

# Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 24 September 2015  
**TIME:** 2.00 pm  
**VENUE:** Boardroom, Beechill House, NIMDTA

## Present

### Members

Mr A Joynes (Chair)  
Mr D Morrice  
Mr D Maguire  
Mr G Smyth  
Mr L Wilson

### Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)  
Professor D Hussey (Postgraduate Dental Dean)  
Dr I Steele (Director of Hospital Specialty Training & Quality)  
Ms M Roberts (Administrative Director)  
Ms R Campbell (HR Manager, Medical & Dental Training)  
Mr M McCarey (Governance, IT and Facilities Manager)

### In Attendance

Mrs P Dardis (PA – Postgraduate Medical Dean’s Office)

***By Invitation: Ms E Thompson/Ms P McCann (Finance Directorate, BSO) – Item 4***

## 1 APOLOGIES

Ms A Carragher (Director for the Foundation Programme)  
Dr C Loughrey (Director for Postgraduate GP Education)

## 2 DECLARATION OF MEMBERS INTERESTS

None declared.

## ANNOUNCEMENTS

### ***By Invitation: Ms E Thompson/Ms P McCann (Finance Directorate, BSO) – Item 4***

#### Change of Agenda Order

It was noted that Item 4, Financial Update, would be deferred until the arrival of Ms Emma Thompson and Ms Paula McCann from the Finance Directorate, BSO at 3.30 pm.

Item 14, Report from the Director for Postgraduate GP Education (Paper B15/57), would be brought forward on the agenda.

#### Dr JR McCluggage – Former Chief Executive/Postgraduate Medical Dean

The Chair informed the members that it was with regret that it should be recorded that Dr Jack McCluggage former Chief Executive/Postgraduate Medical Dean had passed away after a period of illness. Dr McCluggage had retired from the NI Medical & Dental Agency in 2004.

He had written on behalf of the Board, Senior Management and all of the Team within NIMDTA, to extend deepest sympathy to his family. His enormous contribution was recognised and he continued to be held in the highest esteem by those who had worked with him at the Agency.

#### Appointment of Dr C Loughrey to Chair of the Committee of General Practice Education Directors (COGPED)

The Chair further informed the members that he had written on behalf of the Board to congratulate Dr Loughrey (Director for Postgraduate GP Education) on her recent appointment to the Chair of COGPED. It was noted that Dr Loughrey had been the first female Chair to be elected.

#### Schedule of Board Meetings 2016 (Paper B15/47)

Members received and noted the paper outlining the Board meetings and Non-Executive Workshops for 2016. The Chair announced that after consultation with the Non-Executive Members it had been agreed to redesignate the February Non-Executive Workshop as a formal meeting of the NIMDTA Board. There would therefore be meetings of the Board in January, February, March and April 2016.

PA –  
Postgraduate  
Deans Office

The schedule would be revised and reissued to reflect this.

Visit from the Deputy Permanent Secretary – 9 November 2015

Members were reminded that Ms Deborah McNeilly, Deputy Permanent Secretary, would be visiting NIMDTA on the afternoon of 9 November 2015. Non-Executive Members and Senior Management had been invited to meet with Ms McNeilly for an informal discussion over tea and coffee at approximately 3.45 pm.

**5 MINUTES OF PREVIOUS MEETINGS (Paper 15/49 & B15/50)**

Minute of the meeting held on 25 June 2015 and Extraordinary Meeting held on 27 August 2015, copies of which had been circulated prior to the meeting, were approved subject to the amendment of the date of the Extraordinary meeting to be changed to 2015 and the title to read NIMDTA Board.

**6 MATTERS ARISING**

**Meeting held the NIMDTA Board held on 25 June 2015**

4. Financial Update: 4.4 Additional Finance Services

Ms Roberts (Administrative Director) advised that the costs incurred under the Service Level Agreement with the BSO for the additional finance services being provided for this financial year, were being finalised. She estimated that they would be in the region of £60k.

5. Announcements: Business/Strategic Planning 2016/17 Away Day

The Chair confirmed that the Away Day, after checking the availability of the relevant participants, would be held on 29 October 2015 at the HSC Leadership Centre. A programme would be circulated when finalised. Non Executive Members of the Board, Senior Management, Associate Dean's and Team Leaders were to attend.

10. Report from the Chief Executive/Postgraduate Medical Dean:  
10.1 Stakeholder Events: Leadership Development in the HSC

Professor Gardiner (Chief Executive/Postgraduate Medical Dean) informed the members that the Head of the HSC Leadership Centre was no longer pursuing this initiative with the Permanent Secretary.

10. Report from the Chief Executive/Postgraduate Medical Dean:  
10.3 Senior Level Recruitment

The Chair and Chief Executive advised the members that a further letter from the Director of Workforce Policy, DHSSPS had recently been received, following the initial correspondence of 14 May 2015 from the Office of the Permanent Secretary. It was noted that the Chief Executive had approached the Director of Workforce Policy to advise on the necessary recruitment procedure for the replacement appointment of the current Postgraduate Dental Dean, who had indicated he would be retiring at the end of December. A response was awaited.

