



Minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held in 18/20 Carysfort Avenue, Blackrock, Co Dublin, on Tuesday and Wednesday, 24-25 January 2017.

Day 1: Tuesday, 24 January 2017 starting at 9.00hrs.

Members Present:

Ms E Cassidy, President	Mr L Minihan
Mr J Murray, Vice President	Mr M Higgins
Ms M Barrett	Mr D Murphy
Dr R McElvaney	Ms M Monahan
Mr K McGrane	Ms S Cleary
Ms B Liston	Ms K Canning
Mr N Giblin	Ms L Clarke-Bishop
Mr P Dolan	Dr K O'Carroll
Dr D Lawler	Mr D Manning
Mr M Blake-Knox	

In attendance:

Ms M Griffin, Chief Executive Officer
Ms U Byrne, Director of Regulation
Ms J Foley, Acting Chief Education Officer
Ms G Byrne, Acting Director of Registration
Mr M Quaid, Director of Corporate Services and Finance (items 5-6)
Ms V O'Rourke, Fitness to Practice Department
Ms O Coady, Minute taker

The President offered the condolences of the Board to staff member, Ms Denise Carroll, on the recent death of her father.

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Prof E Breatnach and Dr L Kavanagh McBride.
- 1.2 The President reminded Board members of the provisions of the conflict of interest policy. The President then asked Board members to review the agenda to identify any conflicts of interest.

Item 2 – Board private session

As the Board wished to continue its discussion in private Ms Foley, Ms U Byrne, Ms G Byrne and Ms O'Rourke left the meeting. The President requested that the

CEO remain in attendance.

Mr Manning, Dr Lawler and Mr Higgins joined the meeting during the private session.

On conclusion of the private session Ms U Byrne, Ms G Byrne, Ms Foley and Ms O'Rourke returned to the meeting.

Item 3 – Minutes and matters arising

3.1 Minutes of meeting of 15 December 2016

Decision The Board approved the minutes of 15 December 2016.

There were no matters arising.

Item 4 – President's update

4.1 Meetings and events

The President updated the Board on her attendance at the following meetings and events representing NMBI:

- HIQA Maternity Standards
- Meeting with staff associations
- Meeting with McDowell Purcell
- CEO'S PMSD completed
- Audit and Risk Committee
- Governance and Finance Committee
- New committee member's induction training

The Vice President advised that he had attended the launch of the new Higher Diploma in Mental Health Nursing in UCD.

4.2 Board evaluation report

The Board noted the President's report, which had previously been circulated to members, on the self-assessment questionnaire recently completed by Board members.

A draft of a self-assessment questionnaire for committee members was appended to the report.

Action The draft self-assessment questionnaire for committee members to be circulated

to the chairs of the committees for their input following the Board meeting. The questionnaire to be circulated to committee members for completion before the March Board meeting.

4.3 Correspondence

The Board noted the President's correspondence which had previously been circulated to the Board.

Action The Board agreed that the Governance and Finance Committee should discuss whether a policy should be developed in relation to Board members' participation in Board work while on sick leave from their employment.

4.4 Resignation of Dawn Johnston

The Board formally accepted the resignation of Ms D Johnston from the Board.

Ms Johnston was a Board member appointed to represent Directors of Nursing or Directors of Midwifery under Section 22 (1)(b) of the Nurses and Midwives Act 2011. Ms Johnston resigned to take up the position of Director of Midwifery with NMBI.

Action The President to communicate with the Department of Health with regard to filling Ms Johnston's position on the Board.

Item 5 – CEO report

5.1 The Board noted the CEO report which had previously been circulated to members.

Ethics in Public Office Acts

The CEO reminded Board members to return statements of interests for 2016 before the end of the month to Mr M Quaid for submission to the Standards in Public Office Commission.

ICT steering committee

Mr P Dolan and Ms B Liston volunteered to participate in the work of this committee. Any other members interested in taking part in the work of the committee would contact the CEO before the end of the meeting.

NMBI meetings with the Department of Health

Action The CEO agreed that she would ask Department of Health representatives if they would agree to minutes of these meetings being shared with the Board.

Sick leave report

The President briefly left the meeting during consideration of this report. The Vice President assumed the chair.

5.2 Election 2017

The President returned to the meeting and resumed the chair.

The Board noted the draft plan for election of Board members in 2017.

The CEO advised that the tender for the e-voting software providers would be sent out in February.

Decision The Board agreed to appoint the CEO as returning officer.

