

Minutes



MEETING: NIMDTA Board
DATE: Tuesday 23 April 2024
TIME: 10.00 am
VENUE: Boardroom, NIMDTA

Members: Mr D Wilson Chair
 Mr B Garland Member
 Mr G McKenna Member
 Mr H Graham Member

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 Smyth Director of Hospital Specialty and Professional Development
 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	Ms G Campbell (Member) Dr C Harron (Postgraduate Medical Dean & Director of Education) Dr P Leggett (GP Director)	
2.0	Declarations of Interests – Items of Business	

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2.1	None	
3.0	Announcements	
3.1	Mr Wilson congratulated Mr Garland on his appointment as Chair of the Northern Ireland Blood Transfusion Service (NIBTS) on 22 April 2024. Members noted no conflicts.	
4.0	Minute of Meeting	
4.1	The Minutes of 28 March 2024 were approved, subject to a minor wording amendment at Item C2.0.	Ms Kerr
5.0	Matters Arising	
5.1	Please see appended Action List. Members were content all actions are covered within the reports presented today.	
6.0	Update from The Audit and Risk Sub-Committee	
6.1	Members noted there has been no Audit and Risk Committee meeting since the last Board. The next Committee meeting is scheduled for 28 May 2024.	
7.0	Update from Governance & Risk Sub-Committee	
7.1	<u>Minutes of Meeting held on 9 April 2024</u> Approved.	
7.2	<u>Risk Registers</u> Mr McCarey provided an update to Members on recent meetings with Internal Audit colleagues. Feedback has been received indicating that NIMDTA may have identified too many risks, along with risks which are potentially rated too high. Mr McCarey noted SMC Members asked at yesterday's meeting for further training on risk writing and rating, adding that it would be useful to include Board Members in this training. Members discussed the ongoing development of NIMDTA Risk Registers which is at an early stage, noting that NIMDTA will take advice on board but may not action it if Board feel that	

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	risks are appropriately identified and rated in line the current operating environment. All noted benchmarking is required.	
8.0	NIMDTA Resourcing	
8.1	<p><u>PPE SLE and Planning</u> Mr McCarey overviewed a recent positive meeting held with Mr Barbour (DoH). Members asked where additional resourcing is coming from, and why is this being done pre-PPE. Ms Black advised DoH are keen to ensure there is a resilient service in place for August 2024.</p> <p>Members asked how confident NIMDTA are that staff can be recruited given the current challenging job market. Ms Turner provided her view on the beneficial impact of having additional staff in place over summer months. Members discussed the head knowledge requirement for staff, recognising that staff turnover can cause significant difficulties for the wider team.</p>	
8.2	<p><u>Impact of Changes in External Job Market</u> See confidential item C1.0 below.</p>	
8.3	<p><u>Specialty Recruitment Resilience</u> See confidential item C2.0 below.</p>	
8.4	<p><u>Medical Director Recruitment</u> Ongoing.</p>	
8.5	<p><u>Business Plan Review & Empowerment</u> Mr McCarey confirmed that work has been progressing since the March Board meeting. He, along with Mr McClelland and Ms Black will be meeting over the coming weeks to progress further.</p>	
8.6	<p><u>Simulation</u> Mr McCarey advised that Dr Harron has spoken with him regarding the development of Simulation work. Mr McCarey recognised the challenges this presents as this is a resource and space intensive workstream. Members recognised that in the current financial circumstances this is particularly challenging as NIMDTA must remain within current financial commitments.</p>	

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8.7	<u>Trust RRLs Review</u> Mr McCarey advised that a meeting is scheduled for week commencing 29 April 2024 with Ms Black, Dr Harron and others to review RRLs, ensuring the correct information is held by all.	
8.8	<u>Facilities</u> Mr McCarey advised that Mr McClelland will soon be meeting with the landlord, noting that the current belief is the unused portion of Beechill House will soon be rented to another party. Members discussed the need to raise the difficulties experienced with the Permanent Secretary when Mr Wilson and Mr McCarey meet with him in June 2024.	Mr McCarey Mr Wilson
9.0	NIMDTA Policies	
9.1	None.	
10.0	Risk Management	
10.1	<u>Corporate Risk Register (CRR)</u> Mr McCarey highlighted the work required following yesterday's SMC meeting and discussions with Internal Audit. Training will be arranged to develop common language, and work will progress to match Risk Registers to the Strategic Plan and Business Plans. Members requested Board is kept advised of what actions are required.	Mr McClelland
11.0	Report from the Chief Executive	
11.1	Members noted the report from Mr McCarey, Chief Executive.	
11.2	<u>UK Covid-19 Inquiry Response</u> See confidential item 3.0 below.	
11.3	<u>Breakeven</u> See confidential item 4.0 below.	

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11.4	<p><u>Internal Audit Report – Recruitment and Allocation of Educational Supervisors 2023/24</u></p> <p>Mr McCarey noted the final report contained no recommendations, commending Dr Hendron and her team on this excellent result.</p>	
11.5	<p><u>Board Away Day</u></p> <p>Mr McCarey highlighted he is keen to hold this as soon as possible.</p>	Mr McClelland
12.0	Report from Senior Business Manager	
12.1	Members noted the report from Ms Black, Senior Business Manager.	
12.2	<p><u>Financial Management Return (FMR)</u></p> <p>Ms Black noted that the Month 12 FMR is due for submission tomorrow, noting the £36k surplus highlighted by Mr McCarey earlier in the meeting.</p> <p>Ms Black confirmed NIMDTA are in the final stages of the year end process, highlighting that DoH are well sighted on the financial impact of GP rotation occurring at year end.</p>	
12.3	<p><u>Annual Accounts 2023/24</u></p> <p>Ms Black confirmed that once year end is complete, her focus will move to completion of the Accounts, noting the tight turnaround required.</p>	
12.4	<p><u>Internal Financial Reporting</u></p> <p>Members welcomed the detailed breakdown received, asking for further detail on the enclosed RRL letter. Ms Black clarified that forecasting for the monthly FMR returns identified the requirement for additional GP related funding. Ms Black highlighted the significant work which goes on behind the scenes to forecast.</p> <p>Mr McCarey added detail on the granular work carried out to monitor non-recurrent funding versus recurrent funding. Along</p>	

