

Minutes

MEETING: NIMDTA Board
DATE: Monday 24 June 2024
TIME: 2pm
VENUE: Hampton Room, HSCLC

Members: Mr B Garland Member
Ms G Campbell Acting Chair
Mr G McKenna Member
Mr H Graham Member (*online*)

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
Dr Hendron Postgraduate Dental Dean
Ms Hughes Senior Education Manager
Dr Smyth Director of Hospital Specialty and Professional Development
Dr L Parks Foundation Director
Ms B McGuinness Executive Assistant to CEO and PGMD
Ms G Kerr Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	<ul style="list-style-type: none">Mr D Wilson (Chair)Dr C Harron (Postgraduate Medical Dean & Director of Education)Ms Turner (Senior HR Manager – Trainee Employment)	
2.0	Declarations of Interests – Items of Business	

Ref	Item	Action
2.1	None	
3.0	Announcements	
3.1	Mr McCarey noted the appointment of Dr Peter Ryan to the role of Medical Director. Dr Ryan will commence his employment with NIMDTA in September 2024.	
4.0	Minute of Meeting	
4.1	The Minutes of 23 April 2024 were approved, subject to minor wording amendments at Item C5.0 and Item 14.4.	Mr McClelland
5.0	Matters Arising	
5.1	Please see appended Action List. Members were content all actions are covered within the reports presented today.	
6.0	Update from The Audit and Risk Sub-Committee	
6.1	Members noted and approved the Minutes of the Committee held on 28 May 2024. Mr Garland overviewed the Committee meeting held this morning, noting the clean Report to Those Charged with Governance (RTTCWG) with the exception of recommendations outside of NIMDTA's control and confirming that the Committee had approved the Annual Report & Accounts for 2023/24.	
7.0	Update from Governance & Risk Sub-Committee	
7.1	<u>Business Plan Review</u> Ms G Campbell noted that the previous meeting on 9 April reviewed the Business Management and Governance, IT & Facilities Management Business Plans. The Committee scheduled for 25 June 2024 (tomorrow) will review the Medical Education Business Plans.	

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8.0	NIMDTA Annual Report and Accounts 2023/24	
8.1	<p>Mr Garland confirmed that the Audit and Risk Committee are happy to recommend to Board for approval.</p> <p>Members approved.</p>	
9.0	NIMDTA Resourcing	
9.1	<p><u>Staff Recruitment</u> Mr McCarey noted the welcome appointment of Ms Brogan who took up the B7 SLE post this morning.</p> <p>Mr McCarey highlighted ongoing challenges in the local job market, noting there has been positive reaction to the recently advertised Business Management post.</p>	
9.2	<p><u>Industrial action</u> Mr McCarey advised industrial action remains a possibility, and provided an update on BMA concerns regarding a divergence in deduction methods between NI and other parts of the UK. Mr McCarey confirmed legal advice has been sought and that the BMA did initially sign off on the process.</p>	
9.3	<p><u>Organisational Review</u> Mr McCarey advised work is ongoing, with a proposal shared with BSO and Mr Wilson last week.</p>	
9.4	<p><u>Facilities</u> Mr McCarey thanked Mr McClelland and Ms Gregge for their continuing work in progressing NIMDTA's lease proposals for Block A. Mr McCarey noted that the landlord has given a 3 month window for completion, direction on next steps will be sought from the Permanent Secretary (DoH) at the upcoming Accountability meeting.</p>	
9.5	<p><u>Hospital Specialty Recruitment</u> Mr McCarey drew attention to the detailed plan included as an appendix, noting that DoH have confirmed their preference for local recruitment to take place.</p> <p>Mr McCarey overviewed current ongoing staff recruitment, along with changes to processes which it is hoped will increase</p>	

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	<p>post fill rates. Mr McCarey thanked Ms R Campbell for her help in reviewing current processes.</p> <p>Mr McCarey welcomed news that Ms Devlin has taken up post today to provide temporary cover at B7 level.</p> <p>Dr Smyth noted the Band 6 post will be advertised imminently, adding that the Band 5 recruitment was delayed to allow for advertisement of 3x Band 5 posts simultaneously and stressing that there remains a 50% vacancy rate within the Hospital department team.</p> <p>Ms G Campbell asked for clarity on what additional posts have been approved by DoH. Mr McCarey clarified that two additional Band 5 posts were approved.</p> <p>Members discussed past Internal Business Cases (IBCs) for which posts remain vacant. Mr McCarey stressed that NIMDTA must fill these posts before approaching DoH with funding requests for further additional posts.</p> <p>Members discussed the training requirements for new post holders.</p> <p>Mr McCarey noted there are currently eight posts to be filled and clarified that recruitment was the main driver for the business cases submitted to date.</p> <p>Ms G Campbell welcomed moves to recruit to Bands rather than to specific posts, which will hopefully result in a more agile workforce.</p>	
9.6	<p><u>Graduate Interns/Placements</u> Mr McCarey advised that a number of interns will be taking-up posts in NIMDTA over the summer months.</p>	
9.7	<p><u>Recruitment</u> Mr McCarey highlighted that the Organisational Review will look at where Recruitment best sits within NIMDTA, it may be this is a separate department to the education departments.</p>	
10.0	Report from the Chief Executive	

