

Minutes

MEETING: NIMDTA Board (Restricted)

DATE: Thursday 27th February

TIME: 2.00 pm

VENUE: Board Room, NIMDTA

Members:

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

In Attendance:

Professor K Gardiner	Chief Executive/Postgraduate Medical Dean
Mr M McCarey	Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Ms J Turner	Senior HR Manager (Trainee Employment)
Ms G Kerr	Committee Support Executive Officer
Ms McGlone	Governance Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Mr D Morrice (Deputy Chair)	
2.0	Declarations of Interests – Items of Business	
2.1	None.	
3.0	Announcements	
3.1	Professor Gardiner highlighted some recent staff changes and awards: <ul style="list-style-type: none">Ms Devlin (GP Training Co-ordinator) has been appointed as GP Training Manager	

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	<ul style="list-style-type: none"> • Mr Farquharson (Dental Advisor) has been appointed as Associate Postgraduate Dental Dean. • Ms Cushley (Dental Advisor) has been awarded a Research Fellowship by the HSC Research and Development Office. • Ms Hughes (Education Manager) has been appointed Deputy Chair of COPMED Senior Managers. • Dr Phillips (Associate Dean for Placement Quality) has been appointed a NACT council member. 	
4.0	Matters Arising	
4.1	Members agreed that these should be deferred until the next full Board on 26 March 2020.	
5.0	Governance & Property Update	
5.1	<p><u>Beechill House</u> Mr McCarey provided a verbal update, advising that Block B is due to handover from contractors on 28 February 2020 and works are projected to complete on schedule. Mr McCarey advised that NIMDTA staff will begin to move to the new accommodation week commencing 2 March 2020. Mr McCarey clarified that the security & fire systems will be tested once they are commissioned on 28 February 2020. Mr McCarey advised that the network switches will be installed and should be operational from the week commencing 2 March 2020.</p> <p>Mr Joynes congratulated Mr McCarey and his team on work done. Mr McCarey clarified that Ms Gregge and Ms McGlone have been managing ordering of supplies and works. Mr Oliver and Mr Notarantonio have managed the IT requirements, while Ms Kerr has managed the project timeline and audit trail.</p> <p>Professor Gardiner advised that NIMDTA propose to mark the opening of new building, with plan to invite the Health Minister. A provisional date of 13th May 2020 (pm) has been placed in diaries.</p>	
5.2	<p><u>Ad Hoc Meeting re Annual Report and Accounts 2019/20</u> Mr McKenna advised that Ms Hagan (ASM) had at this mornings Audit Committee, raised a requirement for an ad hoc meeting. This is to give Members the opportunity to view the Annual Report prior to submission on 11th May.</p> <p>Mr McKenna asked Members to agree a suitable date, and for</p>	

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	<p>NIMDTA staff to ensure Members have sight of the Annual Report in advance of this meeting. Members discussed and agreed to meet at 2pm on 6 May 2020. Members agreed this should be an ad hoc Board rather than an Audit Committee.</p>	<p>Mr McCarey</p>
<p>5.3</p>	<p><u>Financial Review Audit</u></p> <p>Ms Black advised that the draft report is currently being reviewed by management, highlighting that there is likely to be limited assurance on Travel & Subsistence within the GP Department. Ms Black confirmed that factual accuracy checks continue before the draft report will be presented to SMC and signed off. Ms Black updated Members on possible ways to address issues, enhance controls and move forward.</p> <p>Mr Joynes stressed the importance of having stringent controls in place, as there will always be staff turnover. Dr Little queried why all payments are not now being checked to ensure NIMDTA are reimbursed any overpayments. Ms Black advised there is a large workload involved in doing this, for which there is no current resource, particularly prior to year-end. Mr Joynes asked if NIMDTA are obligated to review within this financial year, or could it be done in the following year, based on the workload, resource required etc. Mr Joynes feels it would be wrong not to investigate further. Mr Wilson stated NIMDTA may need to provide an estimate of value as to whether there is a material value for this.</p> <p>Professor Gardiner suggested waiting until the final report is received before discussing in further detail, with its associated recommendations. Members agreed.</p> <p>Dr Little stressed that Internal Audit must reissue the Progress Report from this morning's Audit Committee, to ensure it is clear the Final Report has not yet been received by NIMDTA.</p>	<p>Ms Black</p> <p>Mr McCarey</p>
<p>5.4</p>	<p><u>Complaints</u></p> <p>Mr McCarey updated Members on outstanding complaints. Mr McCarey highlighted the time/resource invested in these and the need for consideration of how NIMDTA manage complaints going forward. Mr McCarey noted that an Audit on Complaints is imminent.</p> <p>Mr Joynes raised concern about the time invested and the ongoing nature of some complaints. Mr McKenna suggested introducing a point at which NIMDTA refer complainants to the Ombudsman.</p>	