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	with the work being done to detangle the historic way in which NIMDTA finances were developed.	
12.5	<u>National Fraud Initiative</u> Ms Black confirmed the NFI process has completed for 2022/23.	
12.6	<u>Fraud</u> Ms Black provided a brief overview on current cases. Members welcomed the detailed report which is presented to the Audit and Risk Committee.	
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>Risks</u> See confidential item 5.0 below.	
14.4	<u>European Union (EU) Legislation on Mercury Use</u> Dr Hendron advised that the EU have proposed legislation to ban the use of mercury, which would automatically applies to Northern Ireland. Dr Hendron noted this may present significant difficulties for the dental industry, explaining the impact this could have on dental practices and thus potentially on training. Mr McCarey noted that divergence from EU policy is likely to become a greater issue going forward, which has potential for profound impact.	
14.5	<u>Dental Private Practice</u>	

Ref	Item	Action
	Dr Hendron highlighted the trend for dentists moving toward private rather than NHS work has significant potential to impact on foundation dentistry training going forward.	
14.6	<p><u>GDC Consultation</u> Dr Hendron advised of changes to GDC registration rules, which will now allow for temporary registration for those trained outside UK. This should help improve workforce shortfalls.</p> <p>Dr Hendron highlighted the risk involved with this approach, adding that she expects progress in this area and additional work for NIMDTA in coming years.</p>	
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.	
15.2	<p><u>Recruitment</u> See confidential item 6.0 below.</p>	
15.3	<p><u>ARCPs</u> Dr Smyth highlighted her concerns regarding new TPDs comprising and chairing panels without any support or input from NIMDTA administrative staff.</p>	
15.4	<p><u>Emerging Risks – Obs and Gynae</u> See confidential item 7.0 below.</p>	
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	Members asked for clarification on why Dr Leggett has included detail on scores in his report. Ms Hughes clarified this figure is much higher than last year, showing a positive result.	
16.3	Mr McCarey advised that he has met with Dr Leggett to discuss a request from RoI counterparts regarding overflow training.	

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	Members agreed this is worth investigating, but stressed this must be agreed between Ministers from both jurisdictions before proceeding.	
17.0	Report from the Senior Education Manager	
17.1	Members noted the report from Ms Hughes, Senior Education Manager.	
17.2	<p><u>National Training Survey</u> Ms Hughes advised the survey remains open, to date the completion rate for trainees is 44%.</p> <p>A number of patient safety concerns have been highlighted, these have been passed on to Heads of School.</p>	
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	<p><u>Immigration</u> Ms R Campbell noted her concerns regarding the significant increase in immigration numbers, with potentially 200 cases for PSW staff to manage this year.</p> <p>Members queried the significant increase. Ms R Campbell advised it is impossible to forecast numbers as this is impacted by the changing nature of applicants. Members asked when NIMDTA need to review the risk. Ms R Campbell confirmed there will be a better understanding of numbers in June 2024. Members also asked how VISAs are funded. Ms Black provided an overview of how this is managed and the background to how funding is obtained.</p>	
18.3	<p><u>Staff Fill Rates</u> Mr McCarey noted his request at the recent Governance, Resources and Performance Committee that a KPI on fill rate within each team be introduced. This will provide useful data to feed into recruitment requirements.</p>	SMC
18.4	<p><u>Professional Support and Wellbeing (PSW) Masterclass</u> Ms R Campbell highlighted that a second successful PSW Masterclass was held on 18 April 2024.</p>	

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19.0	Report from Senior HR Manager (Trainee Employment)	
19.1	<p><u>Medical and Dental Pay Award</u> Ms Turner advised that a date has not yet been set for payment of the pay award. Ms Turner confirmed she has highlighted concern about potential delivery in August and the impact this would have on SLE changeover. All stakeholders have agreed to avoid August, with current proposal to aim for June.</p>	
20.0	Report from the Director of Foundation	
20.1	Members noted the report from Dr Parks, Director of Foundation.	
20.2	<p><u>Overfilling</u> <i>Mr McCarey left the meeting.</i></p> <p>Dr Parks advised at present there have been eleven withdrawals. Dr Parks confirmed that clarification on final numbers will be provided to DoH at the earliest opportunity, adding that she expects significant additional withdrawals in June based on previous trends.</p> <p>Dr Parks noted that regular communications are being sent to trainees to manage any discontent.</p> <p><i>Mr McCarey rejoined the meeting.</i></p>	
21.0	Report from the Senior Governance, IT & Facilities Manager	
21.1	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	
21.2	No questions.	
22.0	Correspondence/Reports/Papers received (for information)	
22.1	None.	

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23.0	Any Other Business	
23.1	<u>New to Northern Ireland</u> Ms Hughes advised of plans to introduce work shadowing for new to NI trainees. This work is not yet resourced, thus will only be introduced for GP trainees.	
23.2	<u>Business Planning</u> Mr McCarey shared plans to introduce a monthly practitioner meeting to help managers work through any challenges they may have in relation to budgets, business planning and risk etc.	
24.0	Date of next meeting	
24.1	Monday 24 June 2024, 2pm	

Geraldine Campbell

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NIMDTA Chair

24.06.24

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Date