Mr Quaid joined the meeting.

Item 6 – Corporate Services and Finance Directorate

6.1 Governance and Finance Committee

The Board agreed to defer consideration of **item 6.1.1** (budget and business plan) until later in the day.

6.1.2 Update on workforce plan

The Board noted the workforce plan which had previously been circulated to members.

Decision The Board agreed to approve in principle the proposed business case to engage a programme manager to support the implementation of organisation development and reform initiatives. Results of the tender would be considered by the Governance and Finance Committee before making a recommendation to the Board on entering a contract.

6.1.3 Compliance with Code of Practice for the Governance of State Bodies 2016

The Board noted that NMBI was fully compliant with the 2009 Code in relation to financial statements for 2016.

Action A gap analysis would be undertaken to determine the current compliance level with the 2016 Code.

6.1.4 Voting at meetings

Ms Cleary as chair of the Preliminary Proceedings Committee updated the Board on the committee's discussion regarding the method of recording of votes.

The Preliminary Proceedings Committee agreed that proposers and seconders would not be recorded in the minutes for a trial period of three meetings and that the rationale for decisions would be more detailed and expansive than before.

Decision The Board agreed that decisions for all Board matters would be reached by consensus and proposers and seconders would not be recorded in the minutes.

Action Ms Cleary to continue to update the Board on voting at Preliminary Proceedings Committee meetings.

6.2 Audit and Risk Committee

Decision The Board agreed that NMBI would continue working to the 2009 Code of Practice in 2017 but would carry out a gap analysis and identify actions required to meet the new code requirements during the year.

6.2.1 Update on C&AG 2015 audit

The Board noted the report of the C&AG for 2015 in the annual report for 2015 which had previously been circulated to members.

6.2.2 Internal audit plan

The Board noted the revised internal audit plan for 2017 which had previously been circulated to members.

Mr Quaid advised the Board that the final report on the audit of fitness to practise practices would be presented to the Board at its meeting in March.

Mr Quaid left the meeting.

Item 7 – Registration Directorate

7.1 IELTS update

The Board noted the update report which had previously been circulated to members.

7.1 Inactive file update

The chair of the Registration Committee, Dr O’Carroll, advised the Board that Beauchamps Solicitors had been requested to furnish NMBI with draft procedures for disbandment of the inactive file by 1 February 2017 for discussion at the next Registration Committee meeting.

Action Following discussion by the Registration Committee, a proposal to be brought to the Board for approval at its meeting on 21 February 2017.

7.2 Registration Directorate report

The Board noted the Registration Directorate report which had previously been circulated to members.

Item 8 – Education Directorate

8.1 Competence assessment tools

The Board considered the proposed draft principles underpinning competency assessment tools for nursing and midwifery students which had previously been circulated to members.

Decision The Board approved the project regarding the development of competency assessment tools for nursing students and midwifery students and the resources required to support the development and launch of the tools.

8.2 Advanced practice standards

Dr M Doolan joined the meeting.

Dr Doolan updated the Board on the project to develop standards and requirements for advanced practice.

Action The Board agreed to defer further consideration of the matter until after the Department of Health’s position paper on advanced practice had been published.

Item 8.3 was considered after item 6.1.1.

8.4 Education Directorate report

The Board noted the Education Directorate report which had previously been circulated to members.

Ms Foley advised that, as agreed by the Board at its meeting of 15 December 2016, she had sought a meeting with members of the Health Information and Quality Authority (HIQA) to discuss HIQA's standards on medication management in relation to NMBI's proposed guidelines. Ms Foley had not yet received a response.

The Board discussed the letter received from Mr P Gallagher representing the Dublin Academic Teaching Hospitals (DATHs) on 22 December 2016 a copy of which had been circulated to members.

Action Ms Foley to seek clarification from Mr P Gallagher in relation to point 3 of this letter.

Item 9 was deferred to the following day.

The meeting broke for lunch at 13.25hrs.

The meeting resumed at 14.00hrs.

Item 10 – Board members' training session

Mr Aidan Horan of the Institute of Public Administration joined the meeting to give a brief training session to Board members only on the role and responsibilities of Board members and other governance issues.

Following the training session Mr Horan, Dr McElvaney, Ms Canning and Mr Giblin left the meeting.

The CEO, Ms U Byrne, Mr Quaid, Ms O'Rourke and Ms Coady returned to the meeting.

Item 6 – Corporate Services and Finance Directorate

6.1.1 Budget and business plan

The Board considered the budget and Directorate work plans which had been deferred from that morning's session.

