

# Minutes

**MEETING:** Agency Board

**DATE:** Thursday 14 January 2010

**TIME:** 12.30 pm

**VENUE:** Seminar Room , Beechill House, NIMDTA

## **Present**

### **Members**

Dr H McGuigan (Chairman)  
Mrs J Eve  
Dr RJ Atkinson  
Mr A Baird  
Dr J Marley  
Mrs A Eggert

### **Officers**

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)  
Ms M Roberts (Administrative Director)  
Mr T Hutchinson (Finance Manager)  
Dr D Hussey (Postgraduate Dental Dean)  
Dr C Loughrey (Director for Postgraduate GP Education)  
Ms R Campbell (Human Resources Manager)

### **In Attendance**

Mrs P Dardis/Mrs K Fullerton

## **1 APOLOGIES**

There was a full attendance

## **2 DECLARATION OF MEMBERS INTERESTS**

None declared

### **3 ANNOUNCEMENTS**

#### **3.1 Main Accountability Review Meeting**

The Chairman informed members that the Main Accountability Review meeting which had been scheduled to take place with the Department on 18 December 2009 had been postponed until 29 January 2010.

### **4 MINUTES OF LAST MEETING (Paper B10/01)**

Minutes of the last meeting held on 23 November 2009, copies of which had been circulated prior to the meeting were approved subject to:

Dr Atkinson's initials to read Dr RJ Atkinson

### **5 MATTERS ARISING**

Dealt with in the Agenda

### **6 REPORT FROM THE AUDIT SUB COMMITTEE (Paper B10/02)**

The Chairman, Mrs Judith Eve highlighted the main points of her report to the Board.

#### **6.1 Membership of Committee**

Mrs Eve paid tribute in her report to Mr Albert Baird, former Chairman of the Audit Committee, who had resigned from the Board and its sub committees as of the end of December 2009.

#### **6.2 Meeting scheduled for 15 January 2010**

The next meeting of the Audit Committee was scheduled for 15 January 2010. Mrs Eve updated the members on the agenda and items to be discussed.

#### **6.3 External Audit**

The Agency external audit services had been tendered out by the NI Audit Office and had been awarded to KPMG. Representatives would be invited to the meeting scheduled for March 2010.

#### **6.4 Training**

Mrs Eve updated members on the training workshops currently

being organised by CIPFA/KPMG. Members of the Audit Committee/Senior Management would be attending the workshop scheduled for 21 January 2010.

## **7 FINANCIAL UPDATE**

### **Draft Budget 2010/11 (Paper B10/03)**

The Board received and discussed the draft budget 2010/11 which had been drafted based on the assumption that the allocation would remain the same as 2009/10 after planned efficiency savings. The draft budget as drawn up would meet the requirement to breakeven, subject to several assumptions as outlined in the report.

The Finance Manager informed the Board that since drafting the budget the Minister of Finance had since announced cuts of £113 million to the Health budget which equated to 2.1%. The extent of the cuts to the Agency were as yet unknown..

The Board discussed the potential cuts and possible impact on the Agency. A revised budget would be presented to the Board at the next meeting, subject to clarification of cost savings from the Department.

## **8 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B10/04)**

The Board received and discussed the report from the Chief Executive which included an update on:

- PMETB Deanery Visit (January 2010)
- Role of the Responsible Officer and NIMDTA

Members received and noted the following documents:

- Report from Assoc Dean for Secondary Care – 'PMETB Standards for Deaneries: How does NIMDTA meet these standards?'
- DRAFT – The Medical Profession (Responsible Officers) Regulations (NI) 2010
- NIMDTA response to Confidence in Care Programme – Consultation on the role of the Responsible Officers

### **8.1 PMETB Deanery Visit – 26 – 28 January 2010**

The Chief Executive re-confirmed that the Board members were scheduled to meet with the PMETB inspection team on Tuesday 26 January in the morning.

