



Edited minutes of the meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 25 January 2023 starting at 9.30hrs in NMBI and by video.

Members attending in person

Dr L Kavanagh McBride, President of NMBI
Ms M Alungal
Dr L Buckley
Ms L Collins
Mr R Dolan
Dr D Faller
Mr J Horan
Mr M Johnston
Ms M Leahy
Ms A Lynch
Mr T McGonigal
Dr M Murphy
Ms N Murphy
Dr C McKenna
Ms M Ní Shúilleabháin
Ms M Vaughan

Members attending by video

Mr R Bruton
Mr T Glynn
Prof G Gulati
Ms MR Loughnane

In attendance

Ms S McClelland, CEO
Mr C O'Leary, Director of Fitness to Practise
Ms K Barrett, Head of Operations
Dr R Healy, Director of Registration
Ms C Donohoe, Director of Education, Policy and Standards
Ms D Johnston, Director of Midwifery
Ms O Coady, Governance and Secretariat Manager

Item 2 – Apologies and conflicts of interest

2.1 Apologies were received from Ms AM Duffy, Ms K O'Halloran and Mr J Shalbin.



Dr Kavanagh McBride welcomed the following members who had been newly appointed to the Board:

- Kate O'Halloran - elected from the practice of midwifery
- Mark Johnston - elected from the practice of psychiatric nursing
- Mary Leahy - elected from the practice of public health nursing
- Mary Rose Loughnane - elected from the practice of intellectual disability nursing
- Mittu Fabin Alungal - elected from the area of nursing engaged in the care of older persons
- Dr Lydia Buckley - nominated by the Health Information and Quality Authority (HIQA)
- Dr Margaret Murphy - nominated by the universities
- Muireann Ni Shúilleabháin - appointed to represent the voluntary sector
- Niamh Murphy - nominated by the Health and Social Care Professionals Council (CORU)
- Professor Gautam Gulati - nominated by the Medical Council
- Raymond Dolan - appointed to represent the public interest
- Terrence McGonigal - appointed to represent the public interest

Dr Kavanagh McBride congratulated Mr Horan on his re-appointment to the Board representing the public interest.

- 2.2 Dr Kavanagh McBride reminded Board members of the provisions of the conflict of interest policy. Dr Kavanagh McBride then asked Board members to review the agenda to identify any conflicts of interest.

Dr Kavanagh McBride advised members that matters discussed during this meeting were to remain confidential to Board members and attendees.

Item 1 – Board induction – presentation by senior managers

- 1.1 The meeting began with presentations by the CEO on the work of NMBI and the Statement of Strategy 2023-2025 and by senior managers on the work of the committees in their functional areas. Newly appointed members were required to join a minimum of one committee and expressions would be sought following the meeting. Appointments would be made by the Board using its written decision procedure in order to allow new members to attend meetings as soon as possible.

Item 3 – Election of President of the Board of NMBI

- 3.1 On 10 January 2023 an email had been sent to the Board inviting members who held current registration with NMBI as a nurse and/or as a midwife to self-



nominate for this position. Members who were not registrants, or who did not wish to be nominated, could nominate another member of the Board with that member's prior agreement. The deadline for receipt of nominations was 5pm on 17 January 2023.

Five members nominated Dr Louise Kavanagh McBride. No other nominations were received.

Decision Pursuant to paragraph 13(1) of the Schedule of the Nurses and Midwives Act 2011 (as amended), the Board elected Dr Kavanagh McBride to be President of the Board.

Dr Kavanagh McBride's term of office would be until 14 October 2024 – 'three months before the end of the term of office of the incumbent President' in accordance with the Board's procedures – unless otherwise agreed by the Board.

Prof Gulati left the meeting.

Item 4 – Minutes and actions of previous meetings

4.1.1 Minutes of the meeting of 22 November 2022

The Board considered the minutes of the meeting of 22 November 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 22 November 2022.

4.1.2 Minutes of the meeting of 23 November 2022

The Board considered the minutes of the meeting of 23 November 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 23 November 2022.

