

Minutes

MEETING: NIMDTA Board
DATE: Thursday 25 August 2022
TIME: 2.00 pm
VENUE: Boardroom/CR1, NIMDTA

Members:

Mr D Wilson	Chair
Mr H Graham	Member (<i>via Zoom</i>)
Dr J Little	Member
Mr G McKenna	Member
Ms G Campbell	Member
Mr B Garland	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
Ms D Hughes	Senior Education Manager
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	None.	
2.0	Declarations of Interests – Items of Business	
2.1	None.	
3.0	Announcements	
3.1	<u>Chairs Update</u> <u>Board Appraisals</u> Mr Wilson confirmed that Board appraisals are complete and	

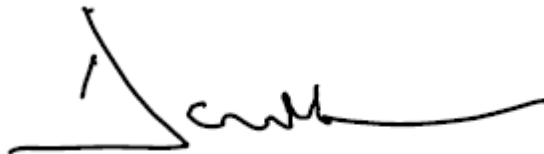
Ref	Item	Action
	<p>with DoH.</p> <p><u>DoH Liaison</u> Mr Wilson updated attendees re the visit from Mr Wilkinson (Deputy Permanent Secretary, DoH) held on 18 August 2022. Follow up documentation was shared with Mr Wilkinson following his visit.</p> <p><u>ALB Chairs Ministerial Meetings</u> Mr Wilson advised meetings are now restarting after a Summer break.</p>	
3.2	<p><u>Facilities</u> Mr McCarey advised that a presentation is included in papers, and hard copies are available for attendees.</p> <p>Key Challenge 1 relates, Mr McCarey provided an update on negotiations re additional space assisted by LPS. On consideration of rental costs, a purchase would appear preferable. LPS have been tasked with carrying out necessary surveys for a purchase of full site. Mr McCarey overviewed the 3 options available, including refurbishment requirements.</p> <p>Short term – hybrid return to work Medium term – refit depending on which option progresses Long term – final option in place</p> <p>Mr McCarey advised that the Hybrid Working Group are working through the practicalities of a return to the workplace. Mr McCarey noted he has highlighted to DoH that NIMDTA will face challenges to stay in line with wider HSC sector due to 150% occupancy. Ms Campbell overviewed the BSO pilot, which NIMDTA have currently opted out of. Mr McCarey added that we will remain in close contact with the BSO in relation to this workstream. Mr Wilson asked if there has been consideration given to how NIMDTA staff will apply and what appeal process will be used. Members discussed the potential pitfalls and agreed on the need to manage carefully going forward.</p> <p>Dr Little asked how NICPLD were able to significantly increase staff numbers, Mr McCarey clarified that additional DoH investment was received due to work expansion.</p>	

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3.2	<u>Senior Governance IT & Facilities Manager(SGITFM) Appointment</u> Mr Wilson welcomed Mr McClelland to his first Board meeting.	
4.0	Minute of Meeting	
4.1	The Minutes of 30 June 2022 were noted. Approval is deferred until the full Board on 29 September 2022.	
5.0	Matters Arising	
5.1	Deferred.	
6.0	Report from The Audit Sub-Committee	
6.1	No meeting has taken place since the last Board and there no issues to note.	
7.0	Report from Governance & Risk Sub-Committee	
7.1	No meeting has taken place since the last Board and there no issues to note.	
8.0	Postgraduate Medical Dean Retirement and Succession Planning	
8.1	<p>Mr Wilson stressed this is a statutory function and thus the post must always be filled.</p> <p>Mr Garland asked if Dr Steele has confirmed his finish date. Mr McCarey confirmed he has, clarifying that notification of retirement arrived during July while Mr McCarey was on leave. Mr Wilson was informed and the recruitment process discussed with DoH on Mr McCarey's return to work.</p> <p>Mr McCarey following informing SMC, feedback was received from Medical members on the sequencing and prioritising of the substantive replacement. Mr McCarey noted the acting up requirement remains due to the timeframe involved in appointing a permanent staff member. Due to short timelines, Mr McCarey proposes appointing acting up post holder while Dr Steele remains in post to enable a period of handover.</p> <p>Dr Little noted it may be wise to consider if acting up will</p>	

