

Minutes

MEETING: NIMDTA Board
DATE: Thursday 12 May 2022
TIME: 2.00 pm
VENUE: Boardroom, NIMDTA

Members:

Derek Wilson	Chair
Mr H Graham	Member
Dr J Little	Member
Mr G McKenna	Member (<i>via Zoom</i>)
Ms G Campbell	Member
Mr B Garland	Member

In Attendance:

Mr M McCarey	Chief Executive/Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Ms G Kerr	Committee Support Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	None.	
2.0	Declarations of Interests – Items of Business	
2.1	None.	
3.0	Announcements	
3.1	<u>Senior Governance, IT and Facilities Manager Vacancy (SGITFM)</u> Mr McCarey confirmed that a formal offer of employment has been issued and accepted. There is no official start date as yet.	
3.2		

Ref	Item	Action
3.3		
4.0	Minute of Meeting	
4.1	The approval of the Minutes from 31 March 2022 were deferred until the next full Board meeting on 30 June 2022.	
5.0	Matters Arising	
5.1	Matters arising were deferred until the next full Board meeting on 30 June 2022.	
6.0	Report from The Audit Sub-Committee	
6.1	There has been no Audit Committee since the last Board meeting on 31 March 2022.	
7.0	Report from Governance & Risk Sub-Committee	
7.1	<p>Ms G Campbell advised that two Governance & Risk Committee workshops have been held to review future governance reporting.</p> <p>Ms G Campbell provided a verbal overview of this morning's meeting, where a new Corporate Risk Register (CRR) was presented with 7 risks which Members took assurance from. Ms G Campbell advised that going forward the Committee will expect to see a full CRR, along with accompanying operational risk registers.</p>	
8.0	NIMDTA Resourcing	
8.1	<p>Mr McCarey advised Foundation, Facilities and financial forecasting for year-end are the main concerns, and all feature on today's Agenda.</p> <p>Mr Garland asked if there is there a central mechanism within NIMDTA where all resourcing is managed, or if issues are dealt with on an ad hoc basis. Mr McCarey overviewed the decision to add resourcing as a standing item on the Board agenda, following an SMC work stream. Mr McCarey advised that in some instances resources within NIMDTA departments need to be reallocated to meet business need. Mr Garland asked if SMC meet specifically to address resourcing. Mr McCarey confirmed this is done within the normal fortnightly SMC as required,</p>	

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	<p>adding that at times he will identify issues and create a separate work stream to facilitate more focused discussions.</p> <p>Members requested a single page Resourcing Overview report be sent to each Board meeting.</p> <p>Mr McKenna highlighted his ongoing concern at the high level of non-recurrent spend NIMDTA is committed to, adding that a resourcing report could help to monitor these levels.</p> <p>Ms G Campbell noted the theme throughout NIMDTA departments of unfilled posts, asking that these feature under Resourcing. Mr McCarey noted risks from both the shift in educator's expectation about payment/hours and issues with consultant contracts. Mr McCarey also noted his awareness of lack of progression available for staff, and the associated impact on succession planning.</p> <p>Ms G Campbell stressed the need for a NIMDTA People Strategy, Mr McCarey agreed and said he would welcome Board input.</p>	<p>Mr McCarey</p> <p>Mr McCarey</p>
9.0	Report from the Director of Foundation Training	
9.1	Members noted the report from Dr Parks, Director of Foundation Training.	
9.2	<p>Members noted the risk identified and discussed at Governance & Risk Committee earlier today and its inclusion in Dr Parks report.</p> <p>Board formally sanctions additional hours for Dr Parks until the 12 month limit is reached, subject to the receipt of funding for additional Foundation training posts.</p> <p>Dr Little noted if the PA increase is made permanent this will need to be advertised.</p> <p>Members noted admin capacity issues within Foundation and note the current vacancies. Members recognised that the administrative provision will likely also require amendment.</p>	
10.0	Report from the Senior Professional Support Manager	

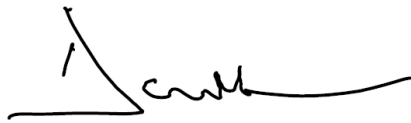
Ref	Item	Action
10.1	Members noted the report from Ms R Campbell, Senior Professional Support Manager.	
10.2	<p>Members noted the draft Business Case for an additional Band 4.</p> <p>Members would welcome the inclusion of a table which shows current staff levels and required staff levels across NIMDTA.</p>	Ms Campbell
10.3	Members noted the data incident. Mr Garland asked for clarification. Mr McCarey confirmed an email was issued to BSO in error due to the similarity to a PSU email address.	
10.4	Mr McCarey advised that BSO submission of the statutory equality return is late for the second year running, adding that NIMDTA need to follow up on this performance issue with BSO management. Ms G Campbell noted BSO should not be approaching the Equality Commission directly on NIMDTAs behalf. Members noted with disappointment.	Ms Campbell
10.5	<p>Confidential - Panel</p> <p>Mr McCarey advised of an appeal from a conditional appointee to PSU who was rejected following receipt of references. Mr McCarey overviewed the process put in place by BSO for appointments.</p> <p>Noted.</p>	
10.6	<p>Mr Garland queried the graph showing meetings by caseworker, specifically asked if Members should be concerned about the variation in meeting numbers by individual staff. Mr McCarey noted this evidences the VfM of the sessions provided by Educators.</p> <p>Members asked for clarification for next Board meeting.</p>	Ms Campbell
10.7	Dr Little noted as previously raised there should not be reports including one trainee, as this makes them easily identifiable. A percentage of trainees would be more appropriate.	Ms Campbell
10.8	Ms G Campbell noted Ms R Campbell highlighted the need to review the Remuneration Committee ToR to take account of Senior Executive staff. A meeting with Ms R Campbell will need to be scheduled.	Ms Kerr Ms Campbell