Mr Quaid presented the draft budget for 2017 which had previously been circulated to members.

Decision The Board approved the draft budget and directorate work plans for 2017. It was agreed that the business plan would be considered at the February Board

meeting in conjunction with the workforce plan.

Item 8 – Education Directorate

8.3 Education and Training Committee: report of meeting of 13 December 2016

The chair of the Education and Training Committee updated the Board on the meeting of 13 December 2016.

Further consideration of item 8 took place on day 2 after item 4.3.

Action Ms Liston to speak with Ms Foley regarding the scheduling of meetings for the Standards and Validation Committee.

Item 10 – Any other general Board business

10.1 A meeting of the Governance and Finance Committee to take place before the Board meeting of 21 February 2017 to consider the workforce plan. The workforce plan to be considered at the Board meeting of 21 February 2017.

10.2 A meeting of the chairs of committee to take place before the March Board meeting.

10.3 Mr Murray updated the Board on the meetings which had been held to promote the Values Initiative.

There being no further matters for consideration the meeting concluded at 17.20hrs.

Day 2: Wednesday, 25 January 2017 starting at 9.00hrs.

Members Present:

Ms E Cassidy, President
Mr J Murray, Vice President
Ms M Barrett
Mr D Manning
Mr M Blake-Knox
Ms B Liston
Mr K McGrane

Mr L Minihan
Dr L Kavanagh McBride
Ms S Cleary
Ms K Canning
Ms L Clarke-Bishop
Ms M Monahan
Mr D Murphy

In attendance:

Ms M Griffin, Chief Executive Officer
Ms U Byrne, Director of Regulation
Ms V O'Rourke, Fitness to Practice Department
Ms O Coady, Minute taker
Mr E Evans, Beauchamps Solicitors
Ms D Holohan, Beauchamps Solicitors
Mr E Lyons, Beauchamps Solicitors

Apologies were received from Prof E Breatnach, Mr P Dolan, Mr M Higgins, Dr R McElvaney, Dr D Lawler, Dr K O'Carroll and Mr N Giblin.

As the Board wished to continue its discussion in private Ms U Byrne, Ms O'Rourke and Ms Coady left the meeting. The President requested that the CEO remain in attendance.

Ms Coady and Ms O'Rourke returned to the meeting.

Item 8 (Day 1) – Education Directorate continued

Midwives Committee update

Decision The Board agreed to appoint Mr K McGrane to the Midwives Committee to replace Mr D Murphy.

Action An invitation for expressions of interest to be published to recruit a replacement for Ms Siobhan Canny on the Midwives Committee.

Members of the Preliminary Proceedings Committee, Ms Liston, Mr Murphy and Ms Cleary left the meeting following Board consideration of this matter.

Item 9 (Day 1) – Regulation Directorate (continued)

9.1 FTP Committee (1985) report

The Board noted the report which had previously been circulated to members.

9.2 FTP Committee (2011) report

The Board noted the report which had previously been circulated to members.

9.3 Preliminary Proceedings Committee report

The Board noted the report which had previously been circulated to members.

Ms Cleary advised that members of committee wished to acknowledge the work of Mr John Sadlier, Fitness to Practise Department, who had been managing the committee alone since the resignation of the two case officers assisting him.

9.4 Health Committee update

The Board noted the report which had previously been circulated to members.

9.5 Fitness to Practise Directorate report

The Board noted the report which had previously been circulated to members.

Ms Byrne advised the Board that there were three vacancies for non-Board members on the FTP Committee and that an invitation for expressions of interest had been published on the website and sent out by email alert.

Fitness to Practise matters

The Board considered the following:

- Two applications pursuant to Section 58 of the Nurses and Midwives Act 2011.
- Three reports of the Fitness to Practise Committee under the Nurses Act 1985.
- Two no prima facie decisions of the Preliminary Proceedings Committee.
- Reports relating to the following:
 - Monitoring of conditions



- Section 44 orders/undertakings
- Section 58 orders/undertakings
- High Court and Supreme Court Cases.

Any other business

- 3.1 The President advised the Board that the President and the chairs of the Audit and Risk Committee and the Governance and Finance Committee, Mr Higgins and Mr McGrane had met with the CEO on 14 January 2017 to undertake the CEO's first performance review. The second review will take place in June.

The CEO returned to the meeting.

There being no other matters for consideration, the meeting ended at 16.00hrs.

Signed: _____
Essene Cassidy
President

Date: _____