



Edited minutes of the hybrid meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held online and in NMBI on Wednesday, 24 January 2024 starting at 9.00hrs.

Members attending in person

Dr Louise Kavanagh McBride, President of NMBI
Ms Áine Lynch, Vice President of NMBI
Dr Conan McKenna
Ms Muireann Ní Shúilleabháin
Dr Don Faller

Members attending online

Ms Louise Collins
Dr Margaret Murphy
Mr Thomas Glynn
Ms Mary Leahy
Mr John Horan
Mr Joseph Shalbin
Mr Ray Dolan
Ms Mittu Alungal
Mr Richard Bruton
Dr Lydia Buckley
Mr Terry McGonigal

In attendance

Ms Sheila McClelland, CEO
Ms Kathyann Barrett, Head of Operations
Dr Ray Healy, Director of Registration
Ms Carolyn Donohoe, Director of Education, Policy and Standards
Ms Orla Crowe, Director of Fitness to Practise
Dr Karn Cliffe, Director of Midwifery
Mr John Sadlier, Head of PPC
Ms Orla Coady, Governance and Secretariat Manager
Dr Mary Ryder, Associate Professor in General Nursing, University College Dublin

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Ms Anne Marie Duffy, Mr Mark Johnston, Ms Niamh Murphy, Ms Mary Rose Loughnane, Ms Kate O’Halloran and Ms Marian Vaughan.



- 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.

The President advised members that matters discussed during this meeting were to remain confidential to Board members and attendees.

Item 2 – President’s update

- 2.1 The President advised the Board that there had been no official engagements yet in 2024 but that the conference season would begin in February and she planned to attend the Royal College of Surgeons (RCSI), Irish Nurses and Midwives Organisation (INMO) and Psychiatric Nurses Association (PSA) conferences. The President would update the Board after these events.

The President drew the Board’s attention to the Board action plan for 2024 which would be dealt with under item 6.4.3.

Item 3 – CEO’s update

- 3.1 CEO report

Ms Alungal and Mr Bruton joined the meeting during this item.

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members and which included a year-end summary of the activities undertaken in NMBI in 2023.

The CEO also updated the Board on her attendance at the Health and Social Care Strategic Workforce Planning Conference in Dublin Castle on 18 January 2024.

The Board commended the CEO on the report and on the work undertaken in the organisation. NMBI had been accredited as a Great Place to Work® in 2023 and the President acknowledged this achievement.

Item 4 – MyNMBI status update

- 4.1 The Board noted the presentation which had previously been circulated to members.

Item 5 – Registration

English language standard operating procedure (SOP)



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

Item 6 – Business, Strategy and Finance

6.1 Procurement

6.1.1 *Annually agree the threshold for contracts (reserved functions)*

In April 2020, the Board agreed that this threshold should be agreed annually by the Board

Decision The Board agreed that the threshold should remain at €50,000, below which the CEO would not need to seek Board approval.

6.1.2 *Procurement plan*

The Board considered the procurement plan for 2024 which had previously been circulated to members and which set out the procurement objectives and schedule for 2024 and the ongoing procurement activities.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the procurement plan for 2024.

Mr Glynn left the meeting.

6.1.3 *Award of contract - internal auditors*

The Board considered the briefing paper and evaluation report which had previously been circulated to members.

The Chair of the Audit and Risk Committee advised the Board that, as Chair of the Audit and Risk Committee, he had sat on the evaluation panel. In addition, the Audit and Risk Committee had reviewed the proposed recommendation and were happy to recommend its approval.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and the Audit and Risk Committee as set out in the briefing paper.

6.1.4 *Contract extension - identity documentation verification solution*

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

6.1.5 *Contract extension - procurement advisory services*



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

6.1.6 *Renewal of licences*

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

6.2 Finance

Mr Dolan left the meeting.

6.2.1 Management accounts – November 2023

The Board considered the management accounts for November 2023 which had previously been circulated to members.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the management accounts for November 2023.

6.2.2 *Change to budget 2024*

The Board noted the briefing document and revised budget for 2024 which had previously been circulated to members.

6.3 Objectives and key indicators report

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

6.4 Board and Committees

6.4.1 *Appointment of Business, Strategy and Finance Committee Chair*

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and re-appointed Dr McKenna as Chair until the end of his term of office on the Board on 14 January 2026.

