

Minutes

MEETING: NIMDTA Board
DATE: Thursday 22 January 2015
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Mr D Maguire
Mr G Smyth

Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Dr I Steele (Director of Postgraduate Hospital Specialty Training)
Dr C Loughrey (Director for Postgraduate GP Education)
Ms M Roberts (Administrative Director)
Ms R Campbell (Human Resources Manager)
Mr T Hutchinson (Finance Manager)
Mr M McCarey (Corporate Governance Manager)

It was noted that Mr T Hutchinson (Finance Manager) would be joining the meeting at a later stage

In Attendance

Mrs P Dardis (Corporate Services)

1 APOLOGIES

Ms A Carragher (Director for the Foundation Programme)
Mr D Morrice (Non-Executive Member)
Mr L Wilson (Non-Executive Member)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

There were no announcements.

4 MINUTE OF PREVIOUS MEETINGS (Paper B15/01)

Minute of the meeting held on 27 November 2014, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

3. Announcements: Visit from Permanent Secretary (24 November 2014)

It was noted that the presentation, given by the Chief Executive, on the occasion of the visit by the Permanent Secretary, had been forwarded electronically for information to the Non-Executive Members of the Board as requested.

15. Report from the Administrative Director: 15.6 Corporate Risk Register

Ms Roberts (Administrative Director) confirmed that Risk 9 (PRET Review), had been updated.

15. Report from the Administrative Director: 15.7 Complaints etc: Incident Report (12 November 2014)

It was noted that an action plan had been put in place to ensure the appropriate authorisation of catering.

15. Report from the Administrative Director: 15.13 Documents for Review: Schedule 1 (Audit Committee Standing Orders)

Ms Roberts confirmed that Schedule 1 had been amended to reflect the changes suggested at the November meeting and would be brought back for consideration to the February meeting of the NIMDTA Board.

Administrative
Director

16. Report from the Human Resources Manager: 16.3 Absences

Ms Campbell (Human Resources Manager) confirmed that the Management of Attendance Protocol would be considered at the next meeting of Senior Management before being forwarded to the February meeting of the Board for approval.

18. AOB: Board Governance Self-Assessment Tool

Mr Joynes (Chair) informed the members that the Non-Executive Members had met briefly with Mr McCarey (Corporate Governance Manager), to take the process forward. It was noted that Internal Audit would be used for the external verification. Mr McCarey advised that the Department had extended the deadline for NIMDTA's return to the end of June.

18. AOB: Staff Briefing (19 December 2014)

The Chair, on behalf of the Non-Executive Members, thanked the members of Senior Management, for the sponsorship of the staff lunch at the end of the Briefing on 19 December. It was noted that the gesture had been well received.

The Chair provided a brief verbal overview of the subjects he had addressed at the staff briefing.

6 REPORT FROM THE AUDIT SUB-COMMITTEE

Date of Next Meeting

It was noted that the next meeting of the Audit Sub-Committee had been confirmed for Thursday 26 February 2015 commencing 11.00 am in the Boardroom, prior to the meeting of the NIMDTA Board.

Future Meetings

Ms Roberts (Administrative Director) advised that dates based upon the proposed timeline, provided by BSO, for the submission of the Annual Report and Financial Statements, would need to be organised as soon as possible. Based on the timeline, provisional dates would be circulated in advance of the February meeting before being confirmed by the committee. .

Administrative
Director
/Corporate
Governance
Manager

7 GOVERNANCE & RISK SUB-COMMITTEE

7.1 Meeting held on 15 December 2015

Mr Joynes (Chair of the Governance & Risk Committee) informed the members that an extra meeting of the committee had been held on 15 December, largely focusing on the Strategic Plan for 2015/2018.

It was noted that the Strategic Plan, presented by Mr McCarey (Corporate Governance Manager) had been produced based upon

discussions and feedback from the Board/Senior Management Away Day held on 23 October 2014. The Chair advised the Non-Executive Members that the deadline for further amendments to the Strategic Plan had passed, however, it was his understanding that the Strategic Plan would be reviewed and updated on an annual basis. Any further input from the Non-Executive Members would be discussed collectively before being brought back for the consideration of the Chief Executive at a future date.

Non-Executive
Members

7.2 Date of Next Meeting

It was noted that the next meeting of the Governance & Risk Committee would be held on Tuesday 24 February 2015 at 2.00 pm.

