

Minutes

MEETING: Agency Board
DATE: Thursday 30 January 2014
TIME: 1.40 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

Mr D Maguire
Mr D Morrice (Acting Chair)
Mr G Smyth

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Dr I Steele (Director of Postgraduate Hospital Specialty Training)
Ms A Carragher (Director for the Foundation Programme)
Ms M Roberts (Administrative Director)
Ms R Campbell (Human Resources Manager)
Mr M McCarey (Corporate Governance Manager)

In Attendance

Mrs P Dardis (Corporate Services)

1 APOLOGIES

Mr A Joynes (Chair of the Agency Board)
Mr L Wilson (Non-Executive Member)
Mr T Hutchinson (Finance Manager)
Dr C Loughrey (Director of Postgraduate GP Education)

It was noted that at the request of Mr A Joynes, Chair of the Agency Board, Mr D Morrice had been nominated as Acting Chair during his absence. The business of the Board had been brought forward to 1.40 pm.

2 MEMBERSHIP OF THE AGENCY BOARD (Paper B14/01)

Members received and noted the revised membership details. Mr

Morrice (Acting Chair) informed the members that official notification had been received of Mr Wilson's re-appointment as a Non-Executive Member of the Agency Board. His second term would expire in February 2018.

3 DECLARATION OF MEMBERS INTERESTS

None declared.

4 ANNOUNCEMENTS

Mr Morrice on behalf of the members wished Mr Joynes a speedy recovery from his recent hospital procedure. It was noted that he would be back in the Chair for the next meeting of Agency Board.

5 MINUTES OF PREVIOUS MEETINGS (Paper B14/02)

Minute of the meeting held on 28 November 2013, copies of which had been circulated prior to the meeting, were approved.

6 MATTERS ARISING

2. Membership of the Agency Board

On enquiry from Mr Morrice, Professor Gardiner (Chief Executive) informed the members, that the possibility of trainee representation would continue to be considered. The Board would be kept updated.

CEO/PG
Medical Dean

4. Announcements: Para 2: Dr I Steele (Masters)

Upon enquiry, Dr Steele confirmed that he had received a formal letter of congratulations from the Chair on behalf of the Agency Board, acknowledging his Masters in Medical Education from Queen's University. He wished to thank NIMDTA for their support.

6. Matters Arising: 11.2 Continuing Education Issues: 'Lets Talk' Lectures

Professor Hussey (Postgraduate Dental Dean) confirmed that after liaising with the Public Health Agency, a lecture had now been organised in March specifically for Dental Foundation trainees. Professor Gardiner advised that he would attend one of the evening lectures with a view to ascertaining if this initiative could be rolled out to other disciplines.

CEO/PG
Medical Dean
&
Postgraduate
Dental Dean

Ms Angela Carragher (Director for the Foundation Programme) joined the meeting.

8.1 Report from Governance & Risk Sub-Committee: Para 1: Corporate Risk Register

Mr McCarey, Corporate Governance Manager, informed the members that the final version of the Corporate Risk Register would now be forwarded for consideration to the February meeting of the Agency Board.

Corporate Governance Manager

11.2 Continuing Education Issues: Para 3: (Award)

The Postgraduate Dental Dean confirmed that he had received a formal letter from the Chair on behalf of the Agency Board expressing congratulations to the Continuing Education Team on their recent award from the Institute of Healthcare Management.

13.4 Paperless Board

The Corporate Governance Manager informed the members that tablets had now been procured on behalf of the Board and Senior Management. Training would need to be organised for the members with a view to organising a paperless meeting by September if not sooner.

Corporate Governance Manager

13.8 Investigations Training

It was noted that the Corporate Governance Manager and Director for Foundation Training had attended a follow-up training day the previous week. In-house training was being organised.

Corporate Governance Manager

All other items would be dealt with under the Agenda

7 REPORT FROM THE AUDIT SUB-COMMITTEE

7.1 Meeting held on 30 January 2014

A meeting of the Audit Sub-Committee had been held at 11.00 am prior to the meeting of the Agency Board. Representatives from the Internal Audit, KPMG and the Northern Ireland Audit Office had attended. Mr Morrice (Chair of the Audit Sub-Committee) highlighted the following:

NIAO Audit Strategy 2013/14

It was noted that the NIAO Audit Strategy presented by Mr Poole from KPMG had been approved. Mr Morrice stated that although the timetable for producing and laying audited accounts had not been received from the Department as yet, based upon 2012/13

the time-frame would be challenging.

FPL Readiness Report

Members had received and discussed the final report of the Migration to Finance, Procurement & Logistics (FPL) audit which contained management comments. It was noted that all but two of the recommendations had been accepted.

