

Minutes

MEETING: Agency Board
DATE: Thursday 29 November 2012
TIME: 2.00 pm
VENUE: Boardroom, Beechill House, NIMDTA

Present

Members

Mr A Joynes (Chair)
Dr RJ Atkinson
Mrs J Eve
Mr L Wilson

Officers

Mr K Gardiner (Chief Executive/Postgraduate Medical Dean)
Professor D Hussey (Postgraduate Dental Dean)
Ms M Roberts (Administrative Director)
Mr T Hutchinson (Finance Manager) – Item 9 only
Ms R Campbell (Human Resources Manager)
Mr M McCarey (Corporate Governance Manager)

In Attendance

Mrs P Dardis (Corporate Services)

By Invitation

Mr M Oliver (IT & Records Management Officer) – Website
Demonstration only

1 APOLOGIES

Mr D Morrice (Non-Executive Member)
Dr C Loughrey (Director for Postgraduate GP Education)
Mr T Hutchinson (Finance Manager)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 ANNOUNCEMENTS

Mr Keith Gardiner (Chief Executive/Postgraduate Medical Dean)

Mr Alistair Joynes (Chair) welcomed Mr Gardiner to his first Board meeting since officially taking up his post as Chief Executive/Postgraduate Medical Dean.

Members wished to extend their congratulations to Mr Gardiner on successfully completing and being awarded his Masters in Medical Education from QUB.

Additional Meeting of the Agency Board

The Chair brought the Members attention to the current gap between the November 2012 and February 2013 Board meetings. To ensure continuity of business it was agreed to hold an additional formal meeting of the Agency Board on the 24 January 2013 prior to the scheduled Non Executive Board Workshop.

Non-Executive Board Members and Officers

4 MINUTES OF PREVIOUS MEETING (Paper B12/51)

Minutes of the meeting held on 27 September 2012, copies of which had been circulated prior to the meeting, were approved.

5 MATTERS ARISING

5. Matters Arising (11.7 Policies for Review – Absence Policy)

The revised Absence Policy would be brought back to the Board for consideration in the New Year with several other policies.

Human Resources Manager

6. Remuneration Sub Committee

It was noted that a further meeting of the Remuneration Sub Committee had taken place prior to the formal meeting of the Board.

All other business would be dealt with under the agenda.

6 WEBSITE DEMONSTRATION

Mr Mark Oliver (IT & Records Management Officer) joined the meeting.

Members previewed the new look website which was scheduled to go live in the near future. Mr Oliver demonstrated the improved menu structure allowing easier access to the information contained

on the website.

Members were informed that the present website dated back to 2004. The new website had been customised and upgraded using new software and would be more user friendly.

Members thanked Mr Oliver for the informative update before he left the meeting.

7 REPORT FROM THE AUDIT SUB-COMMITTEE

7.1 Report from the Chair of the Audit Sub-Committee (Paper B12/52)

Members received, noted and discussed the report from the Chair of the Audit Sub-Committee, Mr Deane Morrice, which gave an overview of the business of the Audit meeting held on 25 October 2012. The report highlighted the following:

- 2011/12 Report to those Charged with Governance
- Internal Audit Progress Report
- Mid-Year Assurance Statement from Head of Internal Audit
- NIMDTA Mid-Year Assurance Statement

It was noted that the Administrative Director had advised that a new Governance Statement already introduced in England, Scotland and Wales for 2011/12 would replace the Statement of Internal Control. Further information would be forwarded by the Department in due course.

7.2 Minutes of the Audit Sub-Committee held on 25 October 2012 (Paper B12/53)

Members also received and noted the unconfirmed minutes from the Audit Sub-Committee held on 25 October 2012.

7.3 Dates for 2013

The next meeting of the Audit Sub-Committee had been confirmed for 24 January 2013 @ 11.00 am.

It had been agreed to defer confirmation of further dates for 2013 until the timeline for the completion of the 2013 accounts had been received from the Department.

Corporate
Governance
Manager

8 REPORT FROM GOVERNANCE & RISK SUB-COMMITTEE

Meetings of Governance & Risk Committee held on 18 September 2012 (Paper B12/54) and 27 November 2012

Members received and noted the minute of the meeting of 18 September 2012 and the Chair gave an update on the business of the meeting which had been held on 27 November 2012.

