



SCHEDULE 7

Matters Reserved for the NIMDTA Board

2021 (Version 5.2)
BS> G&R>Board

Policy Review Schedule

Date first Approved by the Board: 2005

Last Approved by the Board: November 2021

Date of Next Review: November 2022

Schedule Owner: Senior Governance, IT & Facilities Manager

Amendment Overview

Version	Date	Pages	Comments	Actioned
2005 – 1.0	2005	11		
2012 – 2.0	09/12	11	Moved to the new policy template. Accountability arrangements revised in line with the provisions of the Management Statement.	Mark McCarey
2012 – 2.1	09/12	11	Document marked as draft. Updated to reflect discussion at Governance & Risk Committee. Requires further discussion and amendment including those areas marked in blue. Reference to 'Chairman' changed to 'Chair' throughout. Clarification added to negotiation of CE/PGD contractual terms. Document added to the list of Schedules as Schedule 7.	Mark McCarey
2012 - 2.1	27/09/2012	11	Submitted to NIMDTA Board for information only. To be brought back to Governance & Risk Committee for further review	
2012 – 2.2	10/06/2013	12	Updated to include 'The Role of Agency' and NIMDTA mission statement	Linda Craig
2014 – 3.0	3/10/2014	8 -12	Revised to reflect additional responsibilities, Responsible Leads and timelines. Presented to SMT for approval. Approved	Margot Roberts
2014 – 3.0	27/11/14	8	Presented to NIMDTA Board for approval. Approved subject to minor amendment.	Margot Roberts
2014 – 3.1	27/11/2014	8	Minor amendments completed	
2014 – 3.2	07/10/2016		Human Resources changed to reflect new title of Professional Support Department and Professional Support Manager	Linda Craig
2016-3.3	27/10/16	10	Reviewed following the retirement of the Administrative Director for consideration by the Governance & Risk Committee	Mark McCarey

Version	Date	Pages	Comments	Actioned
2016-3.4	23/11/2016	11	Reviewed following G&R for Board approval. Approved	Mark McCarey
2018 – 4.0	11/01/18		Reviewed for consideration at G&R on 24/01/18. Approved subject to minor wording amendment.	Mark McCarey
			Presented to Board 25/01/18. Approved.	
2018 – 4.1			As per G&R and Board. Amendment to Pg 8 re Business Plan timetable.	Mark McCarey
2021 – 5.0			Reviewed for consideration at G&R on 23.09.21	
2021 – 5.1			Reviewed following input from Board Members. For consideration at Board 25.11.21. Approved	

Contents

Policy Review Schedule	2
Role of the Northern Ireland Medical and Dental Training Agency	5
1. Introduction.....	6
2. Accountability Arrangements.....	6
3. Arrangements for Managing Reserved Matters.....	7

Role of the Northern Ireland Medical and Dental Training Agency

The Role of NIMDTA can be found on the Agency website here:
<https://www.nimdtg.gov.uk/about/background/role/>

1. Introduction

The matters reserved to the NIMDTA Board are derived from the Code of Accountability issued by the Health and Social Services Executive and the guidance on implementation given in Circular HSS (PDD) 8/94 under cover of letter dated 15 November 1994. Further this guidance is set out within the Management Statement between the Department of Health (the Department hereafter) and NIMDTA.

2. Accountability Arrangements

Paragraph 3.5.2 of the Management Statement provides as follows:

Board members have corporate responsibility for ensuring that NIMDTA complies with any statutory or administrative requirements for the use of public funds and fulfils the aims and objectives set by the Minister and for promoting the efficient and effective use of staff and other resources. Other important responsibilities of Board members are to:

- demonstrate high standards of corporate governance at all times, including using NIMDTA's Audit committee to help the Board to address the key financial and other risks facing NIMDTA;
- ensure that the Department is kept informed of any changes which are likely to impact on the strategic direction of NIMDTA or on the attainability of its targets, and determine the steps needed to deal with such changes;
- ensure that the Board receives and reviews regular financial information concerning the management of NIMDTA; is informed in a timely manner about any concerns about its activities; and to provide positive assurance to the Department that appropriate action has been taken on such concerns;
- establish the overall strategic direction of the organisation within the policy and resources framework agreed with the Department;
- constructively challenge NIMDTA's Senior Management Committee in their planning, target setting and delivery of performance;
- ensure that NIMDTA's performance fully meets its aims and objectives as efficiently and effectively as possible;
- ensure that any statutory or administrative requirements for the use of public funds are complied with, that the Board operates within the limits of its statutory authority and any delegated authority agreed with the Department, and in accordance with any other conditions relating to the use of public funds;
- ensure that, in reaching decisions, the Board has taken into account any guidance issued by the Department and any other relevant organisations, such as the Department of Finance, the Equality Commission or the Human Rights Commission;

- in the development of significant new policies, the Board should ensure that it consults with the Department and other relevant organisations as is considered appropriate; and
- appoint, on Minister's approval, the Chief Executive and, in consultation with the Department, set performance objectives and remuneration terms linked to these objectives for the Chief Executive, which give due weight to the proper management and use of public monies.