Risk Management Report

It was noted that the Risk Management Audit had received a 'satisfactory' level of assurance. Three priority two recommendations had been identified and all recommendations had been accepted by Management.

Governance Statement (NIAO Factsheet)

Members had received and discussed the NIAO fact sheet which detailed findings from a review of Governance Statements and which included recommendations to further enhance Governance Statements produced in the future. Mr Morrice informed the Board that he was pleased to report that NIMDTA's previous Governance Statement had included most of the recommendations contained within the factsheet.

7.2 Date of Next Meeting

It was noted that the following provisional dates had been set for the Audit Sub-Committee:

- 22 May 2014 @ 11.30 am
- 26 June 2014 @ 12.00 noon

It was noted that it had been agreed that there would be a brief pre-meeting of Non-Executive Members and Auditors @ 11.30 am, prior to the meeting on 26 June.

8 FINANCIAL UPDATE (Paper B14/03)

Members received and discussed the Financial Update from the Finance Manager. The following correspondence from the Department was tabled:

- Correspondence from Director of Finance, DHSSPS re. Revenue Resource Limit 2013/14 (29.1.14)
- Correspondence from Director of Human Resources, DHSSPS re. NIMDTA Budget 2013/14 (28.1.14)

A pre-meeting to discuss the Financial Update had taken place at 11.45 am in the Boardroom, attended by the Non-Executive Members, Finance Manager, Chief Executive/Postgraduate Medical Dean, Administrative Director and Corporate Governance Manager. The short pre-meeting had been noted by Mrs Dardis (Corporate Services). Mr Hutchinson (Finance Manager) had highlighted the following:

8.1 Correspondence from the DHSSPS

The tabled correspondence from the Department was received and discussed. Mr Hutchinson (Finance Manager) informed those present that based upon the information received, his financial update was slightly out of date.

Formal notification had been received from the Department that NIMDTA's expenditure allocation for 2013/14 would be reduced by £382k (non-recurrent) and not the previously expected £530k.

8.2 Breakeven

Mr Hutchinson stated that based upon the updated figures received the projected outturn of £22k would equate to a small surplus which fell within the breakeven target of +/- 0.25% of total RRL.

Professor Gardiner and Mr Hutchinson highlighted future potential pressures on the budget and consequences if the Agency were unable to be proactive and take a number of initiatives forward. The financial risk associated with national recruitment was discussed.

8.3 Prompt Payment Compliance

It was noted that the level of compliance achieved for the period 1 April – 31 December 2013, using the target of 95% of payments to commercial suppliers within thirty days had been 94.13%. It was also noted that 68.28% had met the target of 65% of commercial payments to be made within ten working days, as set by the Agency Board.

8.4 General Practice Training

Upon enquiry, Mr Hutchinson advised that the budget for GP Specialty Training had been uplifted to reflect the increased demand for less than full-time training and continued to be highlighted as a potential significant financial risk for the Agency.

It was noted that since the Board had last met, the 2013/14 pay award of 1% had still yet to be implemented and would now equate to approximately £48k.

8.5 Outlook – 2014/15 and Beyond

Mr Hutchinson informed the members that the financial outlook for 2014/15 and beyond now looked better than originally anticipated. His report gave an overview of the most significant cost pressures expected. Upon enquiry, he confirmed that the Dental Vocational Training budget had been capped at £300k. It was also noted that the costs associated with the implementation of Shared Services were yet to be determined.

8.6 Business Services Transformation Programme (BSTP)

Mr Hutchinson updated members on the current status of the Finance, Procurement and Logistics system (FPL). The parallel payroll testing was on-going, resulting in a substantial increase in workload within the Finance Department. The go-live date for HRPTS was still March 2014.

Mr Hutchinson highlighted the two appendices with his report. Appendix one outlined the in-house activities currently provided by the Finance Department. This included the processing of study leave claims. A flowchart outlining the current study leave process was noted and the difficulties associated with tracking this activity within Shared Services and keeping this activity in-house was discussed. Mr Hutchinson further highlighted his second appendix, an email from Ms Margaret McDaid (former Project Manager for FPL) of 7 January 2014, which outlined previous discussion with Mr Hutchinson and confirmed acceptance of his NIMDTA FPL Implementation proposal. In her email she had confirmed that, at that time, it was intended as the operational model for the foreseeable future and was not envisaged to be a temporary arrangement for the go-live period only.

Mr Hutchinson agreed to keep the Board informed of further developments.

