period closing.</p>	
11.3	<p><u>Business Plan 2019-20</u></p> <p>The Business Plan will be reviewed at the Senior Management Strategic Planning Away day on 4 February 2019.</p>	
11.4	<p><u>Risk Management Policy</u></p> <p>The Risk Management policy was due for annual review. The updated version included revised wording in relation to risk</p>	

	<p>appetite which needed to be clarified. Members agreed to approve the Risk Management Policy in principle and review it in more detail along with the other updated policies, at the next Governance and Risk Committee meeting.</p> <p>Dr Little highlighted the need to change the wording in 'The Role Of NIMDTA' at the beginning of each policy going forward. It was agreed that any new versions of policies would contain the new HSC values.</p>	Mr McCarey
11.5	<p><u>Assurance Framework</u></p> <p>Members discussed the need to provide an evidence base for various assurance statements that would be made at end of year, and the fact that the Controls Assurance Standards, which had previously contributed to this were no longer in effect.</p> <p>Mr McCarey outlined his proposals for this work, and it was agreed to discuss this in further detail at the re-arranged Governance & Risk Committee. A date for this meeting was agreed for Wednesday 13 February.</p> <p>Mr Joynes asked Members to retain their papers for this meeting.</p>	
11.6	<p><u>Structural Survey</u></p> <p>Mr McCarey confirmed that the structural survey had been received and that this would be forwarded to Mr Mike Dawson at Land & Property Services (DoF).</p> <p>Noted; Mr McCarey to meet with H&J Martin on Wednesday 30 January 2019 to discuss project planning.</p>	
11.7	<p><u>Fire Evacuation</u></p> <p>Mr McCarey informed Members that a full test fire evacuation had been carried out on 4 January 2019 and drew attention to the report documenting the post-test evaluation.</p>	
11.8	<p><u>EU Exit</u></p> <p>Members noted that this would be a substantial workstream over the next few weeks, heightened with no deal planning.</p>	

12.0	Report from the Professional Support Manager	
12.1	<p>Ms Campbell provided Members with an overview of her report. Members noted the current position regarding recruitment, training and development.</p> <p>Attention was drawn to the following:</p>	
12.2	<p><u>Absence Target</u></p> <p>Ms Campbell informed Members of the absence target for the period (3.2%). This is below the 5.5% target set for the HSC. There are currently three employees on long-term sick leave.</p>	
12.3	<p><u>Staff Engagement</u></p> <p>Paula O'Kelly will conclude the cultural awareness sessions on 30 January 2019, with feedback to staff in March 2019.</p>	
12.4	<p><u>BSO HR</u></p> <p>Ms Campbell met with BSO HR yesterday and it was agreed that to improve communication, meetings would continue to be held every six weeks.</p>	
12.5	<p><u>Learning and Development Policy</u></p> <p>Members noted and approved the policy which outlined the training for newly appointed staff and appraisal systems etc. The policy had been updated following input from Mr McCarey in relation to Health & Safety.</p>	
12.6	<p><u>Recruitment Complaints</u></p> <p>Mr Joynes enquired about the learning points from complaints in relation to setting and justifying criteria and the shortlisting process. Ms Campbell highlighted that PSU were working on a Candidate Information Pack which would give a named contact person for the post and improve the process.</p>	Ms Campbell

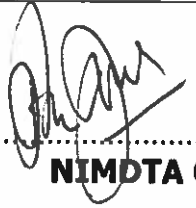
13.0	Report from the Director of the Foundation Programme	
13.1	<p>Dr Parks provided members with an overview of her report and Members noted the current position regarding recruitment, training and development.</p> <p>Attention was drawn to the following:</p>	
13.2	<p><u>National Foundation Doctors Presentation Day (NFDPD)</u></p> <p>Dr Parks highlighted the success of NFDPD, held in Bristol on 11 January 2019 where five presentations were made by Northern Ireland Foundation Doctors.</p>	
13.3	<p><u>Foundation Summit</u></p> <p>Members were notified of the Foundation Summit which was planned for 1 April 2019 at Riddell Hall, with the aim of redefining the Foundation Year 1 experience within Northern Ireland. This will be jointly hosted by NIMDTA and QUB with all stakeholders invited.</p>	
13.4	<p><u>Recruitment</u></p> <ul style="list-style-type: none"> • Noted; Recruitment of a Foundation Deputy Director (to start February/March) with a second Deputy Director to be appointed during 2019. • Noted; Foundation School Manager to be recruited following the retirement of Ms Whan on 10 April 2019. 	
14.0	Report from the Business Manager	
14.1	<p>Ms Black provided Members with an overview of her report.</p> <p>Attention was drawn to the following:</p>	
14.2	<p><u>Financial Breakeven – Month 8 November 2018/19</u></p> <p>Ms Black reported that the NIMDTA Financial Monitoring Return was submitted on 21 December 2018, in line with the DoH timetable, reporting a Breakeven Position in respect of both the current position and Year End Projection.</p> <p>Noted; an easement of £126k had been included in relation to ring-fenced Confidence and Supply funding which continues to be monitored.</p>	