6.4.2 *Business, Strategy and Finance Committee Chair's annual report*

The *Code of Practice for the Governance of State Bodies 2016* requires that an organisation's Audit and Risk Committee should submit an annual report to the Board to include:

- governance issues;



- financial reporting; and
- quality of internal and external audit.

As governance issues and financial reporting fall within the remit of Business, Strategy and Finance Committee, an annual report from the Business, Strategy and Finance Committee Chair is submitted annually to the Board in addition to a report from the Audit and Risk Committee Chair.

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the Chair’s annual report.

6.4.3 *Board action plan 2024*

The Board considered the action plan for 2024 which had been identified following the Board's self-evaluation session.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the action plan for 2024.

The President and Ms Collins left the meeting.

In the absence of the President, the Vice President assumed the chair.

6.4.4 *Appointment of non-Board Members to the Fitness to Practise Committee*

Decision The Board accepted the recommendation of the Director of Fitness to Practise, and the Chair and Vice Chair of the FTPC and appointed the following two lay non-Board members to the Fitness to Practise Committee for a period of three years from 24 January 2024 to 24 January 2027:

- Stephen Killen
- Avril Sheridan

6.4.5 *Re-appointment of non-Board Members to the Audit and Risk Committee*

Decision The Board accepted the recommendation of the Head of Operations and the Chair of the Audit and Risk Committee and re-appointed the following two non-Board members to the Audit and Risk Committee for a final term of office of three years from 6 March 2024 to 6 March 2027:

- Chris McCann
- Philip Brady



6.4.6 *Re-appointment of non-Board Member to the Midwives Committee*

Decision The Board accepted the recommendation of the Director of Midwifery and the Chair of the Midwives Committee and re-appointed the following non-Board member to the Midwives Committee for final term of office of three years from 25 March 2024 to 25 March 2027:

- Dr Nicola Maher – a registered medical practitioner registered in the Specialist Division in relation to obstetrics and gynaecology (Section 24(3)(b)(ii) of the NMA 2011, as amended)

The Director of Midwifery advised the Board that two vacancies would arise under sections 24(3)(b)(iv) and 24(3)(b)(i) and that steps would be taken in the coming weeks to fill these.

6.4.7 *Re-appointment of non-Board Members to the Registration Committee*

Decision The Board accepted the recommendation of the Director of Registration and the Chair of the Registration Committee and re-appointed the following two non-Board members to the Registration Committee for a final term of office of three years from 25 March 2024 to 25 March 2027:

- Mark Jordan
- Marie Kehoe

6.4.8 *Revised Business, Strategy and Finance Committee terms of reference*

The Board considered the briefing document, which set out the proposed revisions, and draft revised terms of reference which had previously been circulated to members.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revisions to the terms of reference.

Mr Glynn returned to the meeting.

Item 7 – Audit and Risk

7.1 Corporate risk register

The Board considered the report on the risk register which had previously been circulated to members.



The Chair of the Audit and Risk Committee, Mr Horan, advised the Board that the risk register had been reviewed by the Audit and Risk Committee at its meeting on 5 December 2023.

The Board discussed its consideration of risk and agreed that the Strategy Spotlight sessions, as set out in its action plan, could form the basis of making this consideration more meaningful. The Board also noted that each Committee reviewed the risks for its area on a periodic basis.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the corporate risk register.

7.2 Audited financial statements 2022

The Board noted the signed audited financial statements for 2022. A management letter from the Officer of the Comptroller and Auditor General (OCAG) in respect of the audit would issue in due course.

A qualified opinion was issued due to non-compliance with the requirements of FRS102 in relation to retirement benefit entitlements as directed by the Minister for Health. It was acknowledged by the OCAG that this was beyond the control of NMBI.

The signed audited financial statements had been submitted to the Department of Health to be laid before the Houses of the Oireachtas within two months of being received together with the report of the OCAG, as per the *Code of Practice for the Governance of State Bodies*.