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6.0	Finance Update	
6.1	<p><u>Financial Management</u> Ms Black advised she has completed the Financial Management Return, which was a delayed submission. This was pre-agreed by BSO and DoH. Ms Black stated that NIMDTA currently have a projected surplus of £209k, highlighting that BSO figures were queried and are being reviewed. Ms Black advised she believes NIMDTA figures are more accurate. Ms Black confirmed that some easements have been identified to DoH, but these are not yet accepted. Ms Black stated that a lot of is required to ensure figures stay within breakeven.</p>	
6.2	<p><u>Departmental Reporting</u> Ms Black stated she is hopeful that departmental reporting will be introduced over the next month, highlighting that this will be very helpful for management of budgets. Ms Black advised that introduction has been delayed because the necessary information was not on the system until Month 9.</p>	
6.3	<p><u>Single Lead Employer</u> Ms Black advised of a productive meeting with Single Employer staff regarding relocation and travel, highlighting that there is an ongoing issue with HMRC re relief. Ms Black confirmed that this will not change NIMDTA processes, however changes may be required on HRPTS. Ms Black advised that formal guidance on this is awaited.</p>	
7.0	Single Lead Employer (SLE) Update	
7.1	<p>Ms Turner advised that a successful rotation was completed during February 2020. Ms Turner stated it has been disappointing that Trust staff have not been involved in Engagement Sessions. Ms Turner highlighted the potential impact of the AfC pay award, which has created a shorter timeline for SLE work. BSO have agreed to prioritise the NIMDTA pay award to allow payroll to reopen earlier.</p> <p>Mr Turner advised that following the April cohort, it is unlikely that further trainees will move across until the lessons learned paper has been considered.</p>	
8.0	Update from CEO/ Postgraduate Medical Dean	
8.1	Professor Gardiner circulated a paper detailing a number of issues.	

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8.2	<u>Data Breach</u> Professor Gardiner advised of a data breach, which has now been reported to the ICO. This involved a trainee being able to access personal details of another individual via HRPTS.	
8.3	<u>Coronavirus Outbreak</u> Professor Gardiner advised that this is likely to have a significant impact on NIMDTA working patterns, and that of trainees, to whom NIMDTA will need to provide support.	
8.4	<u>GP Recruitment</u> Professor Gardiner advised that to date, 81 applications have been received for 111 posts.	
8.5	<u>Dental Education Supervisor Recruitment</u> Professor Gardiner advised it is likely that all 32 posts will be filled.	
9.0	Draft Business Plan	
9.1	Mr McCarey advised that hard copies had been circulated to Members, highlighting previous agreement to recalibrate the Strategic Plan for 2020-25. Mr McCarey overviewed each box and its reason for inclusion.	
9.2	<u>Vision</u> Q1 – Professor Gardiner advised that there is no impact at this stage, but this should be re-examined in light of a future merger. Q2 – Members discussed and agreed wording should be “Inspire & Support”. Q3 – Members agreed that there are many unknowns which cannot be planned for. Members discussed and agreed to change “in training” to “through training”.	
9.3	<u>Mission</u> Members were content that no change is required.	
9.4	<u>Values</u> Mr McKenna stated that it is not clear in the Business Plan that these Values are what NIMDTA work toward. Mr McCarey clarified that the HSC Values have been introduced more recently, and the Business Plan will be amended to reflect this. Members were content	Mr McCarey

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	with this approach.	
9.5	<p><u>Themes</u> Mr McCarey advised that NIMDTA have 5 themes, under which business objectives are planned. Mr McCarey overviewed and asked for Members opinion. The following amendments were discussed and agreed:</p> <p>Theme 1 - add "& training". Theme 2 – remove THE, and change HSC to Healthcare. Theme 3 - Mr Wilson stated that the actions mostly seem to relate to internal governance and that these possibly did not -fit well with the overall Theme. Professor Gardiner pointed out that the second half of actions are more strategic.</p> <p>Members discussed the wording "To support Medical & Dental education & training through effective governance and strategic leadership". Theme 4 - "To deliver an employment experience which is valued by doctors and dentists throughout training". Theme 5 - "To provide new opportunities to enhance education and training through innovation"</p>	Mr McCarey Ms McGlone
9.6	<p><u>Resources/Activities</u> Mr McCarey advised he will develop the resources/activities under each of the Themes and return to the Board on 26 March 2020. Mr Wilson provided Mr McCarey with a copy of an NIAO document titled 'Performance Management for Outcomes'. Mr McCarey agreed to circulate an electronic copy to Members.</p>	Mr McCarey
10.0	Correspondence/Reports/Papers Received (For Information)	
10.1	None.	
11.0	Any other business	
11.1	None.	
12.0	Date of next meeting	
12.1	Thursday 26 th March 2020 2pm, Boardroom, NIMDTA.	