Chief Executive

13. Report from Professional Support Manager: 13.5 Risks:  
Workforce Continuity Plan

Ms Campbell (Professional Support Manager), advised that the document was still a work in progress. A draft had been considered by Senior Management at their September meeting and would be brought to the next meeting of the Board.

Professional  
Support  
Manager

13. Report from Professional Support Manager: 13.5 Risks:  
Absence Figures

As requested by the Chair and agreed at the June meeting of the Board, the absence figures would be a standing item on the agenda. Ms Campbell confirmed that the requested information was part of her report.

12. Report from the Director for the Foundation Programme: 12.5:  
Foundation Induction Day

The Chair informed the members that both he and Mr Smyth (Non-Executive Member of the Board), had attended the highly successful, and well run, Foundation Induction Day on 30 July, held at the Lagan Valley Island Centre.

14. Report from the Administrative Director: 14.7: MDRS and Oriel  
Application system

Under the report from the Administrative Director.

15. Report from the Governance, IT & Facilities Manager: 15.1:  
Board Effectiveness Audit

Under the report from the Governance Manager.

15. Report from the Governance, IT & Facilities Manager: 15.2:  
Draft Business Plan 2015/16

Mr McCarey (Governance Manager), confirmed that he had made the minor amendments required.

15. Report from the Governance, IT & Facilities Manager: 15.2:  
Paperless Board

Mr McCarey advised that the tablets were being redeployed.

15. Report from the Governance, IT & Facilities Manager: 15.3:  
Incidents

Mr McCarey confirmed that he had amended the reports per the recommendation of the Board.

18. Correspondence/Reports/Papers Received: Whistle Blowing  
Guidance

Ms Roberts (Administrative Director), advised that the updated NIMDTA policy would be brought to a future Board meeting for consideration.

Administrative  
Director

19. AOB: Review of NIMDTA Accounts 2014/15

Under the agenda

**Extraordinary Meeting of the NIMDTA Board held on 27  
August 2015**

3. Public Advertising of Meetings

Ms Roberts (Administrative Director), confirmed that after contacting the Department with regard to the notice of Board meetings, it had been agreed to cease advertising in the media but continue to publish future dates via the NIMDTA website.

4. Draft Annual Quality Report 2014/15 (Paper B15/47)

It was noted that the draft Annual Quality Report had been amended as required and forwarded to the Department within the required timeline. No feedback had been received as yet.

Chief Executive

## **7 REPORT FROM THE AUDIT SUB-COMMITTEE**

### **7.1 Unconfirmed Minute of the Meeting held on 25 June 2015 (Paper B15/51)**

Members received and noted the unconfirmed minute from the meeting held on 25 June 2015. Mr Morrice (Chair of the Audit Sub-Committee) highlighted page 3: Report to those Charged with Governance with respect to the Priority 1 finding re. NIMDTA not meeting its breakeven target. He advised that the minute clearly outlined the concerns held by the Board and recorded that a contingency plan had been implemented. He advised that he had nothing to add.

The unconfirmed minute would be approved at the October meeting of the Audit Sub-Committee.

### **7.2 Date of Next Meeting**

The next meeting of the Audit Sub-Committee had been confirmed for Monday 5 October 2015 at 11.00 am in the Boardroom.

Confirmed date for 2016 (to coincide with NIMDTA Board Meeting):

- Thursday 25 February 2016 @ 11.00 am (Boardroom)

## **8 GOVERNANCE & RISK SUB-COMMITTEE**

Mr Joynes (Chair of the NIMDTA Board and member of the Governance & Risk Committee), gave an updated on behalf of Mr Smyth (Chair of the Governance & Risk Committee). Attention was drawn to the following:

### **8.1 Unconfirmed Minute of the Meeting held on 23 June 2015 (Paper B15/52)**

Members received and noted the unconfirmed minute from the meeting held on 23 June, which had been approved at the subsequent meeting held prior that week on 22 September 2015, subject to the minor amendments required to the attendance and apologies list and date of next meeting.

Mr Joynes (Chair of the NIMDTA Board and member of the Governance & Risk Committee) had Chaired the meeting on behalf of Mr Smyth (Chair of the Governance & Risk Committee). He informed the members that the main focus of the meeting had

been the consideration and modification of the Human Resources (now Professional Support) Risk Register.

## **8.2 Meeting held on 22 September 2015**

It was further noted that the main focus of the meeting held on 22 September had been the consideration and significant modification of the Hospital Risk Register, which would now feed into the Corporate Risk Register.

## **8.3 Date of Next Meeting**

It was noted that the next meeting of the Governance & Risk Committee was scheduled for 24 November 2015 at 2.00 pm. Main agenda items for the meeting would be the Dental and Corporate Risk Registers. Professor Gardiner (Chief Executive/Postgraduate Dental Dean) advised that he would be an apology due to his attendance at COPMeD.

