

Minutes

MEETING: Agency Board
DATE: Thursday 27 September 2012
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Dr RJ Atkinson
Mr D Morrice
Mr L Wilson

Officers

Ms M Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager) – Item 9 only
Dr C Loughrey (Director for Postgraduate GP Education)
Ms R Campbell (Human Resources Manager)
Mr M McCarey (Corporate Governance Manager)

In Attendance

Mrs P Dardis (Corporate Services)

1 APOLOGIES

Mrs J Eve (Non Executive Member)
Professor D Hussey (Postgraduate Dental Dean)
Mr K Gardiner (Associate Dean)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Mrs Judith Eve (Non Executive Medical Member)

The Chair informed the members that he was pleased to announce that he had received verbal communication from the Head of the

Public Appointments Unit that Mrs Eve's tenure on the Board would be extended until January 2013. Written confirmation should be received shortly from the Director of Human Resources at the Department.

4 MINUTES OF LAST MEETING (Papers B12/36 & B12/37)

Minutes of the meetings held on 21 June 2012 and 25 July 2012, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

Meeting of 21 June 2012

5. Matters Arising (12.3.1 Policies for Review)

NIMDTA Standing Orders (Schedules 1 – 7) had been brought back to the Board for consideration and would be dealt with under the report from the Administrative Director.

11.7 Policies for Review – Absence Policy

It was noted that the Absence Policy would be brought back for consideration at the November meeting of the Board.

Human
Resources
Manager

12.4.1 Policies for Review – Communications Strategy

It was noted that the Communications Strategy would be brought back for consideration at the November meeting of the Board.

Corporate
Governance
Manager

All other business would be dealt with under the agenda.

6 REPORT FROM THE REMUNERATION SUB COMMITTEE

The Chair informed members that a meeting of the Remuneration Sub-Committee had been held following the Extraordinary Board meeting on 25 July 2012.

The recommendations made by the Committee were being taken forward by the Chair and Human Resources Manager.

Chair/Human
Resources
Manager

7 REPORT FROM THE AUDIT SUB-COMMITTEE

7.1 Meetings of the Audit Sub-Committee held on 28 June 2012 & 25 July 2012 (Papers B12/38 & B12/39)

Members received and noted the unconfirmed minutes from the

Audit Sub Committee held on 28 June and draft minutes from the meeting held on 25 July. Mr Morrice (Chair of the Audit Sub Committee) highlighted the following:

Annual Report and Financial Statements

Due to a number of outstanding items requiring clarification, including the remuneration report, which due to an oversight had been omitted from the annual report and further testing in relation to the prompt payment rate, it had been necessary to schedule an additional Audit Sub Committee meeting for 25 July.

Superannuable Pay Accrual

It was noted that this issue continued to be progressed by the Finance Manager with the Department.

Finance
Manager

Statement of Internal Control

It was noted that the Statement was consistent with audit findings and had been amended according to the recommendations of the Auditors.

Self Assessment of Compliance with the Controls Assurance Standards

It was noted that the Agency had achieved a substantive level of compliance in each of the applicable standards.

ALB Audit & Risk Committee Chairs Forum

Dr Atkinson had attended the last meeting held on 25 June 2012 and had kindly agreed to forward the notes when received.

7.2 Dates for 2012/13

Two further dates of 25 October 2012 and 24 January 2013 had been confirmed with the Audit Sub-Committee.

Further dates for 2013 would be dependent on the time scale for the production and laying of the accounts and annual report. It was noted the normal June date may be pushed back to July.

Corporate
Governance
Manager

8 REPORT FROM GOVERNANCE & RISK SUB-COMMITTEE

Meetings of Governance & Risk Committee held on 29 May 2012, 31 July 2012 and 18 September 2012 (Paper B12/40 & B12/41)

Members received and noted the minutes of the meetings held on 29 May 2012 and 31 July 2012 and the Chairman updated members on the business from the meeting which had been held on 18 September 2012.

Departmental Risk Registers

The Committee continue to review the Departmental Risk Registers and status of the recommendations in order to make constructive improvements and maintain consistency across the Registers.

It was noted that the General Practice Risk Register was due to be reviewed at the November meeting.

Standing Orders (Schedules)

NIMDTA Standing Orders (Schedules 1 – 7) had been considered by and amendments suggested by the Committee at their September meeting. These had been brought back to the Board for final consideration and approval and would be dealt with under the report from the Administrative Director.