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10.1	Members noted the report from Mr McCarey, Chief Executive.	
10.2	<p>Mr McCarey shared an overview of the recent Ground Clearing meeting, where positive feedback was received from both Internal and External Audit.</p> <p>Mr McCarey noted his pride in NIMDTA’s achievements in 2023/24, congratulating all staff on achieving a clear audit report and meeting efficiency targets.</p> <p>Ms G Campbell added Board thanks.</p>	
11.0	NIMDTA Policies	
11.1	<p><u>SAS Policy</u></p> <p>Ms Hughes overviewed the creation of the policy and the workstream which currently sits with DoH, confirming this has been reviewed at SMC.</p> <p>Ms Black highlighted she does not believe she should be included on the panel, as she needs to remain independent and also queried the appeal process going straight to the Chief Executive. Ms G Campbell seconded both concerns. Mr McClelland also shared concerns regarding the appeals process, as this currently has the potential to put a significant workload on one individual.</p> <p>Attendees asked:</p> <ul style="list-style-type: none"> • where funding comes from for this workstream. • how NIMDTA can be sure monies are being spent appropriately. • if Dr Hendron will be called to sit on the panel should there be a dental application. • The funding limit for each doctor. <p>Ms Black stressed the importance of remembering NIMDTA are still in a scoping phase, NIMDTA do not currently have funding for this, and there will be a financial impact for NIMDTA once this work moves across. Background costs must be carefully accounted for to ensure full cost recovery is achieved.</p> <p><i>Mr Graham left the meeting.</i></p>	

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13.0	Report from Senior Business Manager	
13.1	Members noted the report from Ms Black, Senior Business Manager.	
13.2	<p><u>Financial Management</u></p> <p>Ms Black noted she has been on leave since submitting her report, highlighting the following:</p> <ul style="list-style-type: none"> • No baseline budget received. • FMR Month 2 FMR has been submitted. • A number of Allocation letters are pending. 	
13.3	<p><u>NIMDTA Bank Account</u></p> <p>Ms Black overviewed the requirement for routine compliance checks on NIMDTA bank account with The Bank of Ireland. Ms Black thanked Members for supplying the information requested to date, and asked for their formal approval to operate said bank account on behalf of NIMDTA.</p> <p>Members approved and thanked Ms Black for her teams work to progress.</p>	
13.4	<p><u>Fraud</u></p> <p>Members asked for confirmation that Counter Fraud 'fraud proof' NIMDTA financial policies. Ms Black confirmed that is correct.</p>	
14.0	Report from the Postgraduate Medical Dean /Director of Education	
14.1	Members noted the report from Dr Harron, PGMD/Director of Education.	
14.2	Members noted concerns and the reputational impact of same.	

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15.0	Report from the Postgraduate Dental Dean	
15.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
15.2	<u>Foundation Dental</u> Dr Hendron noted a successful recruitment round, highlighted that 26 of 30 posts allocated have been filled by Queens University Belfast (QUB) graduates.	
15.3	<u>Dental Core Training</u> Dr Hendron advised the scheme is short four posts. When supported, the external business case will allow work to make this scheme more attractive	
15.4	<u>Educational Supervisor Recruitment</u> See confidential section, C1.0 below.	
15.5	<u>Risks</u> Dr Hendron advised that the MedAll pilot has not gone as anticipated, apologizing for the lateness of the paper providing overview. Dr Hendron welcomed questions outside of meeting when Members have had an opportunity to consider the paper. Dr Leggett asked for more detail on difficulties as this will be rolled out across NIDMTA eventually. Dr Hendron confirmed that as teething problems are ironed out it will be very useful.	Board Members Dr Hendron
15.6	<u>Block Grant Payment</u> Dr Hendron confirmed that DoH confirmed last week that the block grant will continue in 2024/25. A Working Group is being established as DoH have indicated this will not continue past September 2025.	
15.7	<u>COPDEND Virtual Event</u> Dr Hendron recognised that short notice meant many couldn't attend. However, this was a very good event and hopefully will be included as part of mandatory training.	
16.0	Report from the Director of Hospital Specialty and Professional Development	

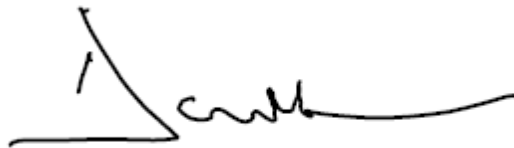
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16.1	Members noted the report from Dr Smyth, Director of Hospital Specialty and Professional Development.	
16.2	<p><u>Staff Expansion</u> Dr Smyth advised that two Band 5 posts and three Band 4 posts will hopefully be filled soon.</p> <p>Members thanked Dr Smyth for the update, noting the staffing update table is most helpful.</p> <p>See Confidential Section, C2.0 for further detail.</p>	
17.0	Report from the Director of Postgraduate GP Education	
17.1	Members noted the report from Dr Leggett, Director of Postgraduate GP Education	
17.2	<p><u>Recruitment</u> Dr Leggett noted a successful first recruitment round, with a second round planned for February 2025 start.</p>	
17.3	<p><u>ARCP</u> Dr Leggett advised of two ongoing ARCP appeals.</p>	
17.4	<p><u>GP Appraisal</u> Dr Leggett confirmed that Dr R McCullagh has taken up her post as the new Regional Appraisal Co-Ordinator.</p> <p><i>Mr Graham re-joined the meeting.</i></p>	
18.0	Report from the Senior Education Manager	
18.1	Members noted the report from Ms Hughes, Senior Education Manager.	
18.2	<u>Staffing</u>	