Finance
Manager

8.7 *At the full meeting, Professor Gardiner (Chief Executive/Postgraduate Medical Dean) summarised the main points from the pre-meeting and highlighted discussion on the following:*

- Correspondence from the DHSSPS received
- Prompt payment compliance
- Outlook for 2014/15 and beyond

- Business Services Transformation Programme (BSTP) update

9 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B14/04)

The Board received and discussed the report from the Chief Executive/Postgraduate Medical Dean and attention was drawn to the following:

9.1 Quality Management

It was noted that the Quality Management Group, chaired by Dr Steele (Director for Postgraduate Hospital Specialty Training) had met on four occasions since the last meeting of the Agency Board.

Professor Gardiner informed the members that the Agency had received a response from the GMC to the Deanery Report which had been submitted on 31 October 2013. The GMC had agreed with 98.75% of NIMDTA's ratings of concerns. It was noted that the average across all other Deaneries and LETBs had been 92%. Professor Gardiner highlighted and discussed some of the main concerns from the report. It was noted that the reports are published on the GMC website. He also informed the members that the GMC may wish to visit and observe during future Deanery visits. Professor Gardiner wished to highlight the substantial amount input that had been required from Dr Steele and his team to complete the response.

Hospital Deanery Visits

Professor Gardiner's report highlighted the number of Deanery Visits that had taken place since the November meeting of the Agency Board and future visits planned for 2014. He further informed the members that NIMDTA's escalation policy had been initiated after a recent visit to one of the specialties, due to unaddressed concerns identified. He had met with the Medical Director from the Trust concerned that morning to discuss the concerns.

As noted under matters arising, Professor Gardiner had provided members with the factual accuracy report from the OMFS Deanery Visit held on 8 November 2013. Members noted the areas of concern highlighted.

9.2 Hospital Specialty Team Meetings

The Hospital Specialty Team (chaired by Dr Steele) had met on

two occasions since the last meeting of the Agency Board. The Specialty Schools Forum had met on the 28 January.

Professor Gardiner informed the members that there were a number of current ongoing issues which included:

- Progress of the Run-through pilot for Emergency Medicine
- The escalation of the number of Core Surgery Vacancies
- Reconfiguration of the School of Medicine & Diagnostics Structures
- Proposal for a National School for Occupational Medicine
- Sexual & Reproductive Health Committee

9.3 Faculty Development

The Faculty Development Group, chaired by Dr Richard Tubman (Associate Dean) had met on 17 January. A number of events/workshops had taken place in December/January and a further series of events were scheduled up until the latter half of 2014.

Professor Gardiner asked the members to note the date of the next Lead Educators' day which was now confirmed for 26 September and would be held again at Riddel Hall.

9.4 Trainee Support

The Trainee Support Review Group continues to meet on a monthly basis and is chaired by Dr John Collins (Associate Dean). It was noted that there were now approximately fifty-two trainees being actively managed.

9.5 Staffing

The following appointments had been made since the last meeting of the Board:

- Ms R Brennan (Training Programme Director, Ophthalmology)
- Dr B Grant (Training Programme Director, Paediatric Cardiology)

It was noted that the School of Radiology and School of Pathology had been combined into one and was now the School of Diagnostics. An induction day had been organised for new appointees for 11 December.

9.6 Representation/Meetings/Training

Members noted the on-going events attended by the Chief Executive/Postgraduate Medical Dean.

Visit to NES Scotland – 20 January 2014

The Chair, Chief Executive & Administrative Director had visited NES Scotland on 20 January to meet with their senior management team and view their multi-professional model. Members discussed the short report tabled by Professor Gardiner.

10 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B14/05)

Members received and discussed the report from the Administrative Director. Attention was drawn to the following and the accompanying papers received:

- Vacancies Spreadsheet
- Draft Business Plan 2014/15

10.1 Senior Management Committee

The Senior Management Team had met on two occasions since the last meeting of the Board. In addition, Senior Management had met for a follow-up workshop to the Away Day which had been held in June 2013.

10.2 Review of NIMDTA

The Chair, Chief Executive and Administrative Director, had met with Ms Paula Smyth (Project Manager for the Review) on 22 January. Ms Roberts informed the members that Ms Smyth had written expressing her thanks for the in depth presentation from Professor Gardiner about the Agency.

It was noted that a paper proposing to broaden the scope of the Review to include post-registration training and education across all professions would be going to the Department's 'Top Management' in the coming week. Ms Roberts further informed the members that if the proposals were accepted, a project initiation document, detailing the scope of the review, including potential timescales would be drafted. If not accepted the Review of NIMDTA/NIPEC, would be completed as originally planned.

10.3 Beechill House Lease

Ms Roberts informed the members that she was able to report that following protracted negotiations, the Landlord had agreed a reduction in the annual rent. In principle a five year lease had been agreed with a break clause after three. It was noted that the Agency would have to submit a formal strategic outline case to the Department.