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	<p>exclude a person from being able to apply for the permanent post. Ms Campbell advised this is not currently included in NIMDTA policy.</p> <p>Mr Garland queried if it would be useful to include in contracts a notice period sufficient to recruit a replacement. Ms Campbell advised this is not possible as the notice period is a statutory 12 weeks, NIMDTA cannot change this.</p>	
8.2	<p><u>Action Plan</u> Mr McCarey outlined the planned actions:</p> <ul style="list-style-type: none"> • Take expressions of interest from SMC, and • Begin the recruitment process for a permanent postholder • The statutory requirement must be considered at all stages <p>Ms Campbell asked for clarification on the scope of the expression of interest, asking if this includes educators etc. Mr McCarey confirmed the intention is to only open to SMC, given those staff are already working for NIMDTA and job plans can be amended quickly.</p> <p>Members discussed the positives/negatives of internal and external expressions of interest. Members agreed legal advice should be sought prior to issue of the expression of interest, and stressed this advice is required quickly. Members noted the need to be aware of the recruitment processes used when Professor Gardiner retired.</p> <p>Mr Wilson noted the permanent appointment process is impacted by this initial step. HR and Legal advice to be sought urgently, and shared with Board via email. Mr McCarey, Ms Campbell and Mr Wilson agreed to meet next week with HR/Legal input.</p>	<p>Mr McCarey Ms Wilson Ms Campbell</p> <p>Mr McCarey</p>
9.0	Update from Chief Executive	
9.1	<p><u>Key Challenge 1 – Return to workplace and provision of training facilities</u> Covered above under Announcements/Facilities at 3.2.</p>	
9.2	<p><u>Key Challenge 2 – Planned expansion to Foundation training</u> Ms Hughes provided an overview on national discussions, noting the impact of PGD retirement. Mr McCarey advised DoH has been advised of need.</p>	

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9.3	<p><u>Key Challenge 5 – Embedding the structures required for a major employer (SLE)</u> Mr McCarey advised human error is always a potential issue given the numbers involved. Processes are in place to deal with any payroll issues which arise from August 2022 rotation. Mr McCarey noted the disparity between the SLE business case, and the reality of SLE being in place. There is a considerable pressure on SLE staff which as an employer NIMDTA must address.</p> <p>Mr Wilson asked if the Board have formally thanked SLE staff for their efforts. Mr McCarey advised this has not been done, but he feels it would be welcome. Mr Wilson to write to SLE staff.</p> <p>Ms Black noted additional difficulties being experienced by SLE due to non or delayed provision of information by Trusts.</p>	<p>Mr Wilson Ms Kerr</p>
9.4	<p><u>Working Group – Agency Structure</u> Mr McCarey noted this is part of the work being undertaken to ensure support structures are in place across NIMDTA, and to ensure there is progression opportunity for existing staff who have considerable experience.</p> <p>Ms Black stressed that recurrent funding is important to facilitate proposals. Mr McCarey agreed there is a need for growth by design, rather than the growth by opportunity which has been seen in recent years.</p> <p>Mr McCarey noted that often reactive tasks take staff away from business as usual, eg. Data breaches etc. A resource which can provide the momentum for these reactive tasks and the information gathering required, would benefit across NIMDTA. Ms Campbell asked if this has been identified as a risk before to DoH. Mr McCarey advised it had not up to this point, as it becomes clearer with operational insight. A risk was previously identified but could now be clarified further. Ms Hughes added it may not be a case that a central person could manage escalated process, but they could co-ordinate.</p> <p><i>Ms Hughes left the meeting.</i></p>	
10.0	Items For Approval	

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10.1	<u>Band 4 Professional Support Officer (Data Management Support)</u> Mr McCarey provided an overview of prior amendments. Members approved.	
18.0	Correspondence	
18.1	None.	
20.0	Any Other Business	
20.1	Mr Garland and Mr McKenna thanked for the opportunity to view the SIMODONT Suite. Ms Kerr advised she has a list of others who still need to visit and will be following this up with Dental staff.	Ms Kerr
19.0	Date of next meeting	
19.1	29 September 2022	



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NIMDTA Chair

29.09.22

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Date