NIMDTA Website

Mr Mark Oliver (IT/Records Management Officer) continued to work with the departments on the development of the new infrastructure. It was hoped that the new look website would be ready to launch in November.

IT/Records
Management
Officer

9 FINANCIAL UPDATE

Budget Report (Paper 12/42)

Mr Hutchinson (Finance Manager) joined the meeting. Members received and discussed the tabled report from the Finance Manager which was based upon information currently available.

Mr Hutchinson drew the attention of the members to the executive summary and reminded them that the calculations within the report were based upon a series of projections which relied upon the information currently available to Finance from the Departments. Budgets had been allocated to fund the equivalent

level of activity delivered in 2011/12.

Mr Hutchinson informed members that based on the current information, the Agency were on target to breakeven.

Mr Hutchinson reminded the members that the key performance target of breakeven was defined as a surplus/deficit of +/- 0.25%. Based upon the current expenditure patterns, a surplus of 0.09% was predicted, falling within the target to breakeven.

It was noted that the prompt payment compliance achieved for the period 1 April to 31 August was below the required target of 95%. Mr Hutchinson was confident that this would improve.

Members discussed the headcount control set by the Department and the constraints this placed upon the Agency as they were currently approaching full capacity. It was suggested this could be raised at the next Accountability Review with the Department.

Mr Hutchinson highlighted and members discussed again the significant potential risk in relation to the increased demand for extended training within General Practice.

Mr Hutchinson updated members on the progress of the Business Services Transformation Programme (BSTP) and implementation of the two new IT systems. Further to the last meeting of the Board it was noted that the date to go live had been put back to 17 December 2012 FPL system. There was uncertainty as to the date for HRPTS.

The Chairman excused Mr Hutchinson from the remainder of the meeting.

10 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B12/43)

The Board received and discussed the report from the Administrative Director. Attention was drawn to the following and the accompanying documents received:

- Report on Complaints/Incidents/Accidents (June/July/August 2012)
- Performance Against Objectives Set (Mid Year Review) – Business Plan 2012/13
- Freedom of Information Procedures Manual
- Subject Access Request Procedures Manual
- Waste Management Policy
- Health and Safety Report (Annual Review of Key Performance Indicators)

- Annual Review of Progress to the Equality Commission
- Vacancies Spreadsheet
- Fill Rate Spreadsheet

10.1 Senior Management

To help reduce the volume of paper circulated with the Board agenda, it was agreed that confirmed minutes would in future be forwarded for information to the Chairman who would then update Non Executive Members if necessary.

10.1.1 Business Services Transformation Project (BSTP)

Both the Finance Manager and Human Resources Manager had provided further updates during their reports in relation to the implementation of the FPL (Finance, Procurement and Logistics) and HRPTS (Human Resources, Payroll, Travel & Subsistence) systems.

The Director of Operations from the Business Services Organisation (BSO) had met with staff potentially affected by shared Services to discuss the implications on 3 September.

Ms Roberts updated members on the progress of NIMDTA's migration onto the HSC network.

10.1.2 Review of NIMDTA

It was noted that a meeting had been arranged with Ms Diane Taylor (Director of Human Resources) from the Department for 19 October. It was currently envisaged that a consultation document would be produced by the end of December.

10.1.3 Lease

Ms Roberts reported that a space utilisation survey had been carried out at the request of the Health Estates Investment Group (HEIG) in August. The survey has confirmed that the internal space is being well utilised and adequately serves the needs of the Agency. However, some concerns had been raised in relation to the level of rental. The survey will form part of the Strategic Outline Case which the Agency is required to submit in support of the renewal of the lease for Beechill House. It was noted that NIMDTA were also required to explore all available options including vacant and underused property within HSC retained estate.

10.2 Risk Management

10.2.1 Complaints/Accidents/Incidents/Information Requests

Members received and discussed the reports for June, July and August. It was noted that no Freedom of Information (FOI) requests had been received during this period. Ms Roberts drew the members attention to a GP complaint in the August report which although ranked as minor, had been extremely time consuming.

10.2.2 Investigative Review on the Appointment and Use of Lay Representatives

Ms Roberts updated the members on the Review. It was noted that the report carried out by the Counter Fraud and Probitry Services of the BSO, which had been received in August, had concluded that there was no evidence of any criminality. It had recommended that the Agency should seek to recover the identified overpayments.