## **9 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B15/53)**

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

- Senior Level Recruitment – follow up Correspondence from Office of the Director for Workforce Policy, DHSSPS, (16.9.15)
- Ex Foundation Trainee Location Data (March-May 2015) – from GMC NTS (Tabled)
- Clinical & Educational Funding for Hospital Training Posts Information Sheet (Tabled)

Professor Gardiner (Chief Executive/Postgraduate Medical Dean) drew the members attention to the additional column on his report listing the risks associated with information reported.

### **9.1 Stakeholder Engagements**

Members discussed the list of stakeholder engagements noted under the report from the Chief Executive/Postgraduate Medical Dean and the associated developments and activities. Professor Gardiner highlighted the following:

- Vacancies & Allocations: Retaining Trainees

Professor Gardiner drew the members attention to and discussed the tabled paper from the GMC National Training Survey (NTS) re. Ex-Foundation Trainee Location Data for the period March – May 2015. He advised that retaining trainees after completion of Foundation Training was becoming an issue in Northern Ireland. Members discussed the contributing factors.

Vacancies and allocations would be covered under the reports from the Administrative Director and Director of Hospital Specialty Training.

- Winter Pressures

Professor Gardiner informed the members that he had received an email from one of the Trusts, with a request, if possible, to minimise off-site training in January/February 2016 to help with the predicted increase in activity over the Winter. He advised that he had responded after discussions with NIMDTA's Senior Educators and the support of the CMO to inform the Trust that the request could not be supported.

- Workforce Planning

It was noted that a report had been drawn up by the Public Health Agency with respect to future requirements for Trauma & Orthopaedics.

- RQIA Review of Quality Improvement Systems & Processes

It was noted that the Regulation & Quality Improvement Authority (RQIA) were currently undertaking a review of quality improvement systems and processes in HSC organisations. Dr Steele would be leading on the review on the behalf of NIMDTA. In follow up, a representative from the RQIA had met with NIMDTA's Quality Management Team and the Chair of the Board. The Chair, Chief Executive, Administrative Director and Professional Support Manager, had all registered for the all day Stakeholder Event scheduled for 28 October 2015 in Mossley Mill.

## **9.2 NIMDTA Board**

Professor Gardiner's report highlighted as an on-going risk and Members discussed the still vacant medical post on the NIMDTA Board.



### **9.3 Senior Management**

Professor Gardiner's report highlighted the main areas of business and associated risks discussed by Senior Management at the meetings held since the last meeting of the Board.

- Senior Level Recruitment
- Members received and noted the Senior Level Recruitment – follow up Correspondence from Office of the Director for Workforce Policy, DHSSPS dated 16.9.15. Ongoing issues had been discussed under matters arising.

### **9.4 Finance**

- Joint Appointment Posts

Professor Gardiner and Ms Roberts (Administrative Director) explained the historical position regarding the eleven Joint Appointment posts and the sources of funding. At a recent Bilateral meeting with the Sponsor Branch on 16 August, it had been agreed to use the non-recurrent surplus to fund the full costs of the posts for 2015/16. It was noted that a business case would be required to be submitted to the Department for additional recurrent funding to fully support the posts from April 2016. The Administrative Director would be leading on the preparation of the Business Case working to a timeline of end of September/October.

Administrative  
Director

- Recognised Trainers Funding

Members received and discussed the tabled paper from the Chief Executive outlining the total number of Hospital training Posts by Trust and Grade and associated Clinical and Educational funding requirements (PAs) predicted going forward. Members discussed the previous years pilot which had not been deemed wholly successful. Professor Gardiner advised that a Business Case would be required for recurrent funding.

### **9.5 Staff**

- Assistant/Associate Directors for Foundation and Hospital Specialty Training

Professor Gardiner highlighted the risk associated with the increasing workloads of the present Directors for the Foundation Programme and Hospital Specialty Training. Professor Gardiner sought the support of, and members discussed and approved the recruitment of an Associate Director for Foundation and Associate

Director for Hospital Training, both doing two PAs, to alleviate the ongoing pressures.

- Professional Support Caseworker

Professor Gardiner advised the members that with the pending retirement of the current Associate Dean for Careers and Personal Development, it had been agreed by Senior Management to redeploy a current member of staff into a new role of Professional Support Caseworker to support the new Associate Dean.

## **9.6 Trainee Support**

It was noted that NIMDTA would be hosting an Advanced Trainee Workshop entitled 'Hearing the Trainee' on 18 November 2015.

### **Faculty Development**

Professor Gardiner highlighted the upcoming Advanced Communication Skills Workshop, being held on 5 October and facilitated by Ms Brid Hendron from the Dental Team. Non Executive Members of the Board would be attending.

## **9.7 Quality Management**

- Dean's Report

It was noted that the deadline for the submission of the Dean's report to the General Medical Council (GMC) was 31 October 2015.

