

Minutes

MEETING: NIMDTA Board
DATE: Monday 4 April 2016
TIME: 2.00 pm
VENUE: Seminar Room, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Mr D Maguire
Mr D Morrice
Mr L Wilson
Mr G Smyth

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Ms B Hendron (Postgraduate Dental Dean)
Ms M Roberts (Administrative Director)
Ms R Campbell (Professional Support Manager)
Mr M McCarey (Governance, IT and Facilities Manager)

In Attendance

Ms G Kerr (Committee Support Officer)

1 APOLOGIES

Dr C Loughrey (Director for Postgraduate GP Education)
Dr I Steele (Director of Hospital Specialty Training)
Ms A Carragher (Director for the Foundation Programme)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Mr Joynes (Chair) advised members that Mr Smyth (Board Member) has resigned from the NIMDTA Board with effect from 4 April 2016. Mr Joynes, on behalf of the Board & NIMDTA staff

thanked Mr Smyth for his hard work during his time in post and wished him well in his new position on the Board of the Belfast Health & Social Care Trust.

Mr Joynes highlighted the dates of two Staff Briefings later in the year that Board Members have been invited to attend:

- Thursday 30th June @ 12 noon
- Thursday 24th November @ 12 noon

3.1 ITN / RSM Promotional Video for NIMDTA

Mr Joynes introduced the video, which has been jointly funded by NIMDTA and DHSSPS. After viewing members asked why more emphasis was not placed on the benefits of Northern Ireland as a whole, such as low house prices. Professor Gardiner (Chief Executive/Postgraduate Medical Dean) advised that this video is to be shown at the upcoming RSM Conference and placed on the RSM website, the aim of which is raise the profile of Northern Ireland as a training destination. Thus the focus was on quality of training rather than lifestyle. After discussion members agreed this had been a very worthwhile exercise and they were pleased with the final result.

Professor Gardiner advised that the video will also be made available to NIMDTA for use on the Agency website and at future events. Members discussed the benefits of NIMDTA initiating a specific video campaign & utilising social media channels to promote NIMDTA and Northern Ireland. Members agreed it would be useful to investigate if this was possible, as trainees are keen to interact and be kept informed via social media.

Chief
Executive/Post
graduate
Medical Dean

4 MINUTES OF PREVIOUS MEETINGS (Paper 16/21)

Minute of the meeting held on 25 February 2016, were agreed as a true and accurate record.

5 MATTERS ARISING

5. Report from the Professional Support Manager: Health & Wellbeing Group

Professional
Support
Manager

Ms Campbell (Professional Support Manager) advised that dates have yet to be agreed for a programme of events. She agreed to update members at the next Board on 28 April 2016.

6. Failure of Financial Forecasting and failure to break even for 2014/15: Investigation Report

Ms Roberts confirmed that she has provided a copy of the above report to NIAO.

7. European Data Protection Guidance

Mr McCarey advised that a draft has now been completed and will be presented at the next Governance and Risk Committee.

Governance,
IT and
Facilities
Manager

8. NIMDTA / BSO Finance Liaison Arrangements

Professor Gardiner advised that he and Ms Roberts would be meeting with BSO on 7 April, to discuss BSO support requirements and agree the best approach for the future.

9. Risk re: Retirement of Administrative Director

Members noted that this risk has been mitigated in the short term due to the Administrative Director agreeing to delay her retirement to September 2016.

10.1. Draft Business Plan 2016/17

Under Agenda.

Governance,
IT and
Facilities
Manager

10.2 Draft Strategic Plan 2016/19

Mr McCarey advised that DHSSPS have not yet provided feedback on the draft Strategic Plan due to staff leave. DHSSPS have asked that we await feedback, which should be provided shortly. Mr McCarey confirmed he will present to the next Board on 28 April.

Governance,
IT and
Facilities
Manager

10.5 Policy Review

Mr McCarey confirmed that all required changes have now been made.

10.6 Unauthorised Telephone Usage

Mr McCarey advised that a solution is currently being sought to ensure this risk is minimised, but that as yet no measure has been introduced.

Governance,
IT and
Facilities
Manager

11. GP National Recruitment Process: Issues

Under Agenda.

12. DCT1 and DCT2 Posts

Under Agenda.