It was noted that all but one of the recommendations made by Internal Audit had been fully implemented.

10.3 Performance Management

End of Year Accountability Review

The Review which had taken place on 11 September had been chaired by the Permanent Secretary.

Performance Management Framework

It was noted that the Framework was currently under review and would be brought back to the Board for consideration.

Business Plan 2012/13 Mid Year Review

Members received and discussed the interim report on the progress against the objectives set in the Business Plan for 2012/13. The possibility of streamlining the document was discussed. It was noted that there was some duplication between Departments and it was agreed that a summary document with the key objectives would be helpful.

Corporate
Governance
Manager

Corporate
Governance
Manager

10.4 Records Management

10.4.1 Policies for Review

The following Standing Orders, corresponding Schedules and policies were submitted to the Board for review and approval:

Standing Orders: NIMDTA Board

Members received, discussed and approved the NIMDTA Board Standing Orders.

Audit Committee Standing Orders (Schedule 1)

Members received, discussed and approved Schedule 1.

Remuneration Committee Standing Orders (Schedule 2)

Members received, discussed and approved Schedule 2.

Senior Management Committee Standing Orders (Schedule 3)

Members received, discussed and approved Schedule 3.

Governance and Risk Committee Standing Orders (Schedule 4)

Members received, discussed and approved Schedule 4 subject to the following minor amendments.

Title page - the word 'Management' to be removed from the title of the committee.

Page 5, 4.1 – to read ... and shall be attended by the Chief Executive ...

Declaration of Interests and Register of Interests (Schedule 5)

Members received, discussed and approved Schedule 5.

Tendering and Contract Procedure (Schedule 6)

It was noted that clarification was required as to the mini-code levels. Mr Mark McCarey (Corporate Governance Manager) would check these and make the necessary requirements if needed. Mr McCarey would update members at the next meeting of the Board.

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Corporate
Governance
Manager

Matters Reserved for the Board of Agency (Schedule 7)

Consideration of Schedule 7 which was still in draft form and currently under review by the Governance and Risk Committee was deferred.

Corporate
Governance
Manager

Scheme of Delegation (Schedule 8)

Consideration of Schedule 8, which was still in draft and currently under review by the Governance and Risk Committee was deferred.

Standing Financial Instructions (Schedule 9)

It was noted that Schedule 9 would be reviewed following the introduction of BSTP.

Finance
Manager

Freedom of Information Procedures Manual

Members received, discussed and approved the FOI Procedures Manual, previously considered by the Governance and Risk Committee, subject to the amendment of a typographical error on page 8 last bullet point of 2.2.4.

Subject Access Request Manual

Members received, discussed and approved the Subject Access Request Manual, which had been considered at the Governance and Risk Committee meeting in September.

Waste Management Policy

Members received, discussed and approved the Waste Management Policy which had been updated to reflect the amendments suggested by the Agency Board in relation to dealing with confidential waste in line with the Records Management Policy.

10.5 Health and Safety

Members received and discussed the Health and Safety report summarising the annual review of key performance indicators.

Mr Mark McCarey (Corporate Governance Manager) highlighted the key points contained within the report.

10.6 Equality

Members received and approved the draft Annual Progress Report for 2011/12 subject to some minor revisions and the addition of two appendices. The updated report would be signed off by the Chair and Acting Chief Executive before being forwarded to the Equality Commission

It was noted that work continued to be progressed in line with the commitments established within the Agency's Equality Scheme. The Audit of information systems had now been completed.

It was also noted that NIMDTA had agreed to take part in a group consultation on its revised Equality Action Plan and new Disability Action Plan with a view to the revised plans being completed in November ahead of the consultation period due to begin in December.

10.7 Quality Management

10.7.1 Quality Management Group

It was noted that the minutes from the Quality Management Group continue to be forwarded for information to the Chair of the Board. The Group continue to meet on a regular basis (currently bi-monthly) to review the reports and Trust responses arising from the Deanery visits.

10.7.2 Faculty Development Group

It was noted that as part of the faculty development programme, a Lead Educators Day had been held on 14 September. The programme which had included sessions on revalidation, effective communication and managing trainees in difficulty, had been very successful. It had been decided to make this annual event.

