

Minutes

MEETING: NIMDTA Board
DATE: Thursday 22 June 2023
TIME: 1.00 pm
VENUE: Online

Members:	Mr D Wilson	Chair
	Mr B Garland	Member
	Dr J Little	Member
	Mr G McKenna	Member
In Attendance:	Mr M McCarey	Chief Executive
	Dr C Harron	Acting Postgraduate Medical Dean & Director of Education and Medical Director (<i>part only</i>)
	Mr A McClelland	Senior Governance, IT & Facilities Manager
	Ms P Black	Senior Business Manager
	Ms R Campbell	Senior Professional Support Manager
	Dr Hendron	Dental Dean
	Ms Hughes	Senior Education Manager (<i>part only</i>)
	Ms Turner	Senior HR Manager – Trainee Employment
	Dr Smyth	Director of Hospital Specialty and Professional Development
	Dr L Parks	Foundation Director
	Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Ms G Campbell (Board Member) Mr H Graham (Board Member) Dr M Stone (GP Director)	
2.0	Declarations of Interests – Items of Business	
2.1	None.	

Ref	Item	Action
3.0	Announcements	
3.1	<u>Board Whistleblowing Champion</u> Mr Wilson advised attendees that Mr Garland has been appointed as the Board whistleblowing champion.	
4.0	Minute of Meeting	
4.1	The Minutes of 27 April 2023 were approved, subject to minor wording amendments at Item 14.2.	Ms Kerr
4.2	The Minutes of 04 May 2023 were approved.	
4.3	The Minutes of 11 May 2023 were approved.	
5.0	Matters Arising	
5.1	Please see appended Action List.	
6.0	Update from The Audit Sub-Committee	
6.1	Members noted the minutes from the last meeting on 25 May 2023. Mr Garland confirmed that the Audit Committee discussed the Annual Report and recommend that the Board approves this today.	
7.0	Update from Governance & Risk Sub-Committee	
7.1	Members noted the minutes from the last meeting on 11 May 2023. Mr Wilson welcomed the continuing work being done on risk management.	
8.0	NIMDTA Annual Report and Accounts 2022/23	
8.1	Mr McCarey noted that there will be minor formatting amendments made post approval today, which is normal procedure. Mr McCarey noted that there are 10 days to final submission.	

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	<p>Mr Garland noted the Audit Committee and Board have seen the Annual Report multiple times, recognising that small amendments will be required and confirming that the Audit Committee are happy to recommend Board approval.</p> <p>Mr Wilson thanked all for their work to produce the Annual Report.</p> <p>Mr McCarey provided an overview of the green ticking exercise which means the signed version is the same as the version audited by ASM, clarifying that without a green tick the Annual Report and Accounts cannot be submitted.</p>	
9.0	NIMDTA Resourcing	
9.1	<p><u>Recruitment</u></p> <p>Mr McCarey overviewed the significant work ongoing to address the issue in the recruitment team, within current financial resources constraints. Referenced detail contained within Dr Smyth’s report (confidential section). Mr McCarey recognised the importance of addressing this issue promptly given the time constraints involved.</p> <p>Dr Smyth added funding for two of the Band 4 posts comes from two existing Band 3 posts. Dr Smyth recorded her continuing concerns about the lack of a proper fix of this issue. Mr Wilson asked if it is appropriate to amend posts in this way. Ms R Campbell provided clarification, confirming the reuse of existing funded posts is acceptable, as this is simply reallocating current posts within NIMDTA. Mr McCarey confirmed it was discussed at ground clearing and will also be raised at the accountability review on 4 July 2023. There is a need to address in some way as this is a recorded risk for NIMDTA.</p> <p>Dr Hendron noted she has just completed a recruitment business case process and is happy to provide help if needed.</p>	
10.0	Report from the Acting Postgraduate Medical Dean /Director of Education	
10.1	Members noted the report from Dr Harron, PGMD/Director of Education.	