	<p>Further noted; Month 9 had been submitted to DoH on Tuesday 22 January 2019 and a hard copy update was circulated to Members.</p>	
14.3	<p><u>Contingency and Resources</u></p> <p>Ms Black confirmed that recruitment was to commence for the additional Band 5 post within Business Management following the approval by the Board and SMC.</p>	
14.4	<p><u>GP Expansion Easement</u></p> <p>Details of the incident were included in the Finance Report for consideration at the Extraordinary Board Meeting which took place on 9 January 2019. Upon enquiry from Mr Joynes, Ms Black explained what had occurred and what measures are now in place to prevent reoccurrence. It has been agreed that BSO Finance will inform Ms Black of any adjustments going forward. Mr Joynes reiterated the need to ensure that the interface with BSO Finance is managed effectively to reduce risk.</p> <p>Noted; the formal change to the proposed budget was approved by Board Members.</p>	
14.5	<p><u>Contracts Report</u></p> <p>Members noted one amber rating – HICOM Intrepid Trainee Information System. The contract will expire on 31 March 2019.</p>	
14.6	<p><u>Financial Review</u></p> <p>BSO internal audit had completed the Financial Review which commenced on 23 October 2018 and have issued the first draft of the Report for Management Actions on 8 January 2019, with a response due by 30 January 2019. Ms Black informed Members that she had met with Ms Campbell to produce actions and a work plan for PSU and Business Management.</p>	

15.0	Report from the Education Manager	
15.1	Ms Hughes provided Members with an overview of her report. Attention was drawn to the following:	
15.2	<u>Learning and Development Agreements (LDAs)</u> The two LDAs with QUB and Marie Curie & the Belfast Health & Social Care Trust have both been signed by all parties and have been received at NIMDTA. Ms Hughes informed Members that a Memo of Understanding had been produced by Mr Oliver regarding data sharing agreement.	
15.3	<u>Trainee Information System (TIS)</u> Ms Hughes informed Members that following discussion at the Senior Management Committee, it had been agreed that TIS was the preferred option in the medium term (April 2019-April 2020). TURAS Training Programme Management may be considered at a future date if this was the system identified to support a Single Employer model.	
15.4	<u>Harmonisation of Policies</u> Members noted that the policies across service departments were being harmonised to ensure a consistent approach for all trainees. Ms Hughes highlighted that this process had been completed for Special Circumstances via a working group with representation from all departments.	
15.5	<u>Zero Based Budget</u> Ms Hughes informed Members that following discussion at the Bi-lateral meeting with DoH on 20 December 2018, it was proposed that a further paper should be developed for DoH Top Management Group to consider prior to communicating with Trusts.	
15.6	<u>LEP Engagement</u> Annual Reviews with LEPs are scheduled to take place during January and February 2019 and LDAs will be reviewed at these meetings.	

	Noted; a meeting with Trust Medical HR representatives will take place on Tuesday 22 January 2019 and with Trust Medical Education Managers on 25 February 2019.	
16.0	Report from the Chief Executive/Postgraduate Medical Dean	
16.1	Professor Gardiner provided an overview of his report. Attention was drawn to the following:	
16.2	<u>General Internal Medicine</u> Professor Gardiner reiterated the risk raised by Dr Steele in his report and stated that the GMC had approved a curriculum from the SAC. These issues were likely to arise in the second year of the programme. Noted; another forty slots of intensive care required.	
16.3	<u>Flexibility in training</u> Professor Gardiner further highlighted concerns about the proposals developed in relation to increased flexibility in training, and that there had not been sufficient input from representatives from Northern Ireland at the beginning of the process.	
16.4	<u>BSO Shared Services</u> Professor Gardiner advised that he had written to the Director of Human Resources and Corporate Services at the BSO in relation to the delays in banding and job evaluations from the BSO Shared Services. Ms Campbell clarified that the structures that are in place at the BSO to do this work are not helpful and that they were starting to appoint new roles.	
17.0	Correspondence/Circulars (for information)	
17.1	None.	
18.0	Any other business	
18.1	None.	

19.0	Date of next meeting	
19.1	Thursday 21 March 2019 at 2pm in the Board Room, NIMDTA.	



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NIMDTA Chair

28-03-19

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Date