Ref	Item	Action
	Ms Hughes noted the significant impact of Quality and Revalidation Manager providing cover in Hospital Specialty, including the cancellation of quality management work and a reduction in revalidation work.	
18.3	<p><u>SAS Development – New Posts</u></p> <p><i>Deputy SAS Associate Dean and a Band 4 Career Development Officer</i></p> <p>Ms Hughes requested Board approval for a Deputy SAS Associate Dean and a Band 4 Career Development Officer. Members approved subject to paperwork being completed and progressing through the correct approval pathway.</p> <p><i>Increase to Associate Dean PAs</i></p> <p>Ms Black highlighted formal documentation is required for the increase to SAS Associate Dean’s PAs from 1st July 2024. Ms Hughes committed to action this with Dr Harron. Members approved subject to paperwork being completed and progressing through the correct approval pathway.</p>	<p>Ms Hughes</p> <p>Ms Hughes</p>
19.0	Report from the Senior Professional Support Manager	
19.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
19.2	<p><u>Immigration</u></p> <p>Ms R Campbell highlighted the challenges presented by the increasing numbers of International Medical Graduates, most recently reaching 250 applications. Ms R Campbell noted there is now some resilience within the team as New to NI staff can provide cover for immigration work if required.</p>	
19.3	<p><u>Policies</u></p> <p>Ms R Campbell noted a number of policies not brought today as they require review by the Joint Local Negotiating Committee (JLNC) before Board approval. These will be shared with Members by circulation and Mr McCarey will determine the most appropriate approval pathway.</p>	<p>Mr R Campbell Mr McClelland Mr McCarey</p>

Ref	Item	Action
19.4	<u>Fair Employment Monitoring Return</u> Members noted this return has already been submitted. Attendees discussed the lack of detail submitted.	
19.5	<u>Tribunal</u> See confidential section, C3.0 below.	
20.0	Report from Senior HR Manager (Trainee Employment)	
20.1	Members noted the report from Ms Turner, Senior HR Manager (Trainee Employment).	
20.2	Mr McCarey noted improved levels of team morale within SLE.	
20.3	Dr Leggett asked if there has been any progress towards GP trainees moving to SLE.	
21.0	Report from the Director of Foundation	
21.1	Members noted the report from Dr Parks, Director of Foundation.	
21.2	<u>Foundation Team Staffing Concerns</u> Dr Parks highlighted that the Foundation administration team consists of six staff, within this there are currently two vacant posts. Dr Parks stressed the huge workload for such a small team, particularly given that between March and July the Foundation School have a total of 900 trainees which is a huge workload for such a small team. Dr Parks thanked her team for their work and commitment. Dr Parks noted that the oversubscription model is causing significantly more workload, which will increase exponentially next year due to Year 1 of the 'Covid bulge', with a likelihood of doubling the trainee numbers. Mr McCarey requested a meeting with Dr Parks to discuss the situation further. Dr Parks welcomed this opportunity. Ms G Campbell stressed the need to plan appropriately in order to mitigate risks. Related objectives and actions should be included within the departmental Business Plan.	Mr McCarey Dr Parks

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21.3	<p><u>Post Fill</u> Dr Parks advised there have been 49 withdrawals to date, which leaves oversubscription at 12, with more withdrawals expected.</p> <p>National LAT recruitment was very successful, filling 32 out of 33 posts.</p> <p>Dr Parks noted the better position than last year, with most of the 294 places expected to be filled in August. This would not have happened without allowing oversubscription.</p>	
22.0	Report from the Senior Governance, IT & Facilities Manager	
22.1	Members noted the report from Mr McClelland, Senior Governance, IT & Facilities Manager.	
22.2	<p><u>Department of Health (DoH) Governance Requirements</u> Mr McClelland advised that a recent DoH internal audit identified that ALB papers were not being submitted to DoH prior to Board/Committee meetings taking place. As a result, all ALBs have now been asked to issue DoH with Board/Committee meeting papers in advance of meetings with immediate effect.</p> <p>Mr McClelland confirmed that Board papers had been forwarded to DoH Sponsor Branch in advance of today's meeting.</p>	
22.3	<p><u>Complaints</u> Mr McClelland provided an update on two recent complaints.</p>	
23.0	Correspondence/Reports/Papers received (for information)	
23.1	None.	
24.0	Any Other Business	

Ref	Item	Action
24.1	Ms G Campbell noted the Boards thanks to staff for their hard work.	
25.0	Date of next meeting	
25.1	Tuesday 24 September 2024, 2pm	



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NIMDTA Chair

.....24.09.24.....
Date