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10.2	<p>Dr Harron advised that an SMC Education Forum took place on Monday of this week, noting the heavy operational burden on education departments at present, and highlighting the need for more support from the corporate side. Dr Harron highlighted that it would be helpful to her in her new role to have a regular meeting in relation to financial budgeting and expenditure.</p> <p>Dr Harron highlighted that the training environment is a very stressful at present, adding that some team/morale building is needed on the educator side.</p> <p>Dr Harron asked Board Members to approve a business case for an Associate Dean for SAS doctors, noting Ms G Campbell had queried if this would be a conflict of interest for NIMDTA. Dr Harron clarified it would not be, adding that NIMDTA are the only deanery not currently providing this. Ms Hughes provided background to discussions ongoing since 2018, recognising that initial proposals gave conflict of interest concerns however this has been resolved now that expectations about what NIMDTA will deliver have been clarified. Dr Little noted there was also concern regarding another activity for NIMDTA that may not be fully resourced (coming alongside SLE and NICPLD). Dr Harron agreed this may have been an issue.</p> <p>Mr Wilson asked for next steps. Dr Harron confirmed NIMDTA are preparing to advertise and hope to interview after the summer period. Mr Garland stated he is supportive of this, asking if it is necessary to develop a project plan to ensure it is deliverable. Mr Wilson also requested formal documentation of plans, along with the conclusion that there is no conflict of interest. Ms Black confirmed that an internal business case will be done which will address these points.</p> <p>Dr Little asked if there is space to accommodate another 5 members of staff. Mr McCarey recognised this is an additional concern, however it can be addressed.</p> <p>Mr McKenna asked if funding is recurrent. Ms Hughes confirmed there is ring fenced funding for this. Dr Harron added that funding also includes monies for educational development, which allows for some flexibility. Dr Harron</p>	<p>Dr Harron</p> <p>Dr Harron</p> <p>Dr Harron</p>

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	<p>asked if she needs to write an internal business case. Ms Black confirmed this is correct. Mr McCarey offered to help with this.</p> <p>Mr McCarey noted that Ms Black is working on the establishment of departmental budgets, which will be helpful going forward. Ms Black confirmed an update on this work is included within her report.</p>	
10.3	<p><u>Recruitment August 2023</u></p> <p>Dr Harron advised of an increase to 294 for Foundation, adding that significant withdrawals will result in less trainees than in previous years.</p> <p>Dr Harron confirmed 100 of 121 GP posts are filled, thus additional recruitment will take place in February 2024. Dr Harron noted that work will need to be done to promote GP training and it is likely some negative publicity will be seen.</p> <p>Dr Harron highlighted significant gaps in Care of the Elderly, stressing that work is needed to promote such specialties to ensure ongoing service delivery and the need to have additional recruitment rounds to fill more posts. Dr Harron noted this links to the recruitment team issues discussed earlier under Resourcing.</p> <p>Dr Harron overviewed current difficulties in Daisy Hill Hospital and the steps being put in place to manage the situation. Dr Harron thanked Dr Smyth for her help with this, Mr Wilson endorsed these thanks. Mr McCarey noted DoH are aware of the efforts being made to help address the situation.</p>	
11.0	Report from the Director of Hospital Specialty and Professional Development – after CH	
11.1	Members noted the report from Dr Smyth, Director of Hospital Specialty and Professional Development.	
11.2	<p>Dr Smyth noted her disappointment that NIMDTA are unable to recruit into gaps being seen. eg. Geriatrics has 60% gaps.</p> <p>Mr Wilson asked what can NIMDTA do to address gaps such as those within geriatrics. Mr Wilson also asked what the risks are for Daisy Hill trainees. Dr Smyth stressed the significant risk of placing trainees in a unit without a substantive consultant to provide training and supervision.</p>	

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	<p>Mr McCarey advised that during DoH Ground Clearing preparation he spoke to education leads, which he also plans to do prior to the DoH Accountability Review. Mr McCarey confirmed he and Mr Wilson will consider if anyone else needs to attend the Accountability meeting to speak on a specific issue.</p>	<p>Mr McCarey Mr Wilson</p>
11.3	<p>Mr Garland asked if the ARCP issue is linked to the recruitment team availability, specifically asking if a dedicated recruitment team will address this issue. Dr Smyth confirmed the model in the business case will allow for appropriate staffing and should thus resolve the ARCP issue.</p> <p>Dr Smyth stressed the significant risk this presents for NIMDTA.</p>	
12.0	Report from the Director of Foundation	
12.1	<p>Members noted the report from Dr Parks, Director of Foundation.</p>	
12.2	<p>Dr Parks stated that the gaps as noted earlier by Dr Harron are very disappointing.</p> <p>Dr Parks noted that the levels of Republic of Ireland (RoI) trainee withdrawals need to be carefully addressed, both with RoI colleagues and DoH colleagues.</p> <p>Dr Parks advised of works ongoing to liaise with local universities to encourage future applications.</p> <p>Mr Wilson asked if the level of withdrawal being seen is normal. Dr Parks advised that it is high but this is likely due to higher numbers of RoI trainees, which is expected to be an increasing trend.</p> <p>Dr Parks noted the lack of staff available to take notes for upcoming ARCPs. taking place due to extensions for 15 F1 and 7 F2 trainees.</p>	
13.0	Report from the Senior Education Manager	