6 REPORT FROM THE AUDIT SUB-COMMITTEE (Paper B16/22)

6.1 Meeting held on 25 February 2016

Mr Morrice (Chair of the Audit Sub-Committee) presented the minutes of meeting held on 25 February 2016 and advised he had nothing to add to the verbal update provided at the Board meeting on 25 February 2016.

6.2 Date of Next Meeting

The next meeting of the Audit Sub-Committee was confirmed as Wednesday 25 May 2016 at 11.00 am. Further meetings for 2016 are as follows:

- Thursday 23rd June 2016 at 11am
- Thursday 4th October 2016 at 11am

7 GOVERNANCE & RISK SUB-COMMITTEE (Paper B16/23)

7.1 Meeting held on 21 January 2016

Mr Smyth (Chair of the Governance & Risk Sub-Committee) presented the minutes of meeting held on 21 January 2016 and advised he had nothing to add to the verbal update provided at the Board meeting on 25 February 2016.

7.2 Date of Next Meeting

It was noted that the Governance & Risk Committee meeting arranged for 31 March 2016 had been cancelled due to the Easter holiday period. Dates of further meetings in 2016 are yet to be arranged. Mr Joynes noted that a meeting prior to the next Board on 28 April 2016 would be preferable.

Governance,
IT and
Facilities
Manager

7.3 Chair of Governance & Risk Committee

In light of Mr Smyth's resignation, following discussions Mr Joynes appointed Mr Wilson as Chair of the Governance and & Risk Sub-Committee going forward. Members all agreed.

8 FINANCIAL UPDATE (Paper B16/24)

8.1 NIMDTA Month 11 Accounts Final Financial Position

Members received and noted the monthly Budget Income and Expenditure and Forecast Report for the period ended 29 February 2016, which was circulated prior to the meeting.

In the absence of BSO staff, Professor Gardiner highlighted and members discussed the following from the report:

- Income and Expenditure Position (Cumulative)

Professor Gardiner brought the members attention to the figures within the table on page 1 of the Finance Report. A surplus of just over £68k with a current year end forecast of approximately £41k, which fell within the breakeven target of +/- 0.25% of RRL and income was predicted.

Professor Gardiner highlighted the cash draw-down which at £16,282,000 is £687k above the estimate of £15,886,000 provided in October 2015. A report went to DHSSPS on 24 March explaining the reasons for the extra draw down.

- Payroll Reports

Members received and noted Appendix 2: Payroll Report.

- Prompt Payment Performance

It was noted that as of Month 11, NIMDTA met both the thirty and ten day prompt payment targets.

- Additional Finance Services

Ms Roberts advised that the Service Level Agreement (SLA) has now been received from BSO. Mr Wilson queried if staff are happy with the level of support and the amount of NIMDTA staff time involved in working with BSO. After discussion members agreed that the learning curve of Year 1 and NIMDTA's unique position will always result in a slightly higher than normal level of interaction.

8.2 Allocation Letter – DHSSPS Correspondence (07.03.16)

Members received and noted the content of the letter from DHSSPS.

8.3 Reduction in Administrative Budget

Professor Gardiner informed members that a savings plan is in place to establish how the 5% saving can be achieved with minimal effect on services. Professor Gardiner suggested a zero-based budget, to establish the actual running costs of NIMDTA's administrative functions.

8.4 Recognition of Trainers

Professor Gardiner advised members that £2.412 million has been provided by DHSSPS to fund Recognition of Trainers, this leaves a £400k shortfall against the actual costs.

8.5 Joint Appointment Posts

Professor Gardiner informed members that DHSSPS have been advised that NIMDTA is not in a financial position to fund the 11 joint appointment posts for next year and will be forced to approach Belfast HSCT to advise that only 2 posts will be funded. DHSSPS have not yet responded to this correspondence.

Chief
Executive/Post
graduate
Medical Dean

After discussion, Professor Gardiner agreed to write to Belfast HSCT to advise NIMDTA are still negotiating with DHSSPS regarding funding and highlighting the possibility that the posts may not be funded.

Professor Gardiner will write to DHSSPS in advance informing them of the intention to write to Belfast HSCT.