- Hospital Deanery Visits

Professor Gardiner's report highlighted the recent visits which had taken place in Obstetrics & Gynaecology to the Belfast Trust. An upcoming Enhanced Monitoring visit to General Medicine at the Belfast Trust was also noted.

## **9.8 Clinical Leadership Programme (ADEPT)**

Members noted the ongoing programme of events for the ADEPT Programme. It was noted that the ADEPT Fellows had all contributed to this year's programme of the Lead Educator's Day held on 18 September 2015.

## **FINANCIAL UPDATE**

### NIMDTA 2015/16 Budget (Paper B15/48)

Members received and discussed the NIMDTA summary budget report prepared by BSO, which included the following appendices:

- Appendix 1 – 2015/16 Budget
- Appendix 2 – Budget Assumptions
- Appendix 3 – Forecast Budget Changes

Ms McCann advised that she would take the members through the report initially and would then take questions.

### Summary & Appendix 1: 2015/16 Budget

- Breakeven

Ms McCann informed the members that following a budget setting and review process with NIMDTA's Senior Management, the budget had been presented to and agreed at a meeting with the Chief Executive and Administrative Director on 11 August 2015. It was noted that that the current agreed budget should result in a breakeven position of £117k surplus, which fell within the breakeven target of 0.25% of RRL and income. Members discussed the summary table outlining the breakdown of the figures.

Risks associated with the following expenditures were highlighted and discussed:

- Clinical Excellence Awards
- Study Leave Expenses
- Health Education England (HEE) costs
- GP Trainee Salaries
- GP Trainer Grants
- Hospitality/Catering
- Patients Taxis

Upon enquiry from the Members, Ms McCann explained the reason for the amount listed against Patient Taxis which was a coding issue and could in future be coded under Subsistence and Travel.

### Appendix 2: Budget Assumptions

Ms McCann advised that a number of assumptions had been used in compiling the budget as agreed with Senior Management and

were detailed in Appendix 2 and included

### Appendix 3: Forecast Budget Changes

It was noted that since August 2015 there had been changes to the agreed budget due to a number of factors, the changes and explanations were outlined in Appendix 3. Members discussed in detail the summary explanation of RRLs to Trusts, Income, Pay Costs and Non-Pay costs. Members were advised that monthly accounts would reflect changes in the budget as and when required.

The last paragraph on Page 2 of the Finance Report was highlighted, which advised that the budget did not take into account the reversal of accruals carried forward from 2014/15. Senior Management had been made aware of the surplus to date and were required to advise of any actions to reduce the surplus, which would include planned expenditure or possible easement to the Department.

Upon enquiry from the Chair as to the timeline for any decisions with respect to the possibility of return of funding, Ms McCann & Ms Thompson advised that this would need to be in place by Month 9 (October/November 2015).

*Members agreed to approve the summary budget as presented.*

### General Practice Issues

Members discussed a number of issues with respect to invoicing and payments via HRPTS/FPL which had been highlighted within the report from the Director for General Practice Education. Attention was drawn to a new issue which had arisen with respect to the reimbursement of indemnity costs.

Ms McCann advised that she had been working closely with the GP Training Coordinator to help resolve these issues. Ms Roberts (Administrative Director) added that some of these issues were also being experienced across other Departments. Ms Roberts agreed to forward a copy of the General Practice Report to Ms McCann for reference.

Administrative  
Director

### **Prompt Payment Performance**

The Chair advised the Non Executive Members that the Month 5 Financial Report to Senior Management, had outlined a slight drop in the thirty day prompt payment target of 95%, as required by the Department. However, it was noted that the 10 day target of

50% as set by the Board stood at 90.1.

**Ms Thompson and Ms McCann exited the meeting, after the Chair thanked them again for their attendance and continuing support**

**10 REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME**

Deferred to the next meeting.

**14 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B15/57) – brought forward on the agenda**

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

- Staff Pressures
- HRPTS/FPL
- Specialty Training (including GP Recruitment)
- GP Appraisal
- Continuing Professional Development
- Workforce Pressures

The following were highlighted:

**14.1 Staff Pressures**

The continuing significant ongoing pressures within the General Practice Department, resulting in a backlog had been discussed and noted under the Finance report.

**14.2 Specialty Training**

The Chair highlighted GP recruitment and a vacant post due to a trainee deciding not to take up their offer late in the recruitment cycle.

**14.3 Updated Statistics September 2015**

Members noted the updated statistics within the report which outlined the number of trainees in the programme from ST1 – ST3. The number of trainees out of sync due to maternity leave and less

than full-time (LTFT) were noted.

**Ms Roberts (Administrative Director) & Mr McCarey (Governance, IT & Facilities Manager) exited the meeting**

## **11 REPORT FROM PROFESSIONAL SUPPORT MANAGER (Paper B15/41)**

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

- NIMDTA Sick Absence (1.4.15 – 30.9.15)
- Staff Satisfaction Survey

### **11.1 Summary**

- Health & Wellbeing Working Group

Ms Campbell (Professional Support Manager) advised the members, that a Health & Wellbeing Group had been set up with the first meeting being held on 30 June 2105.