Administrative
Director &
Corporate
Governance
Manager

10.4 Press Enquiry regarding Lay Representative

It was noted that further to the November meeting of the Agency Board, the Chief Executive and Administrative Director had met with the lay representative to discuss criticisms contained within the report of the Public Accounts Committee. It had been concluded that there was no reason why they should not continue in their NIMDTA role. This decision had been fully supported by the Agency Chair.

10.5 Junior Doctor Vacancies

Members received and discussed the vacancies spreadsheet which showed the position from February 2014. It was noted that there were currently one hundred and twenty-two vacancies across all specialties and levels of training which was an increase of fifty-six from August 2013. The largest number of vacancies were in core surgical training. Ms Roberts informed the members that the Chief Executive had written to Trust Medical Directors regarding a proposal to return a number of core surgical training posts to the Trusts to fill as service posts. It was further noted that a number of initiatives including the implementation of the run-through training pilot and changes to the curriculum, had also been taken forward by the College of Emergency Medicine.

Ms Roberts further informed the members that the Agency were still receiving enquiries via the media and had responded to Ministerial correspondence in relation to the shortage of Emergency Medicine doctors in Downe and Lagan Valley Hospitals. An update would go to the February meeting of the Agency Board.

Administrative
Director

10.6 Appeal against the Recruitment and Selection process

It was noted that an appeal against the outcome of the recruitment and selection process, which had been heard on 9 January 2014, had not be upheld.

10.7 Business Plan for 2014/15

It was noted that members of senior staff had met on 9 January to reflect on the Agency's performance against objectives set for 2013/14 and draft the business plan for 2014/15. Members received and discussed the draft Business Plan for 2014/15 which had been circulated by the Corporate Governance Manager to the members for comment and approval before being submitted to the Department by the 17 January 2014 deadline. The welcome addition of a glossary of terms was duly noted and Mr Morrice (Acting Chair) suggested some further minor amendments/revisions which the Corporate Governance Manager noted and would incorporate.

Corporate
Governance
Manager

10.8 Human Resources, Payroll & Subsistence (HRPTS)

Training for core Finance and Human Resources staff was on-going and would be rolled out to remaining staff in February. Ms Roberts added that the Human Resources Manager, Ms Campbell, continued to work extremely hard with Human Resources and Finance to prepare the Agency's business readiness plan. The final decision in relation to business readiness would be made by the HSC HRPTS Project Board and IT supplier Axon on 5 February.

10.9 Medical & Dental Recruitment & Selection – Oriel Application System

It was noted that the new Oriel application system would be piloted for a number of specialties when the applicant portal opened for national ST3 recruitment at the end of January. Ms Roberts had discussed the financial implications with the Finance Manager earlier. There was still no confirmation on who would be funding this initiative.

11 CORRESPONDENCE/REPORTS/PAPERS (Papers B14/06 & B14/07)

The Board received and noted the following:

- Post Project Evaluations for External Consultancy: Dissemination of Lessons Learned – 2013/14 Quarter 2 – (HSC(F) 24/2013) Correspondence from the DHSSPS (28.11.13)
- Completion of Board Governance Self-Assessment Tool by all DHSSPS Sponsored ALBs for 2013/14 - Correspondence from the DHSSPS (28.11.13) (*previously circulated and enclosed for attention of Non-Executive Members only*)

12 ANY OTHER BUSINESS

Non-Executive Board Workshop

It was noted that an additional Non-Executive Board workshop had been organised for 11 March to consider and complete the Board Governance Self-Assessment Tool. The completed checklist was due for return to the Department by the 31 March. Last year's submission would be circulated in advance of the workshop.

Chair and
Non-Executive
Members

Remuneration Sub-Committee

Non-Executive Members were given pre-notice of a Remuneration Sub-Committee to be held at 1.00 pm on 27 February 2014, prior to the meeting of the Agency Board.

13 DATE OF NEXT MEETING

- Thursday 27 February 2014 – Seminar Room

Confirmed Dates for Remainder 2014

Thursday 1 May 2014 – Boardroom
Thursday 26 June 2014 – Boardroom
Thursday 18 September 2014 – Boardroom
Thursday 27 November 2014 - Boardroom

All formal meetings unless otherwise advised will commence at 2.00 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.00 pm.

Non-Executive Members Workshops 2014

- Thursday 27 March 2014 – Seminar Room
- Thursday 22 May 2014 – Seminar Room
- Thursday 28 August 2014 - Boardroom
- Thursday 30 October 2014 - Boardroom