Preparation for the meeting was discussed and Dr McMurray directed the Board's attention to Section 2 of the Northern Ireland Deanery Quality Manual which described the statutory role of the Agency and accountability arrangements. The Associate Dean, Mr Gardiner had also prepared a report which described how the Agency met PMETB's mandatory requirements for Deaneries.

The Chairman undertook to raise with PMETB, the issue of Board members participation and externality status on inspection visits.

**Chairman**

## **8.2 Confidence in Care – The Role of the Responsible Officer and NIMDTA**

Dr McMurray had responded to the consultation on the role of the Responsible Officer on behalf of NIMDTA and the Board.

He gave the Board an overview of the possible expected responsibilities of the Responsible Officer.

## **9 REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B10/05)**

The Board received and discussed the report from the Postgraduate Dental Dean which included an update on:

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

### **9.1 Vocational Training/General Professional Training**

Dr Hussey reported that the closing date for the 09/10 intake had finished and shortlisting had taken place the previous week. He informed the Board that the Dental Department were pleased with the level of interest received. Applications was up on the previous year even though there were a lower number of local final year students due to qualify in 2010. They had also been pleased with the spread of UK-wide interest from potential trainees.

Interviews were scheduled to take place at the end of the month.

### **9.2 Continuing Education Programme**

He informed the Board that the Dental Department had organised a one day cross infection symposium to take place on 29 January 2010 at the Lagan Valley Island Conference Centre in Lisburn. It was the biggest event to date that the Department had organised.

### **9.3 Hospital Dentistry**

He further informed the Board that the Dental Foundation Training (DF2) posts were due to be advertised in March 2010. It was hoped that all twenty-one funded places would be filled.

## **10 REPORT FROM DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B10/06)**

The Board received and discussed the report from the Director for Postgraduate General Practice Education which covered an update on and the risks associated with the following:

- Specialty Training
- Continuing Personal Development
- Appraisal

### **10.1 Specialty Training**

Dr Loughrey gave the Board an overview of the number of reasons why extensions to training were required within the General Practice training scheme and the additional pressure this added to the GP budget.

### **10.2 Appraisal**

Dr Loughrey informed the Board that the budget for delivery of GP Appraisal had been delegated to the Agency by the Department in 2005. The number of General Practitioners on the PMPL (Primary Medical Performers List) had increased by approximately one hundred since 2005.

The Board discussed the costs to the Agency in delivering GP Appraisal and the request to the Department for additional funding to facilitate the delivery of the service.

### **10.3 Personal and Public Involvement in Health (PPI)**

Dr Loughrey, who was leading on behalf of the Agency on the DHSSPS initiative, updated the Board on developments to date.

The draft consultation scheme for the Agency had been forwarded to the Department and formal feedback was awaited. Formal written acceptance would follow. She had developed an action plan and a working group would be established to take the strategy forward.

## **11 REPORT FROM ADMINISTRATIVE DIRECTOR (Paper B10/07)**

The Board received and discussed a report from the Administrative Director, which covered the following:

- Actions to manage the risks identified at the November meeting of the Board
- Records Management and Information Governance
- Internal Audit Plan
- Complaints
- Data Protection/Freedom of Information Requests

Members received and noted the following accompanying documents:

- Specialty Training Recruitment 2010: Vacancies and Applicants (spreadsheet)
- Intrepid Proposal

### **11.1 Actions to manage the risks identified at the November meeting of the Board**

The Administrative Director's report updated the Board on the follow-up action taken in respect of the three risks identified at the November 2009 Board meeting.

- Risk 2 – assessment procedures fail to identify doctors and dentists in difficulty
- Risk 4 – courses provided by the Agency do not meet the educational needs of medical and dental practitioners
- Risk 8 - insufficient levels of staff and skill mix to support the delivery of postgraduate medical and dental education and training

#### Risk 2

Senior Management were in the process of preparing a business case for funding to support the revalidation process and the nominated 'Responsible Officer'.

The Corporate Risk Register had been updated to reflect this.