8.1 Dates for 2013

The Chair of the Governance and Risk Committee (Mr Alistair Joynes) informed the members that meetings for 2013 would be scheduled for the same month as the Non-Executive Members Workshops.

8.2 Membership of the Audit and Remuneration Sub-Committees

The Chair informed the Board that clarification on the issue of the membership of the Audit and Remuneration Sub-Committees had been sought from the Department. The current membership would continue until a response was received.

8.3 Departmental Risk Registers

The Committee continue to review the Departmental Risk Registers and status of the recommendations in order to maintain consistency and possible elevation to the Corporate Risk Register. It was hoped to create a standardised format of phrasing across the Registers.

8.4 Standing Orders (Schedules)

NIMDTA Standing Orders (Schedule 7) Matters Reserved for the Agency Board and (Schedule 8) Scheme of Delegation would be revised and considered by Senior Management before going back to the Governance and Risk Committee and approval by the Agency Board.

9 FINANCIAL UPDATE (Paper 12/55)

Members received and discussed the report from the Finance Manager which was based upon information currently available to the Finance Department from the departmental budget holders. Ms Margot Roberts (Administrative Director) and the Chair drew the members attention to the following:

9.1 Breakeven

It was noted that based on the current information, the Agency were on target to breakeven.

9.2 Prompt Payment

Ms Roberts informed the members that the prompt payment compliance achieved for the 1 April to 21 October was still below the target of 95% but had improved in the two months from the September Board meeting.

9.3 General Practice Training

The Chair brought the members attention to the continuing significant potential risk in relation to the increased demand for extended training within General Practice. Mr Gardiner informed the members that this issue had also been discussed at Senior Management. It was suggested that this should be raised at the next Accountability Review meeting scheduled for 18 December.

Chair/Chief
Executive/
Administrative
Director

9.4 Headcount Controls

Members discussed the constraints placed on the Agency due to the headcount control set by the Department. It was noted that resources were limited and any additional members of staff required to support the delivery of revalidation would have to be within agreed limits.

10 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B12/56)

The Board received and discussed the report from the Chief Executive/Postgraduate Medical Dean. Attention was drawn to the following and the accompanying document received:

- Ready for Revalidation – Information for doctors in Training (GMC)

10.1 Quality Management

Mr Gardiner (Chief Executive/Postgraduate Medical Dean) informed the members that the Quality Management Group continued to meet on a regular basis. Five meetings had been held since the September meeting of the Board and Mr Gardiner's report included an overview and update of the business of the Quality Management Group. It was noted that the Group had planned, organised and

undertaken a series of visits to Public Health Medicine, General Internal Medicine and General Surgery during November 2012. Mr Gardiner informed the members that a number of potential patient safety and trainee issues had arisen from the feedback received on those visits.

Mr Gardiner informed the members that the Quality Management Group reviews the functions of the Learning and Development Agreement (LDA) currently in place with the five Trusts on an annual basis. A series of reviews took place in 2012 and further dates would be arranged in 2013.

It was also noted that the Quality Management Group would be embarking on a series of Specialty School reviews commencing with the School of Paediatrics in December.

10.2 Faculty Development

The Faculty Development Group plan, organise and review education and training events for Supervisors, Training Programme Directors and Heads of School.

Mr Gardiner informed the members that the main focus of the recent November meeting had been the Deanery's implementation plan for the Recognition of Trainers, which was required to be submitted to the General Medical Council (GMC) by 31 December 2012.

The Group had also reviewed the feedback from the highly successful Lead Educators' Day which had taken place recently at Riddel Hall. This would become an annual event.

It was noted that the Deanery had also facilitated and participated in a number of faculty development workshops in October and further events had been arranged for December 2012 through to January 2013. Workshop themes included, Doctors in Difficulty, Recruitment and Selection and ARCP Workshops.

Mr Gardiner wished to highlight the increasing pressure on the administrative team administering the Faculty Development and Quality Management agenda.

10.3 Trainee Support

The Trainee Support Group, Chaired by Dr John Collins, Associate Dean, continue to meet on a monthly basis to review the status, management and progress of trainee doctors and dentists in difficulty. Regular meetings were now also taking place with the

newly appointed GMC Employer Liaison Officer for Northern Ireland. Local Education providers were also being updated every six months about doctors and dentists moving to their sites regarding the ongoing difficulties and support that individual trainees require.