Board members shall act in accordance with their wider responsibilities to:

- comply at all times with the Code of Practice adopted by NIMDTA and with the rules relating to the use of public funds and to conflicts of interest;
- not misuse information gained in the course of their public service for personal gain or for political profit, nor seek to use the opportunity of public service to promote their private interests or those of connected persons or organisations; and to declare publicly and to the Board any private interests that may be perceived to conflict with their public duties;
- comply with rules on the acceptance of gifts and hospitality, and of business appointments as set out in the Financial Memorandum; and
- act in good faith and in the best interests of NIMDTA.

3. Arrangements for Managing Reserved Matters

The table overleaf identifies the matters reserved and indicates how the Board responsibility for these matters is to be discharged. The matters listed should not be treated as those which should exclusively be brought to the Board. Other issues which are deemed to be appropriate must be brought to the Board for decision.

	Responsibility	Constraints	Lead Responsible for Reporting to the Board	Timetable
Strategy, Plans and Budgets	Approve Annual Business Plan/Strategic Plan	Income estimates by end of March each year	Senior Governance, IT & Facilities Manager	Draft in January, finalised in March.
	Approve income estimates and annual budgets	Inclusion of cost improvement targets/income estimates and rectification of any financial instability from previous year	Senior Business Manager	End March
	Authorise disposal of assets	For items over £20k Items under £20k authorised for disposal by the Chief Executive	Chief Executive	As necessary
Monitoring Performance	Mid-year review of performance against objectives in the business plan		Chief Executive	September
	Consider reports on the operation of contracts		Senior Business Manager	Annually
	Monitor staffing numbers and structures		Senior Professional Support Manager	At each Board meeting
	Monitor complaints activity		Senior Governance, IT & Facilities Manager	At each Board meeting
	Consider annual report on NIMDTA's Equality Scheme		Senior Professional Support Manager	Annually
Financial Stewardships	Consider income and expenditure reports		Senior Business Manager	At least quarterly
	Approve Annual Accounts for submission to DoH	Following consideration and recommendation for approval by Audit Committee	Senior Business Manager	June/July
Corporate Governance	Review and approve Standing Orders and any subsequent revision	Subject to DoH requirements	Senior Governance, IT & Facilities Manager	At least annually

	<p>Review and approve establishment, terms of reference and reporting arrangements of standing committees</p> <ul style="list-style-type: none"> • Audit (Schedule 1) • Remuneration Committee (Schedule 2) • Senior Management Committee (Schedule 3) • Governance & Risk Committee (Schedule 4) 		Senior Governance, IT & Facilities Manager	At least annually
	Approve Declaration of Interests and Register of Interests (Schedule 5)		Senior Governance, IT & Facilities Manager	At least annually
	Approve Tendering and Contract Procedure (Schedule 6)		Senior Business Manager	
	Approve Matters Reserved for NIMDTA Board (Schedule 7) and any subsequent revision	Subject to DoH requirements	Senior Governance, IT & Facilities Manager	At least annually
	Approve Scheme of Delegation (Schedule 8) and any subsequent revision	Subject to DoH requirements	Senior Governance, IT & Facilities Manager	At least annually
	Approve Standing Financial Instructions (Schedule 9) and any subsequent revision	Subject to DoH requirements	Senior Business Manager	At least annually
	Declaration of Chair and Members interests	To be declared and recorded in minutes within 4 weeks of a change or addition; to be entered in Register and available for scrutiny by public in NIMDTA	Board members	As necessary

	Review and approve Code of Practice for Board Members		Senior Governance, IT & Facilities Manager	Bi-annually
	Review and approve Code of Conduct for Staff		Senior Governance, IT & Facilities Manager	Bi-annually
	Review and approve NIMDTA's Whistleblowing Policy		Senior Governance, IT & Facilities Manager	Bi-annually
	Ensure Board meetings are open to the public		Chair	As necessary
	Approve Governance Statement and Mid-Year Assurance Statement	Following consideration and recommendation for approval by Audit Committee	Senior Governance, IT & Facilities Manager	May and October
	Approve Assurance Framework	Following consideration by Governance and Risk Committee	Senior Governance, IT & Facilities Manager	Annually
	Approve Corporate Risk Register	Following consideration by Governance and Risk Committee	Senior Governance, IT & Facilities Manager	Annually
	Approve Annual Quality Report		Chief Executive	Annually
Appoint, Appraise and Remunerate Senior Executives	Appoint a Chief Executive and approve remuneration and terms and conditions of service		Chair of Board	As necessary
	Approve the recommendations of interview panels for Director/Senior Manager appointments		Chief Executive	As necessary
	Approve the recommendations of interview panels for Director/Senior Manager appointments		Chief Executive	As necessary
	Approve recommendations from Remuneration Committee in relation to terms and conditions and remuneration of Directors/Senior Managers		Chair of Remuneration Committee	As necessary

Dialogue with User Community	Approve and publish annual report and annual accounts as a single document	To be signed by Board and submitted to DoH following end of year to which report relates	Chief Executive	June/July
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