9 REPORT FROM THE GOVERNANCE, IT AND FACILITIES MANAGER (Paper B16/25)

Members received and discussed the report from the Governance, IT & Facilities Manager. Attention was drawn to the following:

9.1 Business Plan 2016/17

Mr McCarey (Governance, IT and Facilities Manager) advised that the draft Business Plan has been submitted to DHSSPS, however no feedback has been received due to staff leave. DHSSPS have confirmed they will provide feedback prior to the next Board on 28 April.

Governance,
IT and
Facilities
Manager

9.2 Audit Fieldwork

Mr McCarey advised members that all end of year audit fieldwork is now complete, with 6 audit reviews having been carried out since

Governance,
IT and
Facilities
Manager/Admi

the last board meeting. A follow up on previous audit recommendations showed 96% completed, with 4% partially implemented.

nistrative
Director

Members attention was drawn to the draft Risk Management Report which has been received. In particular the Priority 2 recommendation relating to the number of risks featured on NIMDTA Risk Registers, which was felt to be too high for an organisation of NIMDTA's size. After discussion, members agreed an exercise should be undertaken to review the risks, although members were keen to stress that the Risk Registers should remain a useful tool for NIMDTA. Mr Wilson suggested the use of a template to escalate and de-escalate risks, Mr McCarey undertook to produce such a template.

9.3 Whistleblowing Review

Governance,
IT and
Facilities
Manager

Mr McCarey advised that members of the Senior Management Committee had attended a meeting with the Review Team on 21 March 2016. Feedback was provided on NIMDTA's Whistleblowing Policy, resulting in four domains being considered excellent, with the remaining four rated as satisfactory. Mr Joynes requested specific examples of what action NIMDTA needs to take to improve on those areas rated as satisfactory.

9.4 Advanced OnBoard Training

Governance,
IT and
Facilities
Manager

Mr McCarey advised members that in line with DHSSPS requests, a case study including an action plan, is being prepared detailing the work carried out at the training which was held on 8 March 2016. Mr McCarey apologised that this case study was not available for today's meeting due to inescapable work pressures, and agreed to bring to the next Board on 28 April.

9.5 Training Room Conversion

Mr McCarey advised members that conversion of the former finance office to a training room, along with associated staff relocation is now complete aside from some minor cosmetic works. Mr Joynes queried whether it was necessary for a member of the Senior Management to be involved in the manual work associated with this office reorganisation. Members noted that although this was not an ideal situation, given time constraints and staff availability, necessary steps had to be taken in order to ensure the works could be completed to a high standard within a very limited timescale.

9.6 Beechill House Lease

Governance,

Mr McCarey advised members that a space utilisation survey had been carried out on 5 February 2016. To date, the report for this has not yet been received. Mr McCarey has been assured he will receive the report this week and the associated Business Case will be presented to the Board at the next meeting on 28 April.

IT and
Facilities
Manager

10 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B16/26)

Members received and discussed the report from the Director for Postgraduate General Practice Education.

Mr Joynes asked why the issues regarding HRPTS and FPL have featured on the Board report for some considerable time, and asked that the report be reviewed as to whether they still need to feature.

Administrative
Director

10.1 GP Recruitment

Professor Gardiner advised that as of today 83 GP trainee posts have been filled, from a total of 85. Of the 83, a total of 3 posts have been filled via Inter Deanery transfers. Members noted the on-going issues surrounding the management of the GP National Recruitment process by HEE, raising particular concern that these changes may favour appointments with HEE to the detriment of filling training posts in Northern Ireland. These issues have been raised with DHSSPS for them to take forward with their counterparts in GB.

10.2 Career Development Scheme

After discussion, members agreed that Dr Loughrey (Director for Postgraduate GP Education) should continue to seek work that creates a revenue stream, as long as this is cost neutral or profitable to NIMDTA. In light of this members asked that Dr Loughrey prepare costings to show the cost effectiveness of these work-streams.

Director for
Postgraduate
GP Education

11 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B16/27)

Members received and discussed the report from the Postgraduate Dental Dean and attention was drawn to the following:

11.1 Foundation Dentistry

Ms Hendron informed members about a situation which recently

arose where it was deemed necessary to remove a trainee from the current training environment to ensure they satisfactorily complete the training year. This was not a decision taken lightly and was based on the emotional wellbeing of the trainee, with the full support of their Educational Supervisor following a break down in the working relationship. The trainee has now been moved to an appropriate practice to complete the year. Members noted Ms Hendron's update and expressed satisfaction with how the situation had been handled. It was also noted that the new practice was part of Mr Maguire's practice and although he will not be involved with the training, this should be recorded as a conflict of interests for completeness.