#### Risk 4

Although adhering to the Departmental policy, the Agency had been successful in making a case to the Department for attendance at a number of training events outside Northern Ireland and the use of

hotel accommodation where public sector facilities were not appropriate or available

#### Risk 8

Mr Mark McCarey, the newly appointed Corporate Governance Manager, had taken up post on 7 December 2009.

Departmental approval had been sought from the Department to engage an external consultant to assist the Agency in the implementation of the Investors in People (IiP) Standard and had been advised to approach the Beeches Management Centre, which was on the Government Tender Select List. The Beeches has agreed to provide this support and Departmental approval has been received.

The Corporate Risk Register has been updated to reflect this action.

An additional risk had been identified by Senior Management under Risk Management and presented to the Board by the Administrative Director for consideration:

- Risk 5 – Recruitment and Selection

#### Risk 5

A working group had been set up by the Department to examine issues around recruitment and agree a strategy for 2010. The inaugural meeting had taken place on 11 December 2009 and it was hoped the group would report by the end of January 2010. Membership included representatives from NIMDTA, Trust Medical Directors and Human Resource Managers and officers from the DHSSPS.

The Board gave its support for the Agency to submit a business case to the Department for approval of the procurement of the Intrepid on-line system (I:CAMS). The system would enable applicants to access all Deanery websites through a central portal, providing a link to all participating Deaneries.

The Corporate Risk Register had been updated to reflect this.

### **11.2 Records Management and Information Governance**

An additional risk had been identified by Senior Management under Records Management and presented to the Board by the Administrative Director for consideration:

## Risk 7

The Agency were currently reviewing procedures in relation to confidentiality, third party access and transfer of personal and sensitive information. A working group was being set up to take this forward and Mr Alphy Maginness, Director of Legal Services, had agreed to participate in the group.

The Corporate Governance and Information Governance Risk Registers would be updated to reflect this.

### **11.3 Internal Audit Plan**

Dates had been agreed with Internal Audit and work would commence at the beginning of February 2010.

### **11.4 Complaints**

The Agency had received the report from the Commissioner of Complaints investigating the complaint from a General Practitioner (reported to the Board at the October/December 2008 meetings). The Commissioner concluded in his report that there had been no maladministration on the part of NIMDTA.

### **11.5 Data Protection/Freedom of Information Requests**

One request had been received under the Freedom of Information Act and had been process within the required timescale.

## **12 REPORT FROM HUMAN RESOURCES MANAGER (Paper B10/08)**

The Board received and discussed the report from the Human Resources Manager which covered the following:

- Human Resources Risk Register 09/10
- Resourcing
- Recruitment
- Investors in People (IiP)
- Recruitment and Selection Policy
- Review of Posts
- HSC Recruitment Managers Network
- Agencies HR Network Meeting
- KSF Training
- On Board Training for Board Members

Particular attention was paid to:



## **12.1 Human Resources Risk Register**

The Board received, discussed and approved the HR Risk Register.

It was acknowledged that this was a very useful document.

Attention was brought to page 18 and the risk associated with meeting the Business Objective 9. It was agreed that the wording in relation to the actions required to manage the risk should be revised to emphasise that duties were segregated within the HR Department.

*HR Manager*

## **12.2 Resourcing**

The Board approved the recruitment of a Business Manager (Band 6) for the General Practice Department to assist the Director and Deputy Director with strategic planning for General Practice training.

## **12.3 Recruitment and Selection Policy**

The Board received, discussed and approved the Recruitment and Selection Policy which had been revised to take into account the recommendations received from the Equality Commission.

## **13 CORRESPONDENCE/REPORTS/PAPERS**

None received.

## **14 ANY OTHER BUSINESS**

There was no further business.

## **15 DATE OF NEXT MEETING**

Thursday 11 March 2010 @ 1.00 pm in the Boardroom

### **FUTURE DATES**

Thursday 17 June 2010 @ 12.30 pm – Committee Room 1

The further following dates were agreed for 2010:

Thursday 23 September 2010 @ 12.30 pm

Thursday 25 November 2010 @ 12.30 pm