10.4 Careers Support

It was noted that Dr John Collins had recently organised and hosted the Annual Careers' Event which had taken place on 6 November at Riddel Hall.

10.5 Revalidation

Revalidation will become active on 3 December 2012. The Agency, as required by the GMC, had submitted a list of proposed dates for all trainees due to achieve the CCT during the period April 2013 to April 2014.

10.6 Staffing

The posts of Training Programme Director in Genitourinary Medicine and Training Programme Director in Neurology had been successfully recruited in October and November. Further interviews were scheduled to recruit to the posts of Training Programme Director for Urology and Vascular Surgery, Head of School for Paediatrics and the post of Associate Dean and Director of Postgraduate Hospital Specialty Education.

11 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B12/58)

Members received and discussed the report from the Postgraduate Dental Dean which highlighted the following:

- Vocational Training/General Professional Training
- Continuing Education
- Hospital Dentistry

11.1 Vocational Training/General Professional Training

Professor David Hussey (Postgraduate Dental Dean) updated members on the first nationally coordinated recruitment which had taken place on 20/21 November. One hundred and fifty two candidates out of the one hundred and fifty five allocated to the Belfast centre attended. The process was overseen by a nationally appointed Lay Chairperson. The panel included a local lay representative and representation from the Dental Schools Council. It was noted that local assessors had been through an on-line

training and calibration process prior to the allocation to assessment stations. Applicants would receive notification of the results of their interview and offers at the start of January 2013.

Professor Hussey wished to praise and thank Ms Roisin Campbell (Human Resources Manager), Mrs Lesley Whan (Hospital Training Coordinator) and their administrative teams in Human Resources and Dental for all their efforts in making the process such a success.

11.2 Continuing Education

Professor Hussey further informed the members that the annual programme of courses were up and running. However, the aim of being self-financing by April 2013 may not be achieved.

Course evaluations from delegates continue to be of a high standard and are reviewed by the Continuing Education Team.

A conference on decontamination and cross infection legislation had taken place on 1 November and been attended by over one hundred participants.

A spring conference was planned for April 2013 on the topic of 'Minimally Invasive Dentistry'.

11.3 Hospital Dentistry

It was noted that several Specialty Registrars had recently completed training. Advertisements would be placed shortly to fill vacancies in the specialties of Orthodontics, Restorative Dentistry and Paediatric Dentistry.

Members discussed the circumstances relating to the short tenure of the recently appointed Hospital Adviser who had only remained in post for one day.

The Chair excused Professor Hussey from the remainder of the meeting.

12 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B12/57)

Members received and noted the report from the Director for Postgraduate General Practice Education which highlighted the following:

- General GP Issues
- Specialty Training
- General Practice Appraisal
- Continuing Professional Development

Mr Gardiner (Chief Executive/Postgraduate Medical Dean) updated the members on the progress of the proposed extension from three to four years of the General Practice run-through training programme. It was noted that Health Education England (HEE) had now accepted the educational case. The Chairs of both the Royal College of General Practitioners (RCGP) and UK Dental Deans (GOGPED) had been invited to the next meeting of the Medical Education Policy Group (MEPG) scheduled to take place in January 2013, to discuss the proposal and its implementation in Northern Ireland.

13 REPORT FROM THE HUMAN RESOURCES MANAGER (Paper B12/59)

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

- Recruitment and Selection Procedure for Nationally Co-ordinated Dental Foundation Year 1 (2013)
- Staff Attitude Survey – Administrative and Clerical Report (September 2013)
- Staff Attitude Survey – Medical/Dental Report (September 2013)

13.1 Resourcing

Ms Roisin Campbell (Human Resources Manager) updated members on the current administrative staff vacancies. Vacancy controls remained in place due to the potential redeployment of staff that may be effected by shared services.

13.2 Recruitment

It was noted that interviews for the post of Associate Dean for

Secondary Care would be held on 11 December.

13.3 UK Offers

The Human Resources Manager and Hospital Training Co-ordinator had attended UK Offers Training the Trainer sessions in Manchester on 22/23 October in order to provide subsequent training to Agency Specialty Training staff on the use of the new system. The national system had gone live on the 20 November.