Administrative
Director

11.2 Recruitment intake for 2016/17 (Foundation)

Ms Hendron updated members regarding the recruitment intake for 2016/17, advising that 39 Educational Supervisor applications were received. Interviews will take place on the 11th/12th April and it is anticipated that all 32 places will be filled.

11.3 DCT1 and DCT2 Posts

Ms Hendron advised that recruitment attracted a significant number of applications for DCT1 & DCT2 posts, at 53 and 52 respectively. Following shortlisting, 38 candidates will interview for 15 DCT1 posts and 46 candidates for 7 DCT2 posts. Interviews are scheduled for 5th/6th April. Ms Hendron also noted that the DCT2 applicants would have applied for DCT3 posts, had they been available.

Ms Hendron highlighted a legal issue which has very recently come to light in relation to discrimination against candidates from Non-EU countries. This may have an effect on the recruitment process for next year.

11.4 Continuing Education

Ms Hendron advised that expressions of interest are being sought for the 'Certificate in Special Care Dental Nursing', a course which is not available elsewhere in Northern Ireland. To date, 58% of places on the Continuing Education courses have already been booked.

12 REPORT FROM THE DIRECTOR OF HOSPITAL SPECIALTY & QUALITY MANAGEMENT (Paper B16/28)

Members received and discussed the report from the Director for Hospital Speciality Training and attention was drawn to the

following:

12.1 Allocation Process

Professor Gardiner informed members that 83 applications have been received to date, to fill 81 posts in Core Medicine. Only 41 trainees have accepted posts in Core Medicine leaving 40 vacant posts at present.

12.2 NTS Completion

Professor Gardiner informed members that the survey has opened. To date 17.3% trainees and 4% trainers in NI have completed the survey. Work will be required to encourage completion; this will be undertaken by Trusts in respect of trainers. Professor Gardiner expressed some concern that trainer numbers are not accurate.

12.3 Histopathology Training in Post Mortems

Professor Gardiner advised that the business case has been turned down, and informed members that a meeting will take place on 6 April between DHSSPS, DoJ and Belfast HSCT to try to resolve the issues.

12.4 Trainee Reflections

Professor Gardiner updated members regarding risks associated with trainees completing reflections in their e-portfolio. Issues have arisen, as the information may subsequently be requested and legal requirements override an individual's confidentiality. Advice from the GMC is awaited on this matter. Mr Joynes expressed concern that anyone writing a case study is therefore at risk.

13 REPORT FROM THE DIRECTOR OF THE FOUNDATION PROGRAMME

Members expressed disappointment that the Director had been unable to attend the meeting or supply a report.

14 REPORT FROM THE PROFESSIONAL SUPPORT MANAGER (Paper B16/30)

Members received and discussed the report from the Professional Support Manager. Attention was drawn to the following and the accompanying documents received:

- NIMDTA Sick Absence (01.04.15 – 31.03.16)
- AFC Staff Handbook

- NIMDTA Educator Handbook

14.1 Recruitment, Training and Development of Staff

Ms Campbell advised that the following post has now been filled:

- Deputy Director for the Hospital Specialty – Dr Anita Smyth has been appointed and will commence in April 2016.

14.2 Payroll Legacy Information

Ms Campbell advised that NIMDTA Legacy payroll information has been boxed and is now being scanned by Oasis. It is hoped this will be completed by mid-April and will allow the backlog of requests for payroll information for past NIMDTA staff to be processed.

14.3 VES

Ms Campbell informed members that payments to the 4 members of staff who were successful in their application for VES were paid in the March payroll.

Ms Campbell advised that one member of staff was underpaid and work is on-going to correct this error.

14.4 Lead Employer

Ms Campbell updated members on work which is on-going to establish a system whereby doctors and dentists in training would be issued with a single employment contract. Ms Campbell advised that at this stage it is unclear which organisation would have the capacity to act as Lead Employer and the report deadline of the end of June 2016 seems unlikely to be met.

