NES Medical ACT Officers Group Minutes

Date : Monday 18th April 2016

Time : 11:00 am – 2:00 pm

Venue : Room 8, Westport, Edinburgh

**Attendees:** Jayne Scott (JS) (Chair), Ulrike Sperling (US), Susan Davies (SD), Allana Creighton (AC), Olga Remers (OR), Keith Wylde (KW), Debbie Scott (DS), Steven Irvine (SBI), Paul Irvine (PI)

**VC:** Evelyn Laing (EL), Rosie Baillie (RB)

**In attendance:** Anna Armstrong (AA, Minutes)

**Apologies:** Loraine Penman (LP), Kim Walker (KAW), Jordan Napier (JN)

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| **Item** |  | **Action** |
| 1. | **Welcome and Introductions**  JS welcomed colleagues to the meeting. |  |
| 2. | **Minutes of Previous Meeting: 14 March 2016**  **6.2** AC noted 2 outstanding MoUs: Orkney and Lothian.  The minutes were accepted as an accurate record. |  |
| 3. | **UG/PG Quality Management**  **3.1 Short Life Working Group - UG Quality Data Presentation**  JN sent JS the template for the UG section of the DME report.  **3.3 DME Report: timetable**  At the UG Quality Data meeting between RB, SBI and JN the timetable was discussed and a staggered release to allow DMES time to complete the reports was proposed. RB contacted Morwenna Wood (MW, Chair of the DME Action Group), who agreed to the staggered schedule. The first three non-survey related sections will go out mid-May, the UG survey results will be circulated at the end of May, the STS results and will be sent mid-June and the NTS which will sent be at the start of July.  The exact dates are yet to be set.  SBI will draft a template for the DME report that will combine the NTS, STS and UG results for the purpose of allowing DMEs to report on them collectively. Once the template has been approved, it will be sent to the DMEs with clear instructions.  **JS to confirm JN will prepopulate the template.**  **3.2 UG and GP Survey: timetable**    SBI informed the timescales for the undergraduate RAG reports will need adjustment for the results to go out in the DME reports at the end of May.  SBI will need the data at least a week before the DME reports are to be sent out. **KW will send SBI the data at the end of May.**  RB advised MW did not agree on specific days.  **EL will confirm the date the data can be provided to SBI. SBI, RB and EL will have a conference call to discuss how Glasgow’s date will fit in the schedule.**  JS requested that post-discussion, if there is an issue with not including some blocks, it’s notified to the DMEs via a narrative. | **KW**  **EL, SBI, RB, EL** |
| 4. | **MoT Project**  **4.1 Finalisation of 2014/15 data**  JS confirmed the 2014/15 data is now finalised. Draft ACT allocation letters will be sent out at the end of the week as a draft with two weeks to comment. JS commended DS for the effort going into the allocation model and letters. JS confirmed an overall reduction of about £900k, which includes £500k of non-recurring support provided in 2015/16. Any reduction in a Board’s allocation will be capped to a maximum of 2% (after adjusting for the non-recurring funding provided in 2015/16.).  The group confirmed the contact detail changes.  **4.2 Population of MoT National database**  PI will provide an update at the next meeting.  **4.3 Hourly Rates by Staff Category**  The Group discussed the hourly rate for “consultant” and “other” and thought that more granularity in the rates would be beneficial. JS advised that the rates are not used in the allocation model and only affect the Cat A proxy. DS confirmed that a difference of £500K was needed to change the proxy.  JS recommended ACT Officers use more granular rates for Registrar and Consultant or other Staff grades in the reports they produce for departments.  Agenda item: review the hourly rates for the 17/18 model. |  |
| 5. | **Overseas student ACT levy**  JS informed there was not much change to update from the previous meeting. The Scottish Government has agreed that the fee will be £10,000 starting in August, but there are no conclusions of whether There will be a rebate for 2016 intake students.  JS noted this will apply to all students entering in 2016 and only new students. A letter has gone to the Cabinet Secretary. An implementation paper is to be prepared by NES for the Board for Academic Medicine on 8th June. |  |
| 6. | **Review of 2010/11 - 2014/15 MoT data**  **6.1 Feedback from ACT Officers**  JS advised that last time it would be useful to take this away to check changes arising over the last few years and consider consistency between schools.  **DS will distribute a final version.**  OR raised a concern for staff reviewing the hours that they spend based on the set tariffs used by the University, and say it takes longer, it would potentially change figures. JS advised changing the MoT data in the next round. US informed this does not change funding, more to do with the actual hours for that role. |  |
| 7. | **Actions from MAWG**  **7.1 Performance Management Framework Revisions**  The group discussed the revised document.  **AA will regularly check the document on line and update any links as necessary.** |  |
| 8. | **Any Other Business**  There was no other business. |  |
| 9. | **Date of Next meeting**  Tuesday, 14 June 2016  Westport Room 5 |  |