13.4 Annual Medical Careers Symposium

The annual Postgraduate Medical Careers Symposium held on 6 November in Riddel Hall had been well attended. Ms Campbell had given a presentation on applying to specialty recruitment for 2013.

13.5 Recruitment and Selection Training

It was noted that a total of sixty three Hospital Consultants had attended recruitment and selection training in October/November, facilitated by the Human Resources Manager, in preparation for specialty training recruitment commencing in 2013.

13.6 Human Resources, Payroll, Travel and Subsistence (HRPTS)

Ms Campbell updated the members on the continued concerns associated with the new systems.

13.7 Staff Satisfaction Reports

The annual staff satisfaction surveys had been circulated in September and had been completed by a total of thirty-two administrative staff and eight medical/dental staff.

Ms Campbell report gave an overview of the statistics from the surveys. Some issues had been raised on work-life balance, appraisal and communication and would be taken forward via the Joint Negotiating Forum (JNF).

Mr Joynes (Chair) queried the low percentage of survey returns. Ms Campbell informed the members that participation in the surveys was not compulsory.

13.8 Dental Recruitment

Members received and discussed the procedure document for the Nationally Co-ordinated Dental Foundation Year 1 Recruitment and

Selection. The Postgraduate Dental Dean, Professor David Hussey, had given an update on the recent selection.

13.9 Agenda for Change (AFC) Appraisal Process

It was noted that the Human Resources Manager had updated the KSF appraisal documentation used by the Agency. Staff had been provided with training in October on the use of the new documentation.

14 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B12/60)

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

- Assurance Framework
- Corporate Risk Register
- Report on Complaints/Incidents/Accidents (September/October 2012)
- Vacancies Spreadsheet
- Mid Year Assurance Statement
- ALB Business Plans – Organisational Priorities for 2013/14
- Performance Management Framework
- Communications Strategy
- Health and Safety Policy
- Adverse Incidents: The Reporting and Investigation of

14.1 Senior Management

Senior Management had met on two occasions since the September meeting of the Board. The Chair (Mr Alistair Joynes) had received copies of the minutes.

14.1.1 Business Services Transformation Project (BSTP)

Both the Finance Manager and Human Resources Manager had provided updates in their reports in relation to the implementation of the FPL (Finance, Procurement and Logistics) and HRPTS (Human Resources, Payroll, Travel & Subsistence) systems. The report from the Administrative Director, Ms Margot Roberts, also highlighted some of the remaining concerns in relation to such issues as the processing of lecture payments and the study leave applications. The Agency have been advised to make a business case to the BSTP Director for the continuation of the existing systems.

Ms Roberts further informed the members that the migration onto the HSC network had been confirmed to commence the weekend of 1 December.

14.1.2 Review of NIMDTA

Members received and noted the provisional time-line which had been forwarded by the sponsor branch for the Review. Ms Roberts outlined the five possible options which would form part of the consultation document. The Chair and Chief Executive would meet with staff to update them on the expected time-line and address any concerns.

Chair & Chief Executive

14.1.3 Lease

The Administrative Director and Mr Mark McCarey, Corporate Governance Manager, had met with Health Estates to discuss the business case for the renewal of the lease of Beechill House. Contact had been made with Land & Property Services to begin negotiations regarding renewal of the lease. Initial enquiries in relation to vacant or underused properties in the Belfast and Northern Trust confirmed that there are currently no suitable properties available. It was a possibility that premises in the Boucher Road being used by the Fire & Rescue Service may become available when they relocate. A visit was being arranged to view the premises.

14.2 Risk Management

14.2.1 Assurance Framework

Members received and discussed the Assurance Framework which had been revised to take account of changes to the governance arrangements. Members noted the addition of the executive summary. Members suggested further amendments including an additional objective on page 5, the omission of the probability column in the table on pages 13/14 and correction of a minor typographical error to para 5.5.

Mr Keith Gardiner (Chief Executive/Postgraduate Medical Dean) suggested the addition of an introductory statement outlining the functions of the Northern Ireland Medical & Dental Training Agency (NIMDTA) as a training Agency. Members agreed it would be good practice to include a statement on all the Agency primary policies/frameworks.