10.7.3 Deanery Visits

Ms Roberts reported that all concerns identified in the reports are provided with a risk rating dependent on the status of the concern. Further modifications had been made to the Visit Cycle, Reporting Timeline and Escalation Policy to take account of accelerated responses to the Health and Social Care Board (HSCB) in the event of significant concerns being raised.

10.7.4 Deanery Report for August 2011 – 2012

It was noted that Deaneries are now required to report bi-annually to the General Medical Council (GMC) in relation to the identification of new concerns, new areas of good practice and specific responses to concerns raised in the National Training Survey. The deadline for completion and return of the next Deanery Report to the GMC was the end of October 2012.

10.7.5 Recruitment and Selection

Members received and discussed the vacancies and fill rate spreadsheets outlining the current position. It was noted that the HSCB were kept informed of the position regarding the current round of recruitment and anticipated vacancies from August.

10.7.6 Managing Concerns about Trainees

Ms Roberts updated the members on the remit of the Trainee Support Group (TSG) which continues to meet on a monthly basis.

It was noted that the GMC had appointed an Employer Liaison Adviser for Northern Ireland, who would support the Responsible Officers in dealing with doctors who have, or potentially have, fitness to practice issues and in preparation for revalidation. A productive meeting had taken place on 18 September.

10.7.7 Revalidation

Ms Roberts updated the members on the progress to date. It was noted that an announcement was expected from the GMC in regards to the implementation of the regulations commencing in December 2012. Discussions with regard to the documentation to be completed by Deaneries, Trainees and Employers was ongoing at a national level.

10.7.8 Recognition and Approval of Trainers

Ms Roberts updated members on the substantial area of work which would be associated with the implementation of the new arrangements for the recognition and approval of trainers. Deaneries will be required to formally recognise medical trainers as named educational and clinical supervisors. The GMC have agreed a phased process and Deaneries are required to submit a timeline for trainer recognition to the GMC by end of December 2012.

11 REPORT FROM HUMAN RESOURCES MANAGER (Paper B12/46)

The report from the Human Resources Manager was brought forward on the agenda

The Board received and discussed the report from the Human Resources Manager. Attention was drawn to the following and the accompanying document received:

- Redeployment Policy

11.1 Resourcing

Ms Campbell updated members on the current staff vacancies. It was noted that vacancy controls remain in place for all administrative posts within the Agency.

11.2 Recruitment

It was further noted that the Agency had undertaken a selection process for the recruitment of Lay Representatives on 2 August and 6 September 2012. A selection process for the recruitment of Clinical Educators had also taken place on 23 August and 31 August.

11.3 UK Offers System

Ms Campbell (Human Resources Manager) and the Hospital Training Co-ordinator would also be attending a national UK Offers 'Training the Trainer' event in Manchester on 22/23 October. Ms Campbell would update members at the next meeting

11.4 Equality and Diversity Training

Further to the September meeting of the Board, Ms Campbell reported that she was now delivering an Equality and Diversity training programme tailored to the needs of GP Trainers employing GP trainees.

11.5 Business Services Transformation Programme (BSTP)

Ms Campbell updated members on the continued concerns associated with the implementation of the new systems and the impact upon the Human Resources Department.

11.6 Policies for Review

Redeployment Policy

Members received, discussed and approved the Redeployment Policy subject to the following minor amendments.

Page 13, point 16 'One to One Meetings', last sentence to read ... accompanied at the meeting by their Trade Union representative or a colleague.

Page 16, point 20.6, last sentence should make reference to Agenda for Change (AFC) guidelines.

The Chairman excused Ms Campbell from the remainder of the meeting.

HR Manager &
Corporate
Governance
Manager

12 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B12/44)

Members received and discussed the report from the Director for Postgraduate General Practice Education. Attention was drawn to the following and the accompanying documents received:

- Guidance for HSC organisations on arrangements For implementing effective personal and public Involvement in the HSC – HSC (SQSD) 03/2012 (DHSSPS, 20.9.12)
- PPI Mapping Process and Implementation Plan

12.1 Staffing

Dr Loughrey (Director for Postgraduate General Practice Education) updated members on the current staffing levels within the General Practice Department.

The post of (Deputy Director for Postgraduate General Practice Education) remained vacant and it was noted that Dr Ann Little (Associate Director for Specialty Training) was due to retire at the end of December 2012.