- Voluntary Exit Scheme (VES)

It was noted that the roll out of the Voluntary Exit Scheme (VES) had been delayed on the advice of the Department, pending the outcome of an Internal Audit Review.

- Sick Absence

Members received and discussed the paper outlining NIMDTA sick absence for the period 1 April 2015 to present. The Chair highlighted the nil absence rate against the Professional Support Department.

The total absence rate for the previous 6 months was noted as 8.9%. The significant rise from 2014/15 which had been 2.9% was highlighted and discussed by the members.

**Ms Roberts (Administrative Director) & Mr McCarey (Governance, IT & Facilities Manager) re-joined the meeting**

## 11.2

### Business Objectives

- Staff Satisfaction Survey 2015

Members received and discussed the report from Ms Campbell outlining the findings from the Staff Satisfaction Survey for 2015, which had been issued to NIMDTA employees on 17 June 2015.

The Chair highlighted and asked what actions were required to rectify the findings under Page 3 which covered the following:

- Are you involved in changes affecting your job
- Feedback on job performance
- Do you get recognition for good work
- Opportunities to use your abilities

The Senior Management Action Plan was noted and discussed.

- NIMDTA Staff Engagement Workshop

Members received and discussed the NIMDTA Staff Development discussion paper resulting from the Staff Engagement Workshop which had been held on 4 September 2015.

Professor Gardiner informed the members that at the Workshop, ideas about values and behaviour (identified as the 3 Ps) had been discussed and agreed:

- **P**eople-focused (what we do – equipping people to serve people-patients)
- **P**rincipled (how we do it)
- **P**rofessional Excellence (what we want to achieve)

Members discussed the findings under page 2/3 of the discussion document, outlining the feedback on staff priorities and were happy to endorse the 3 Ps.

Chief Executive

Professor Gardiner further advised that going forward a small group would be convened to plan an agenda of events and address some of the concerns raised.

## 11.3

### Risks

- Payroll

It was noted that payroll data from NIMDTA legacy payroll had not been transferred to Shared Service resulting in pension estimates not being provided for NIMDTA employees. The Head of Shared

Services had been made aware of the issue and NIMDTA had requested that the information be sent as a matter of urgency.

## **12 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B15/42)**

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

- BSO Corporate Services Offering (9.9.15)
- Corporate Risk Register – September 2015
- Procurement and Contract Report to Board (September 2015)
- Vacancies from August 2015 (Sept 15)
- Schedule 9: Standing Financial Instructions (Revised)
- Information Requests/Ministerial Correspondence (18 June - 2015)

### **12.1 Senior Management Committee**

It was noted that Senior Management had met on one occasion since the June meeting of the Board due to Summer leave. Upon enquiry from Ms Roberts (Administrative Director), members discussed and agreed that the current circulation of the SMC minutes, currently forwarded for information to the Chair, who in turn cascaded any relevant information to the Non Executive Members, should continue.

### **12.2 Review of HSC Administrative Structures**

It was noted that the Human Resources Director of the Business Services Organisation (BSO), had advised that the Permanent Secretary had decided not to proceed with a feasibility study following the scoping exercise. The BSO had been requested to prepare a service offering for consideration by each individual organisation. Members received, noted and discussed NIMDTA's submission, which covered the areas of Information Governance, Premises Management, Health & Safety, Human Resources and Finance.

### **12.3 Bi-Lateral Meeting with Workforce Policy Directorate**

Attention was brought to the summary, under the report from the Administrative Director, highlighting the recent Bi-lateral meeting with the Sponsor Branch which had taken place on 16 August 2015 and attended by the Chief Executive/Postgraduate Medical Dean



and Administrative Director. Items discussed included:

- Budget
- Finance Arrangements with BSO
- Voluntary Exit Scheme (discussed under report from Professional Support Manager)
- Joint Appointment Posts (discussed under report from the Chief Executive)
- MDRS Business Case Requirements
- Savings Plan
- Post-Registration Education and Training Review (PRET)
- Medical Workforce Planning and Additional Training Posts
- Training Vacancies
- Business Plan/Risk Register Update
- Trainee Travel Costs
- Audit Review
- Lead Employer Arrangements
- F2 General Practice Indemnity
- Costs of General Practice Training
- NIMDTA Headcount

#### **12.4 Corporate Risk Register**

Members received and discussed the Corporate Risk Register which had been considered at the last meeting of the Governance & Risk Committee. Ms Roberts advised additional tabs had been created, risks removed and an issue log created. Ms Roberts updated members on action taken with respect to some of the risks since last considered.

A further update would be available for the next meeting.

Administrative  
Director

#### **12.5 Contracts Management**

Members received and discussed the Procurement & Contracts Management Report to the Board.