14.5 Access NI Payments

Ms Campbell informed members that there is a £1600 shortfall in collection of 2015 Access NI payments from trainees. Records make it impossible to identify who has and has not paid their Access NI fee back to NIMDTA. Ms Campbell advised that after discussion at SMC on 21 March 2016, it has been decided that as this is the responsibility of the employer, future costs for Access NI payments should be passed to the employer and deducted from the RRL.

15 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B16/31)

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

- Financial Allocations and Business Planning for 2016/17 (DHSSPS Correspondence 16 March 2016)
- Vacancies for August 2016
- Contracts Management Report
- ITN Production STA
- Records Management STA
- Corporate Risk Register – March 2016

15.1 Management Statement/Financial Memorandum

Ms Roberts advised that the revised Management Statement and Financial Memorandum have not yet been received from DHSSPS. Once received the NIMDTA Management Statement will need to be reviewed.

15.2 Junior Doctor Vacancies

Ms Roberts drew members' attention to Appendix 2, and advised the current level of vacant training posts remains at 155 (?). Ms Roberts advised members of 50 unfilled posts as at 1 April 2016, with GP now 2 vacancies and Core Surgical Training now 5 vacancies.

15.3 Medical and Dental Recruitment System

Ms Roberts advised that there had been no further feedback from DHSSPS regarding NIMDTA's business case for the Medical and Dental Recruitment System.

15.4 Contracts Management

Ms Roberts informed members that two Single Tender Actions have been submitted,

- ITN/RSM video
- Iron Mountain – to extend the contract for records management, due to re-tendering issues

Ms Roberts advised that a very comprehensive record of all NIMDTA contracts is now being maintained and this has resolved previous audit criticisms.

15.5 Corporate Risk Register

Governance,
IT and
Facilities

Ms Roberts presented the Corporate Risk Register. Members briefly discussed and agreed that it should be discussed fully at the next Governance & Risk Sub-Committee. As discussed at 9.2 above, the size of the Risk Register was noted and all agreed this should be reviewed carefully.

Manager/Administrative Director

Members requested that a risk be added to the Risk Register in relation to meetings potentially not being quorate with the reduced number of Board members now in post.

Administrative Director

16 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B16/16)

Members received and discussed the report from the Chief Executive Postgraduate Medical Dean. Attention was drawn to the following and the tabled paper received & noted:

- ADEPT Fellows 2016/17

16.1 NHSCT Safe Supervision

Professor Gardiner informed members that concerns have been raised with the Medical Director and Deputy Chief Executive of the Northern HSCT regarding safe supervision within paediatrics at Causeway Hospital. The Unaddressed Concerns protocol is being followed and Ms Roberts will represent NIMDTA at a meeting with the Northern Trust on 6 May to discuss.

16.2 Recognition of Trainers

Professor Gardiner provided an update to members on the total numbers of trainers now recognised per Trust:

Total number of Trainers to be recognised:	1191
Belfast Trust:	244/375
South Eastern Trust:	70/284
Southern Trust:	23/129
Western Trust:	52/220
Northern Trust:	52/141
Public Health Agency (PHA):	1/42

As at 30 March 2016, 442 trainers are fully recognised.

17 CORRESPONDENCE/REPORTS/PAPERS

None Received.

18 ANY OTHER BUSINESS

18.1 Foundation Security Breach

Professor Gardiner informed members of an error on the national system which allowed trainees to see the personal details of other trainees. To date it is believed that this affected 2 trainees personal details. The system was shut down to resolve the error and is now fully operational again.

19 DATE OF NEXT MEETING

- Thursday 28 April 2016 – Boardroom

Confirmed dates for 2016

Thursday 23 June 2016 – Boardroom
Thursday 29 September 2016 – Boardroom
Thursday 24 November 2016 – 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 2016

- Tuesday 24 May 2016 – Boardroom

Confirmed dates for remainder of 2016

- Thursday 25 August 2016 - Boardroom
- Thursday 27 October 2016 - Boardroom

All Non Executive Workshops unless otherwise advised will commence at 2.30 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.30 pm.

Non Executive Members and Professor Gardiner and Ms Roberts were requested to remain for relevant items on the Confidential Section of the agenda. All other members were excused from the meeting.

20 Confidential Agenda