12.2 Specialty Training

Recruitment

Recruitment was scheduled to commence in November and would recruit to sixty-five programmes.

Trainees in Difficulty

Dr Loughrey updated members on the ever increasing pressures associated with managing the workload in dealing with trainees in difficulty. Members noted the significant implications which included additional costs and time required by the General Practice Department to manage the cases.

Trainee Profile

It was noted that the demand for less than full-time training and maternity leave continued to be high, resulting in the number of training posts remaining in excess of the one hundred and ninety-five post capacity.

Twenty-seven applications had been received for the annual Learning and Teaching programme to recruit new trainers.

Enhanced General Practice Training

Further to the last meeting of the Board the educational case for GP training to be lengthened to four years run-through training had been approved by Medical Education, England. The current position of the DoH England remained that no additional funding would be available and costs would have to be met from existing budgets. The General Medical Council approval was still conditional on all four countries agreeing to the four year scheme.

12.3 Continuing Professional Development (CPD)

Core Programme

It was still hoped that CPD activity would be self financing by the end of March 2013. The programmes being run for trainees who had completed training and those for practice nurses and managers had received a good uptake.

Workforce Planning

It was noted that Dr Loughrey had been invited to become a member of the Transforming Your Care (TYC) workforce group.

12.4 GP Appraisal

Revalidation of General Practitioners

As revalidation approached and the Responsible Officer regulations are due to be implemented, a review of the Service Level

Agreement and Communications Protocol agreed with the Health and Social Services Board (HSCB) with regard to GP Appraisal was underway.

12.5 Personal and Public Involvement (PPI)

Members received and discussed the guidance from the DHSSPS circular HSC(SQSD) and PPI Mapping Process and Implementation Plan that had been produced by the Dr Loughrey and Mr McCarey (Corporate Governance Manager).

It was noted that PPI was a statutory requirement. A working group would be set up and an action plan produced.

13 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B12/45)

Members received and noted the report from the Postgraduate Dental Dean which highlighted the following:

- Vocational Training/General Professional Training
- Continuing Education
- Hospital Dentistry

Discussion would be deferred to the November Board meeting.

14 CORRESPONDENCE/REPORTS/PAPERS RECEIVED (Papers B12/47, B12/48, B12/49 & B12/50)

The Board received and noted the following:

- Issue of DFP Memorandum on the Fifth Report from the PAC Mandate 2011-15 on 'Use of External Consultants by Northern Ireland Departments: Follow-up Report' –HSC(F) 40/2012 (DHSSPS, 5.7.12)
- 'Code of Conduct and Code of Accountability For Board Members of Health and Social Care Bodies' – (Office of the Permanent Secretary - 18.7.12)
- DFP Memoranda of Reply on the First to Fifth and Seventh Reports from the PAC Mandate 2011-15 – HSC(F) 44/2012 (18.7.12)
- 'Progress on Implementation of BSTP Shared Services Programme' – DHSSPS, Resource & Performance Management Group (14.9.12)

15 ANY OTHER BUSINESS

There was no further business.

16 DATE OF NEXT MEETING

- Thursday 29 November 2012, Boardroom

CONFIRMED DATES FOR 2013

Formal Meetings

- Thursday 28 February 2013 – Boardroom
- Thursday 25 April 2013 – Boardroom
- Thursday 20 June 2013 – Boardroom] provisional
- Thursday 27 June 2013 – Boardroom] dates
- Thursday 26 September 2013 - Boardroom
- Thursday 28 November 2013 - Boardroom

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

Non-Executive Members Workshops

- Thursday 25 October 2012 - Boardroom
- Thursday 24 January 2013 – Specialty Schools Room
- Thursday 28 March 2013 – Specialty Schools Room
- Thursday 30 May 2013 – Boardroom
- Thursday 29 August 2013 - Boardroom
- Thursday 24 October 2013 - Boardroom

The above issue led Workshops will commence at 1.30 pm with a Pre-Lunch Meeting. Workshop business to commence at 2.30 pm.

The lead issue for the next workshop scheduled for Thursday 25 October 2012 would be an overview by Ms Roisin Campbell (HR Manager) on the Recruitment and Selection of Doctors and Dentists.

It was noted that the Non Executive Workshop scheduled for 30 August had been postponed and would be rearranged for early in 2013.