Ms Roberts highlighted and members discussed the updated information under Single Tender Actions (STAs).

#### **12.6 Junior Doctor Vacancies**

Members received and discussed the vacancies spreadsheet outlining the number of posts currently standing at one hundred and thirty-five. It was noted that, following a complaint to the Department by one of the Trusts, a meeting had been arranged by the Sponsor Branch with the Commissioners, Trust in question and NIMDTA, for 18 September.

## **12.7 Mid Year Assurance Statement**

Ms Roberts informed the members that the Mid-Year Assurance Statement was due to be submitted to the Department by 16 October 2015. The template for completion had been updated to include the National Audit Office (NAO) Audit Committee Checklist. Audit Committees were no longer required to send individual returns to the Department.

## **12.8 Schedule 9: Standing Financial Instructions (Revised)**

Members received, discussed and approved the revisions to Schedule 9 subject to the necessary amendment to page 9, 2.3 Business Services Organisation, should read this is an interim arrangement.

## **12.9 Information Requests and Ministerial Correspondence**

Members received and discussed the provided summary of information requests and responses, which included Assembly Questions.

## **13. REPORT FROM THE GOVERNANCE, IT & FACILITIES MANAGER (Paper 15/56)**

Members received and discussed the tabled report from the Governance, IT & Facilities Manager. Attention was drawn to the following and the accompanying papers received:

- Removal of Delegated Limits for Office Accommodation Leases (PEL 14-04) – Health Estates, DHSSPS (8.8.14)
- Annual Review of Progress to the Equality Commission
- Health & Safety Report – Annual Review of Key Performance Indicators
- Staff Engagement Workshop Report (4 September 2015)
- Complaints/Incidents/Accidents (June/July 2015)
- Board Effectiveness Audit 2015/16 – Report to DHSSPS
- NIMDTA Board: Standing Orders (Revised)

### **13.1 Summary**

- Draft Annual Report 2014/15 & Accounts

Mr McCarey (Governance, IT & Facilities Manager) advised the members that the Annual Report & Accounts were laid on 31 July 2015. This document included the annual Governance Statement, as well as an unqualified certificate from the Comptroller and

Auditor General.

## 13.2 Business Objectives

- Mobile Data Contract

It was noted that NIMDTA had joined a new Mobile Data Contract with the BSO. The handsets have been deployed with each user receiving a short training session. The deployment was due to be fully managed by the BSO & Vodafone, but following difficulty in the ordering process the whole deployment was managed by NIMDTA staff.

- Single Tender Action (STA) for Telephony

It was noted that an STA for Telephony has been completed. It has been returned with an Amber/Green risk rating. NIMDTA are awaiting advice from the PaLS Compliance Team around the terms and conditions of award.

- Removal of Delegated Limits for Office Accommodation Lease (PEL(14)04

Members received and noted a circular in relation to the Removal of Delegated Limits for Office Accommodation Lease (PEL(14)04). It was noted that the requested information had been forwarded within the deadline. A Business Case would need to be prepared in relation to the Break Clause which can be exercised in July 2017. Governance Manager

- Meeting with CBRE

It was noted that, in line with NIMTA's Contract Management Policy, a meeting with CBRE had been held on 27 June 2015.

- Annual Review of Progress to the Equality Commission

The Members received, discussed and approved the Annual Review of Progress to the Equality Commission.

It was noted that Screening Training had been arranged for members of Senior Management on the 17 November. Following discussion it was agreed that screening templates will accompany all revised policies for future consideration.

- Policy Review Meeting

It was noted that a Policy Review Meeting had taken place on 3 September, at which a meeting cycle of policy review for the next

two years was agreed.

- Health & Safety KPIs

Members received and discussed the document summarising the Annual Review of Health & Safety Key Performance Indicators.

- Staff Engagement Workshop

The Workshop held on 4 September, had been previously discussed under the reports from the Chief Executive and Professional Support Manager. Members received and noted the document in relation to the outcomes from discussions.

The Chair informed the members that, at the Non-Executive Board Workshop on the 28 August, the Mission, Vision and Values Statements had been considered. The Chair stated that he would feedback the outcomes of these discussions to the Chief Executive in advance of the Strategic Planning Away Day. Chair

### **13.3 Incidents**

Members received and discussed the Incidents, Accidents and Complaints reports for June and July 2015. It was noted that these reports had been previously discussed by the Governance & Risk Committee.

### **13.4 Audit Recommendations**

- Board Effectiveness Audit

It was noted that the Board Effectiveness Audit had now been completed. The final report had been considered and discussed by the Governance & Risk Committee. The overall finding was a satisfactory level of compliance, and four priority two recommendations were identified. Members received, discussed and approved the supplementary report.

- Standing Orders of the NIMDTA Board

As part of the Board Effectiveness Audit, the Standing Orders of the Board required review. Members received and approved the revised standing orders. Mr McCarey had highlighted amendments in yellow.