To facilitate the late attendance of the Finance Manager, Agenda Item 9: Draft Business Plan, was brought forward on the agenda

9. DRAFT BUSINESS PLAN 2015/16 (Paper B15/03)

Members received and discussed the draft Business Plan for 2015/16 presented by Mr McCarey (Corporate Governance Manager), which was due to be forwarded to the Department by the end of January.

Mr McCarey advised that the document was the result of discussions at the Board/Senior Management Away Day held on 23 October 2014 and the Business Planning Away Day held on 9 January 2015.

After in-depth discussion the following amendments to the wording of the strategic domains were suggested :

- Domain 2: Our Resources: To seek and effectively utilise resources in order to deliver high quality postgraduate education and training
- Domain 4: Our Quality: To continually review and improve our services and ensure that they comply with all statutory, licensing and regulatory requirements

Members further considered the wording of the main strategic objectives under the four main domains and it was agreed to split the three current strategic objectives under Domain 1: Our Service Delivery, into five and add an additional strategic objective under Domain 4: Our Quality. It was noted that this would necessitate the reformatting and revision of the KPIs and Business Objectives under each domain.

Mr Hutchinson (Finance Manager) was welcomed to the meeting

The Chair with the agreement of the Board, approved the draft subject to Mr McCarey amending the document in line with discussions.

8 FINANCIAL UPDATE (Paper B15/02)

Members received and discussed the Financial Update from the Finance Manager. Attention was drawn to the following:

Mr Hutchinson (Finance Manager) summarised the key points within the report which were based upon information available up until the end of November 2014 and relied upon compliance with procurement procedures and accurate identification by budget holders of outstanding financial commitments.

It was noted that the non-recurrent in-year reduction of 2.5% of funding for administrative costs equating to £59k had been reflected in the calculations.

8.1 Breakeven

Based upon current patterns of expenditure, there was a projected outturn of -£26k, equating to a deficit of 0.05%, which fell inside the breakeven target. It was noted that the calculations were based upon an extrapolation of the November level of spend on GP Trainee salary costs and would therefore be subject to change as the year progressed.

Academic Training Budget

Mr Hutchinson informed the members that there had been savings made within the Academic Budget. Professor Gardiner (Chief Executive/Postgraduate Medical Dean) advised that this had been due to a number of trainees either resigning from or not taking up their Academic post.

8.2 Prompt Payment Compliance

Mr Hutchinson directed attention to the table on page 5 of the Financial Update outlining the prompt payment compliance from April 2014. It was noted that, using the target of 95% of payments to commercial suppliers within thirty days in the period 1 April to 30 November 2014, 83.98% of payments had achieved this target.

It was further noted that 34.41% had met the target of 50% of commercial payments to be made within 10 working days, as set by the Board.

8.3 Headcount Controls

It was noted that the headcount had been slightly exceeded and currently stood at 77.86.

8.4 Significant Financial Risks

It was noted that the demand for extended training in General Practice continued to be highlighted as a potential significant risk for NIMDTA.

8.5 Business Services Transformation Programme (BSTP)

It was further noted that the Finance Department was in the process of transferring the Accounts Payable function to Shared Services and it was anticipated that the process would be completed in early December. The payroll function was scheduled to transfer immediately after the completion of the January 2015 payroll.

8.6 Outlook 2015/16

It was noted that notification from the Department as to the extent of recurrent administrative savings required from April 2015 was expected.

10 CORRESPONDENCE/REPORTS/PAPERS

None Received

11 ANY OTHER BUSINESS

Upon enquiry from the Chair as to any other business, the following issue was highlighted:

Maternity Leave – Notification to Shared Services

Ms Campbell (Human Resources Manager) highlighted the on-going issue in relation to the payment of maternity leave for GP Trainees. Dr Loughrey (Director for Postgraduate GP Education) advised that clear guidelines should be communicated to the trainee as to the process and deadline for notification of their intended maternity leave to the GP Trainer, GP Department and NIMDTA Human Resources. Ms Campbell undertook to update the GP Specialty Trainee Handbook to reflect the changes in respect of

Human
Resources
Manager

Shared Services.

12 DATE OF NEXT MEETING

- Thursday 26 February 2015 – Boardroom

Confirmed dates for 2015

- Thursday 30 April 2015 – Boardroom
- Thursday 25 June 2015 – Boardroom
- Thursday 24 September 2015 – Boardroom
- Tuesday 1 December 2015 – Boardroom (*previously 26.11.15*)

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

Non-Executive Members Workshops 2015

- Thursday 26 March 2015 – Seminar Room
- Thursday 21 May 2015 – Boardroom
- Thursday 27 August 2015 - Boardroom
- Thursday 29 October 2015 - Boardroom