Corporate Governance Manager

It was agreed that the updated Assurance Framework would be

Corporate

amended and forwarded for consideration by the Governance and Risk Committee before being brought back to the Board for approval.

Governance
Manager

14.2.2 Corporate Risk Register

Members received and discussed the Corporate Risk Register which had been updated by the Governance and Risk Committee to take account of new or escalated risks.

Mr Mark McCarey (Corporate Governance Manager) took note of several suggested further amendments. It was agreed the Register would be amended and forwarded for consideration by the Governance and Risk Committee before being brought back to the Board for approval.

14.2.3 Complaints/Accidents/Incidents/Information Requests

Members received and discussed the reports for September and October.

14.2.4 Appointment and Use of Lay Representatives

It was noted that all but one of the recommendations made by Internal Audit in relation to the Review of the Appointment and Use of Lay Representatives had been fully implemented.

14.2.5 Audit of the Management of Staff

The fieldwork in relation to the audit of the management of core medical and dental staff had been completed. The report of the findings was awaited.

14.2.6 Junior Doctor Vacancies

Members received and discussed the updated vacancies spreadsheet which Ms Roberts indicated reflected a better position from that at the same time last year.

14.3 Performance Management

14.3.1 Mid-Year Assurance Statement

Members received and discussed the Mid-Year Assurance Statement submitted to the Department. It was noted that the Mid-Year Assurance Statement from the Head of Internal Audit had confirmed a satisfactory level of assurance.

14.3.2 Business Plan – 2013/14

Members received and discussed the correspondence from the Department outlining NIMDTA's priorities, objectives and targets for 2013/14. The Agency were required to submit a draft Business Plan to the Department by mid-January 2013. The draft plan would be forwarded for consideration by the Board at the January meeting.

14.3.3 Accountability Review

The Mid-Year Assurance and Accountability Review has been scheduled for 18 December 2012. The Chair, Chief Executive, Administrative Director and Finance Manager were required to attend.

14.3.4 Performance Management Framework

Members received and discussed the Performance Management Framework which had been updated and brought back to the Board for approval.

It was agreed that the Framework required further revision and would be sent back to the Governance and Risk Committee for further consideration before being forwarded to the Board for final review and approval.

Corporate
Governance
Manager

14.4 Records Management

14.4.1 Policies for Review

Communications Strategy

Members received and discussed the Communications Strategy which had been brought back to the Board for further review.

It was the recommendation of the Board that the strategy should be amended to include a statement that all queries from the media should be channelled through the Office of the Chief Executive. In the absence of the Chief Executive, queries should be dealt with by either the Administrative Director or the Corporate Governance Manager.

Administrative
Director

Health and Safety Policy

Members received, discussed and approved the Health and Safety Policy subject to the inclusion of NIMDTA on the title page.

Adverse Incidents: The Reporting and Management of:

Members received and discussed the policy document. It was agreed that the policy required further discussion/revision and would be sent back for consideration by the Governance and Risk Committee before being returned to the Board for approval.

14.5 Equality

It was noted that the Equality and Disability Action Plans were being drafted in preparation for public consultation and would be forwarded to Senior Management for consideration before being brought to the Board.

15 CORRESPONDENCE/REPORTS/PAPERS RECEIVED

None Received.

16 ANY OTHER BUSINESS

There was no further business.

17 DATE OF NEXT MEETING

- Thursday 24 January 2013 – Specialty Schools Room (*which will be combined with a Non-Executive Workshop*)
- Thursday 28 February 2013 – Boardroom
- Thursday 25 April 2013 – Boardroom
- Thursday 20 June 2013 – Boardroom] provisional
- Thursday 27 June 2013 – Boardroom] dates
- Thursday 26 September 2013 - Boardroom
- Thursday 28 November 2013 - 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

- Thursday 28 March 2013 – Specialty Schools Room
- Thursday 30 May 2013 – Boardroom
- Thursday 29 August 2013 - Boardroom
- Thursday 24 October 2013 - Boardroom

The above issue led Workshops will commence at 1.30 pm with a Pre-Lunch Meeting. Workshop business to commence at 2.30 pm.

The lead issue for the next workshop scheduled for Thursday 24 January 2013 would be an overview of the Foundation Programme presented by Ms Angela Carragher (Associate Dean).