The Chair requested that the Senior Management Committee consider how they may effectively contribute their opinion to the Senior Management

Board Self-Assessment process when this takes place again next year.

## **15 REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B15/58)**

Members received and discussed the report from the Postgraduate Dental Dean which included updates on the following:

- Meetings /Actions since the February meeting of the Board
- Foundation Dentistry
- Hospital Dentistry
- Continuing Education

Attention was drawn to the following:

### **15.1 Meetings/Actions**

Members noted the number of activities that Professor Hussey (Postgraduate Dental Dean) had attended since his last report to the Board in June.

### **15.2 Foundation Dentistry Issues**

Professor Hussey informed the members that all Dental Foundation Trainees had successfully completed their training year.

- Dental Foundation commencing 2015

He further advised, as reported at the June meeting, following the withdrawal of a Dental Foundation Trainer from the 2015/16 Scheme, the recruitment exercise to find a replacement trainer had been successful. The appointed Trainer has been given additional targeted training in preparation for the September start. The affected trainee had been kept fully informed.

- Accommodation of Trainee with Special Needs

It was noted that a trainee with a disability had now been accommodated in a Dental Practice in Lurgan after NIMDTA had successfully applied to the Department and been awarded funding for a specially modified chair to facilitate the specific needs of the trainee.

- Trainer Induction Day

Professor Hussey informed the members that Induction had taken place for Foundation Trainers and Foundation Trainees on the 1<sup>st</sup>

and 2<sup>nd</sup> September respectively. He thanked Ms Campbell (Professional Support Manager) for her help in facilitating the Induction.

- E-Portfolio for Foundation Training

It was noted that the new e-Portfolio for Dental Foundation Training was now on line and live. Teething problems were expected but Professor Hussey advised that, as it was a pilot year for the new product, it was expected these issues could be managed as they arose.

- Dental Foundation Recruitment 2016/17

Professor Hussey advised that the application process for National Recruitment for Dental Foundation Training had taken place on line, going live on 25 August and closing on the 22 September. It was noted that interviews were due to take place at the Belfast centre on 18/19 November 2015. He further advised that preliminary discussions for 2016 had been held with the National Working Group and it was noted that Belfast might only need to host one day of recruitment in 2016.

### **15.3 Hospital Dentistry**

- Dental Core Trainee (DCT) Recruitment

Professor Hussey informed the members that following the June meeting of the Board, there were now some vacant DCT posts. The hospitals concerned had been advised and would try to recruit locally into LAS places.

- Academic Training

He further informed the members that, following the interviews for the Academic Clinical Fellowship/Academic Clinical Lectureship posts that had taken on 30 June 2015, a dental applicant had successfully been recruited for training in Restorative Dentistry. The anticipated start date was February 2016.

- StR Training

Professor Hussey advised that all current StRs were making good progress. The national group for StRs in Restorative Dentistry would be holding their annual meeting at the Titanic Centre in Belfast this year in a joint meeting with the Consultants Association. A two day continuing education programme was planned and would be linked into educational sessions for the

Dental Foundation and DCT trainees.

#### **15.4 Continuing Education**

Professor Hussey further advised that the programme for the September - April term had been launched with a good uptake of places in the first few weeks. There are 46 courses planned in this semester with targeted training aimed at the GDC's recommended core activities. It was noted that additional courses were planned to help dental staff to be compliant with recent legislative changes in the administration of conscious sedation.

The National Exam Board for Dental Nurses 'Certificate in Special Care Dental Nursing' will commence with an induction evening on 24<sup>th</sup> September 2015.

He further advised that there have been positive discussions with the staff in the Continuing Education Unit regarding expansion and diversification of roles and the staff have been engaged with these proposals.

#### **15.5 Retirement of the Postgraduate Dental Dean**

Discussed under matters arising.

### **16 REPORT FROM THE DIRECTOR OF HOSPITAL SPECIALTY TRAINING & QUALITY MANAGEMENT(Paper B15/59)**

Members received and discussed the report from the Director for Hospital Specialty Training and attention was drawn to the following:

#### **16.1 Hospital Specialty Training Committee Meetings**

The Hospital Specialty Training Committee, chaired by Dr Steele, had met on three occasions since the June meeting of the Board.

The Specialty Schools Forum now Lead Educators' Forum, involving all Training Programme Directors in addition to Head and Deputy Head of Schools, also chaired by Dr Steele, was scheduled to meeting on 29 September 2015.

#### Allocation Process

Dr Steele informed the members that there had been concerns raised by the Western Trust with regard to equity for distribution of

gaps where there were less trainees than posts.

### Study Leave

It was noted that following the implementation of the new study leave funding process which had been introduced in August 2015, study leave spending was being monitored regularly to assess if the funding limits put in place were appropriate.