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13.1	Members noted the report from Ms Hughes, Senior Education Manager.	
13.2	<p>Ms Hughes welcomed any questions. Members had no questions.</p> <p><i>Ms Hughes, Dr Harron, Dr Smyth and Dr Parks left the meeting.</i></p>	
13.3	Mr Garland asked if there are issues around the revalidation risk and the internal business case not being progressed due to lack of budget. Mr McCarey overviewed the work ongoing to recruit a Medical Director and where the Responsible Officer role sits.	
14.0	Report from the Postgraduate Dental Dean	
14.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
14.2	<p><u>Recruitment for FND</u> Dr Hendron advised that 25 of 30 places have been filled, noting her concern given the increased number of educational supervisors (ES's). This is likely to result in some of the 41 ES's being disappointed as they will have planned to have a trainee in place. Dr Hendron added that if vacancies are filled with international graduates, this will have an impact on the support levels required.</p>	
14.3	<p><u>Educational Supervisors</u> Dr Hendron advised that an Engagement session was held in June, which was attended by the Chief Dental Officer (CDO). Some areas for improvement were identified and suggested; however, this was not focused on unexpected issues.</p>	
14.4	<p><u>SIMODONT Suite</u> Dr Hendron commented that the risk re the SIMODONT Suite may soon be removed from the risk register and income generation streams were being identified.</p>	
14.5	<p><u>Dental Core Training</u> Dr Hendron advised that 18 of 22 posts have been filled, although it is likely further withdrawals will be seen. It was</p>	

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	noted that salary disparity with other UK nations has been raised as a reason for withdrawal in some instances.	
14.6	<p><u>Funding for Dental Core Training</u> Dr Hendron highlighted that she has raised concerns with Mr McCarey and Ms Black about the funding available for this work area.</p> <p>Dr Hendron noted it is likely this work has never been adequately funded and recognised the current difficulties in obtaining additional funding.</p>	
14.7	Dr Hendron noted a number of trends being seen across the dental industry, which may result in a change to NIMDTA approach to recruitment of training practices.	
14.8	<p>Mr McCarey confirmed that financial pressures are shared with him regularly, noting that he, along with Ms Black have met with Dr Hendron on a number of issues. The next step to address the issues is likely to be an external business case as there has not been proper funding for this work at any point. Mr McCarey stressed that DoH and CDO buy in at earliest point is vital in situations like this. Dr Hendron added that she believes CDO will be very supportive as he is well aware of the issue.</p> <p>Mr Garland asked for clarification on Foundation numbers. Dr Hendron confirmed that SPPG provide funding so they ultimately set the numbers, DoH may adjust these numbers and NIMDTA can input on how many can be managed.</p>	
15.0	Report from Senior Business Manager	
15.1	Members noted the report from Ms Black, Senior Business Manager.	
15.2	<p><u>Financial Returns</u> Ms Black confirmed that the Month 2 FMR has been submitted to DoH, with a projected overspend of £3.4m.</p> <p>Ms Black advised that in advance of submitting the Month 3 FMR, she is keen to significantly progress the savings plan with SMC colleagues.</p>	

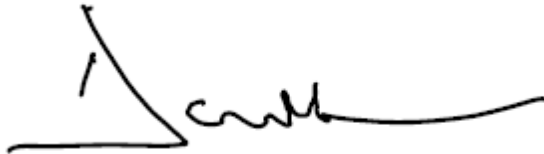
Ref	Item	Action
	<p>Ms Black noted that during the ALB Forum, hospitality, catering and room hire were highlighted as areas in which the use of funds must be carefully managed. Ms Black stressed that the earlier savings are identified the less difficult they will be to achieve.</p>	
15.3	<p><u>IBC59 Foundation</u> Ms Black advised this was presented at the last SMC meeting, where it was approved in principle. Ms Black sought Board approval in principle to recruit up to levels shown within the IBC. Ms Black committed to return this for final Board approval once final figures are known. Members approved.</p>	
15.4	<p><u>Budget Build</u> Ms Black advised that BSO support has been limited.</p> <p>Mr McCarey clarified that essentially NIMDTA are trying to produce a costed business plan, to provide clarity for all on what budget their department holds. Mr McCarey asked for Board permission to address the progression of budget build delegation. Approved.</p>	
16.0	Report from Senior HR Manager (Trainee Employment)	
16.1	<p>Members noted the report from Ms Turner, Senior HR Manager (Trainee Employment).</p>	
16.2	<p><u>Banding Issue</u> Ms Turner provided early alert of a possible risk, advising of discussions with Trusts regarding banding. Ms Turner confirmed Trusts are not happy to pay settlements despite this being in the ERA.</p> <p>DLS have been involved.</p>	
16.3	<p>Mr Garland asked if the replacement of Band 5 posts is due to staff moving to better opportunities or an issue with the work within SLE. MS Turner advised in this case, it is a combination of both, adding that there is staff concern about peak rotation times coinciding with summer leave requirements. Mr Garland asked if exit interviews are done and if this identifies issues. Ms R Campbell confirmed exit interviews are not mandatory.</p> <p>Mr McCarey added that SLE is a significant new project, and thus attracts audit attention. Mr McCarey noted there is very</p>	