Item 8 – Education, Policy and Standards

8.1 Programmes for first time approval

8.1.1 *Dundalk Institute of Technology*

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 11 January 2024 and was recommended for approval by the Committee:

- Certificate in Advanced Comprehensive Health Assessment for Midwives (Special purpose award - level 9 – 10 ECTS)

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that Dundalk Institute of Technology (DKIT) be approved to provide the above programme for a period of five years



or until the next site visit as an allied healthcare provider site of DKIT, whichever was soonest.

8.2 Programmes for re-approval

8.2.1 *Dundalk Institute of Technology*

The Board noted that the following programmes had been considered by the Education, Training and Standards Committee at its meeting on 11 January 2024 and were recommended for approval by the Committee:

- Certificate in Nursing; Recognition and Management of the Deteriorating Adult (Special purpose award - level 9 – 10 ECTS)
- Certificate in Nursing: Contemporary Approaches to Care of the Older Adult (Special purpose award - level 9 – 10 ECTS)
- Certificate in Nursing: Caring for the Adult Undergoing Electroconvulsive Therapy (Special purpose award - level 9 – 10 ECTS)

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that Dundalk Institute of Technology (DKIT) be approved to provide the above programmes for a period of five years or until the next site visit as an allied healthcare provider site of DKIT, whichever was soonest.

8.3 *Revised Education, Training and Standards Committee terms of reference*

The Board considered the briefing document and draft revised terms of reference which had previously been circulated to members. The Board noted that no changes were recommended to the terms of reference by the Education, Training and Standards Committee.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the terms of reference.

8.4 NMBI Series

The Board noted the report on the Series and the results of the post-events survey which had previously been circulated to members.

Item 9 – Professional Standards – Midwifery

9.1 Plan for Q1 2024



The Board noted the Director of Midwifery's plan for Q1 2024 which had previously been circulated to members.

Item 10 – Fitness to Practise

Ms Crowe and Mr Sadlier joined the meeting.

10.1 Reports

10.1.1 ***Section 58 orders/undertakings***

The Board noted the update report on registrants subject to section 58 orders which had previously been circulated to members.

10.1.2 ***Conditions report***

The Board noted the update report on registrants subject to conditions which were imposed following fitness to practise proceedings and were confirmed by the High Court which had previously been circulated to members.

10.1.3 ***Undertakings report***

The Board noted the update report on undertakings given under section 65 and section 57A of the Nurses and Midwives Act 2011, as amended, which had previously been circulated to members.

The Board noted that this report was more detailed than in the past as details of section 57A undertakings which could be monitored by the FTP Department had been included.

Ms Crowe and Mr Sadlier left the meeting.

Item 11 – Minutes and actions of previous meetings

11.1 Minutes of previous meetings

11.1.1 *Minutes of the meeting of 22 November 2023*

The Board considered the minutes of the meeting of 22 November 2023 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 22 November 2023.

11.1.2 *Minutes of the meeting of 23 November 2023*



The Board considered the minutes of the meeting of 23 November 2023 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 23 November 2023.

11.1.3 *Minutes of the meeting of 28 November 2023*

The Board considered the minutes of the meeting of 28 November 2023 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 28 November 2023.

11.1.4 *Minutes of the meeting of 11 December 2023*

The Board considered the minutes of the meeting of 11 December 2023 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 11 December 2023.

11.1.5 *Minutes of the meeting of 14 December 2023*

The Board considered the minutes of the meeting of 14 December 2023 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 14 December 2023.

11.1.6 *Minutes of the meeting of 16 January 2024*

The Board considered the minutes of the meeting of 16 January 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 16 January 2024.

11.2 Actions and matters arising from previous meetings

The Board approved the updated action list.

There were no matters arising which were not dealt with elsewhere on the agenda or in the minutes or action list.

Item 12 – Any other business

12.1 Board private minutes

12.1.1 *Minutes of the private meeting of 22 November 2024*



The Board considered the minutes of the private session of the Board held on 22 November 2023 which had previously been circulated to members.

Decision The Board approved the minutes of the private session of 22 November 2023.

Item 13 – Board private session

The Board did not wish to meet in private at this time.

Item 14 – RUN ME presentation

14.1 Dr Ryder joined the meeting and gave a presentation on the Review of Undergraduate Nursing and Midwifery Curricula Leading to Registration in Ireland (RUN ME).

The presentation was followed by a question and answer session with the Board.

There being no further matters for consideration the meeting ended at 13.10hrs.