### School Annual Reviews

Further to the June meeting of the Board, it was noted that the following School Reviews had been arranged: Obstetrics and Gynaecology 25 September, Emergency Medicine 1 October, Medicine 19 November and Anaesthetics for 10 December 2015. The Review of the School of Surgery would be arranged for January 2016.

### New GMC Standards Launched

It was noted that a mapping process was taking place to review how NIMDTA met the standards in advance of 1<sup>st</sup> January implementation.

### Histopathology Training in Post Mortems

Dr Steele informed the members that a meeting to discuss the issues around delivery of autopsy training for all histopathology trainees (including "autopsy light") had taken place on 22 September 2015. He advised that trainees would be required to travel to Margate for the additional training. The Belfast Trust would cover the costs for subsistence and travel.

### GMC National Training Survey

Dr Steele further informed the members that NIMDTA had been asked to feedback on the pilot involving Colleges etc re. trainee comments in the National Training Survey.

It was further noted that following the last meeting of the Board, the GMC had highlighted five items that had been flagged as red for four years and six items that had been red for three years. He advised that the relevant Trusts had been informed and action plans would be incorporated in the October GMC Dean's Report return.



## References

It was noted that that, following the introduction of a new process to assess if references were unsatisfactory for those trainees starting in August 2015, only one applicant had been deemed unappointable.

## Undermining

It was noted that following a report received in respect of an investigation into an allegation of undermining, a meeting had taken place and relevant actions arising had been put in place.

## Workforce planning

Dr Steele updated the members on current action/arrangements with regard to workforce planning. It was noted that a report had been drawn up by the HSCB/PHA into requirements for Trauma and Orthopaedics. He advised that there was a need to expand the consultant body and the level of expansion that could take place in the training programme had been discussed. It was further noted that the report on Emergency Medicine was being completed and Geriatrics was in the process. A process had commenced for Anaesthetics and ICM. The HSCB/PHA had asked for further information on capacity to increase training in Obstetrics & Gynaecology and Paediatrics in respect of training in sub specialties.

## Oriel upload error

Dr Steele informed the members that, following an upload error when a CMT trainee had not been allocated to a position in the initial process, the issue had been resolved.

## Cardiology

Dr Steele advised that following an appeal panel hearing on 1 July, which had taken place to review an outcome decision, the decision was upheld.

## OMFS

It was noted that the last trainee in the programme had now passed their examination. As there was no trainee in post, there

was no longer a need for a Training Programme Director in OMFS.

### Emergency Medicine

It was noted that the Emergency Medicine programme had been expanded by seven posts across the five Trusts to accommodate Run Through Training.

## **16.2 Appointments**

It was noted that the following appointments had been made since the June meeting of the Board:

- Dr M Black (Training Programme Director, ENT)
- Dr O Kerr (Training Programme Director, Dermatology)
- Dr A Collins (Head, School of Diagnostics)

## **16.3 External/Internal Meetings/Visits**

Members noted the meetings, visits and other events attended by Dr Steele on behalf of NIMDTA since the June meeting of the Board.

## **17 CORRESPONDENCE/REPORTS/PAPERS (Paper B15/60 & B15/61)**

Members received and noted the following:

- Assurance 2014/15 – Correspondence from Office of CEO, BSO (30.6.15)
- DFP Annual Compliance Report on the use of External Consultants 2013/14 (HSC(F) 44-2015)– DHSSPS Correspondence (13.8.15)

## **18 ANY OTHER BUSINESS**

### Meeting to consider Internal Audit Report

It was agreed that, following the Audit Sub Committee scheduled to take place on Monday 5 October at 11.00 am, a meeting of the Non Executive Members would be convened to consider the draft report from Internal Audit on the Investigation into the Failure to breakeven for 2014/15. The Chief Executive and Administrative Director were invited to attend.

## Remuneration Sub Committee

The Chair further advised that there would be a short meeting of the Remuneration Sub Committee on 5 October 2015 following the meeting to consider the draft audit report.

### Policies for Review

- Records Management Policy

Members received, noted and approved the Records Management Policy which had been previously considered by the Governance & Risk Committee.

## **19 DATE OF NEXT MEETING**

- Tuesday 1 December 2015 – Boardroom

Confirmed dates for 2016

- Tuesday 26 January 2016 – Boardroom
- Thursday 25 February 2016 – Boardroom
- Thursday 24 March 2016 – Seminar Room (*changed from 29.3.16*)
- Thursday 28 April 2016 – Boardroom
- Thursday 30 June 2016 – Boardroom (*23.6.16 alternative*)
- Thursday 29 September 2016 – Boardroom
- Thursday 24 November 2016 – Boardroom

*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 29 October 2015 – Boardroom (*being used for the Business Planning/Strategic Planning Away Day*)

Confirmed dates for 2016

- Tuesday 24 May 2016 – Boardroom
- Thursday 25 August 2016 - Boardroom
- Thursday 27 October 2016 - Boardroom

*All Non Executive Workshops unless otherwise advised will commence at 2.30 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.30 pm.*