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	<p>positive feedback about the work being done by SLE, both by audit colleagues and by Audit Committee.</p> <p>Mr Wilson asked if peak period pressures are lessening as the team imbeds. Ms Turner advised there is no avoidance of these times as trainee moves must take place at set times in year e.g. August.</p> <p>Mr McCarey advised that there was a focused discussion in relation to the SLE Post Project Evaluation (PPE) at the recent ground clearing meeting. Mr Wilson asked if there has been any clarification regarding who will lead on the PPE. Mr McCarey clarified that DoH will take the lead.</p>	
17.0	Report from the Senior Professional Support Manager	
17.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
17.2	<p><u>Occupational Health Service</u></p> <p>Ms R Campbell highlighted some difficulties with the service, adding that discussions are ongoing about the introduction of a single OHS service rather than 5 separate teams.</p>	
17.3	<p><u>VISAS</u></p> <p>Ms R Campbell noted the increasing nature of this workstream, noting this is a complex process for NIMDTA with a single member of staff being trained to undertake this work. A recently appointed Band 4 is now providing some support.</p>	
17.4	Mr McCarey noted a meeting with both the clinical and admin teams in PSW this morning, adding that he is very impressed with the work being done. Mr McCarey particularly recognised the work Ms Dennison has done to develop a new system.	
18.0	Report from the Senior Governance, IT & Facilities Manager	
18.1	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	
18.2	<p><u>Committee Structures</u></p> <p>Mr McClelland advised that suggestions are based on discussions at the Board workshop held in March 2023. Mr McClelland clarified the paper is primarily included for consideration, should</p>	

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	<p>Board Members wish to progress he will formally draft Committee ToR's and bring to the September Board meeting for approval.</p> <p>Mr Wilson highlighted the Priority 2 audit recommendation noting that Board composition needs to be considered.</p> <p>Mr McClelland highlighted the opportunity when reviewing the establishment order to make further amendments.</p> <p>Dr Little noted the risk of having such small numbers on Committees, meaning any apologies may result in a meeting becoming non-quorate. Dr Little also suggested highlighting the need to increase Board membership within the SLE PPE.</p> <p>Mr McKenna welcomed the proposed changes, adding that strategic consideration is needed regarding inclusion of additional people on the Board such as an HR expert, pharmacy representative, etc.</p>	
18.3	<p><u>Facilities Expansion</u> Mr McClelland advised that facilities expansion remains an ongoing area of work, and confirmed this was raised at the recent ground clearing meeting. A response from DoH property branch is currently awaited.</p>	
18.4	<p><u>Board/Committee Dates</u> Mr McClelland noted the schedule included, these will be diarised following today's meeting providing Members have no objections.</p> <p>No objections.</p>	
19.0	NIMDTA Policies (for approval)	
19.1	<p><u>Security Policy and Protocol</u> Dr Little queried the lack of any mention of hybrid/home working. Mr McCarey committed to look at the addition of this.</p> <p>Mr Garland queried the section which refers to updates being provided to Committees regarding incidents. Ms Kerr confirmed the Issues Log will be sent to each Governance & Risk Committee meeting.</p>	Mr McClelland

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20.0	Report from Chief Executive	
20.1	Members noted the report from Mr McCarey, Chief Executive.	
20.2	<p>Internal Audit</p> <p>Mr McCarey clarified the variance between limited and satisfactory internal audit assurance, adding that he has discussed these matters with Mr Wilkinson (DoH) at the recent ground clearing meeting. Mr Wilkinson was content there was no need to escalate this matter to the attention of the Permanent Secretary.</p>	
20.3	<p><u>Strategic Plan</u></p> <p>Mr McCarey confirmed this is presented for approval, noting the theme of today's meeting has been staffing need; approval of the strategic plan will empower business planning and financial planning to enable SMC members to take forward changes.</p> <p>Approved.</p>	
20.4	<p><u>Deputy Foundation Director</u></p> <p>Mr McCarey advised that Dr Wilson (Deputy Foundation Director) recently worked on a project looking at non-medical backgrounds, the findings of which were presented to acclaim last week.</p> <p>Mr McCarey congratulated Dr Wilson on her achievement.</p>	
20.5	<p><u>NIAO Audit</u></p> <p>Mr McCarey highlighted that both Mr McClelland and Ms Black and their respective teams were praised for their excellent work during the Audit Committee meeting by audit colleagues.</p>	
21.0	Correspondence/Reports/Papers received (for information)	
21.1	Noted.	
22.0	Any Other Business	
22.1	Dr Little wondered if Board appraisal requests have been issued yet. Ms Kerr confirmed they have not and committed to follow up with DoH.	

Ref	Item	Action
23.0	Date of next meeting	
23.1	Thursday 28 September 2023, 2pm	



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NIMDTA Chair

28/09/23

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Date