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	<p>Mr McCarey confirmed he and Mr Wilson have completed his appraisal for 2021/22 and set objectives for 2022/23. Paperwork arising from this will be shared with Members via Ms R Campbell. Mr McCarey noted the Board Workshop plan includes BSO training on Senior Executive staff to upskill Members.</p>	
11.0	Report from the Director of Hospital Specialty Training and Professional Development	
11.1	Members noted the report from Dr Smyth, Director of Hospital Specialty Training and Professional Development.	
11.2	Mr Garland noted the Department is carrying 4x Band 4 vacancies, recognising the burden this puts on existing staff.	
12.0	Report from the Senior Education Manager	
12.1	Members noted the report from Ms Hughes, Senior Education Manager.	
12.2	<p>Dr Little noted there is no reference to Single Lead Employer (SLE) within the LDA Escalation policy, adding she believes it is important to include reference due to the competing trainee element and employment element.</p> <p>Members would in future welcome specific reference to SLE within the LDA Escalation policy and the addition of the link to Role of NIMDTA.</p>	Ms Hughes
13.0	Report from the Postgraduate Dental Dean.	
13.1	Members noted the report from Dr Hendron, Postgraduate Dental Dean.	
13.2	<p>Members noted mention of resourcing pressures caused by a career break. Members requested expressions of interest for a 2PA post are sought.</p> <p>Members request a view from Dr Steele and Dr Hendron on the implications and methodology of NIMDTA monitoring how many hours educators are working overall, with a view on monitoring if NIMDTA are getting the value for hours and how</p>	Dr Steele Dr Hendron

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	NIMDTA ensure staff are not working outside of the European Working Time Directive.	
14.0	Report from the Postgraduate Medical Dean /Director of Education	
14.1	Members noted the report from Dr Steele, PGMD/Director of Education.	
14.2	<p>Mr McCarey noted his personal devastation following the recent sudden death of a trainee and the support being provided to colleagues.</p> <p>Members shared condolences for the recent sudden death of a trainee and committed to revisit arising concerns/issues in strategic planning.</p>	
15.0	Report from the CEO/Acting Senior Governance, IT and Facilities Manager.	
15.1	Members noted the report from Mr McCarey, Chief Executive/Acting Senior Governance, IT & Facilities Manager.	
15.2	Mr McCarey noted he included a resourcing element within his report.	
16.0	Report from the Senior Business Manager	
16.1	Members noted the report from Ms Black, Senior Business Manager.	
16.2	<p>Mr Wilson asked for next steps following the submission of 2021/22 Accounts.</p> <p>Ms Black confirmed breakeven was achieved.</p> <p>Ms Black advised she expects some difficulties during 2022/23 as SMC management of individual budgets is rolled out.</p> <p>Ms Black stressed that as an organisation NIMDTA need to modernise and look at how things are done. Questioning if tasks are being done in the best way, or by the best person (medic or admin). There has been a historic tendency to immediately move to a need for more staff, without any</p>	

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	<p>consideration of work being delivered differently.</p> <p>Dr Little asked if inflation is being taken into account in budgets Ms Black advised she will be looking at planned expenditure and adjust as NIMDTA move through the year.</p> <p>Mr Wilson asked how best to review information strategically, to ensure the correct budget requests are submitted. Mr Wilson noted his concerns about the DoH approach to finance, with action now and funding later. Ms Black overviewed the balance of ensuring NIMDTA don't end up with a surplus to be returned to DoH, adding that she believes Departmental budgets will be helpful here.</p> <p>Dr Little queried the financial impact of the delay to NICPLD merger plans. Ms Black confirmed NIMDTA are receiving payment for the space currently allocated to NICPLD.</p> <p>Mr Garland asked if DoH will make allowances for the impact on breakeven that the HRPTS issue may have. Ms Black advised this is an unknown until the situation concludes, suggesting it may be managed similarly to Covid. Ms Black highlighted there would be a significant workload created for NIMDTA staff should the worst does occur.</p>	
20.0	Any Other Business	
20.1	<p>Mr McCarey advised the Governance Statement was shared with Members yesterday, and highlighted the areas which require particular attention. Mr Wilson asked if resourcing is highlighted strongly enough, particularly non-recurrent expenditure. Mr McCarey agreed to add this.</p> <p>Mr McCarey provided background for new Members on the importance of Governance Statement within end year assurance processes and how it is checked by Audit.</p> <p>Ms G Campbell noted her discomfort at the salary levels being included within the disclosure. Following discussion, Members agreed to not disclose salaries for those not classed as a Director, and amend if Audit require.</p>	<p>Mr McCarey</p> <p>Ms Black</p>
19.0	Date of next meeting	

Ref	Item	Action
19.1	Thursday 30 th June 2022, 2pm. Members requested the start time be brought forward to 11am. Ms Kerr to contact SMC to check feasibility.	Ms Kerr



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NIMDTA Chair

.....30.06.22.....

Date