4.1.3 Minutes of the meeting of 28 November 2022

The Board considered the minutes of the meeting of 28 November 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 28 November 2022.

4.1.4 Minutes of the meeting of 1 December 2022

The Board considered the minutes of the meeting of 1 December 2022 which had previously been circulated to members.



Decision The Board approved the minutes of the meeting of the 1 December 2022.

4.2 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 5 – CEO’s update

5.1 CEO report

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members. The CEO drew the Board’s attention to the following, which were set out in the report:

Business plan 2022: The business plan for 2022, which had been submitted to the Minister for Health pursuant to section 20 of the Nurses and Midwives Act 2011 (as amended) had been laid before the Houses of the Oireachtas on 29 December 2022.

Audited financial statements 2021: The report for presentation to the Houses of the Oireachtas had been received from the Office of the Comptroller and Auditor General (OCAG) confirming that the OCAG had audited the financial statements of NMBI for 2021 as required under the provisions of section 34 of the Nurses and Midwives Act 2011 (as amended).

Statement of Strategy 2023-2025: The Statement of Strategy for 2023-2025 had been submitted to the Department of Health. Once laid before the Houses of the Oireachtas by the Minister for Health, the Strategy would be published by NMBI pursuant to section 19 of the Nurses and Midwives Act 2011(as amended).

Item 6 – MyNMBI

6.1 Dr Healy updated the Board on MyNMBI, the digital registrant system.

Item 7 – Audit and Risk

7.1 Corporate risk register

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



The Board noted that the report had been considered by the Audit and Risk Committee at its meeting on 28 November 2022 and the committee was recommending it for approval.

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

Item 8 – Business, Strategy and Finance

8.1 Business plan and finance

8.1.1 *Management accounts – November 2022*

The Board considered the management accounts for November 2022 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 2022.

8.1.2 *Budget and business plan 2023*

The Board noted the revised budget and business plan for 2023 which had previously been circulated to members.

Ms Barrett advised the Board that the documents were for noting only at this stage and further work was needed on both.

8.1.3 *Audited annual financial statements 2021*

The Board noted the audited financial statements for 2021 which had previously been circulated to members.

The report for presentation to the Houses of the Oireachtas had been received from the Office of the Comptroller and Auditor General (OCAG) confirming that the OCAG had audited the financial statements of NMBI for 2021 as required under the provisions of section 34 of the Nurses and Midwives Act 2011 (as amended).

8.2 Procurement

8.2.1 *Threshold for contracts: schedule of 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.

8.2.2 *Procurement plan*

The Board considered the procurement plan for 2023 which had previously been circulated to members and which set out the procurement objectives and schedule for 2023 and the ongoing procurement activities.

The Board noted the amendments to the plan which had been proposed by the Business, Strategy and Finance Committee.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the procurement plan for 2023 including the proposed amendments.

8.2.3 *Emotional Support Service (ESS) for Registrants and Witnesses involved in the FTP process*

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract as set out in the briefing paper.

8.2.4 *MyNMBI Next Generation Support and Technical Oversight Services*

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

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract as set out in the briefing paper.

8.2.5 *Extension of contract*

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

8.3 Strategy and key performance indicators (KPIs)

8.3.1 *Statement of Strategy 2023-2025*

The Board noted the Statement of Strategy, which had been approved by the Board in November 2022 and submitted to the Department of Health in December 2022 to be laid before the Houses of the Oireachtas.



8.3.2 *KPIs*

The Board noted the KPI dashboard which had previously been circulated to members. The Board noted that the format of the report was a work in progress and that KPIs showing quantitative information which would enable the Board to assess progress against NMBI's strategic objectives was being worked on.

8.4 Board and committees

8.4.1 *Business Strategy and Finance Committee Chair's annual report to the Board*

The Board considered the Chair's annual report which had previously been circulated to members.

The *Code of Practice for the Governance of State Bodies 2016* required that the Audit and Risk Committee (ARC) 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 fell within the remit of the Business, Strategy and Finance Committee, and not the ARC, an annual report from the Business, Strategy and Finance Committee Chair was submitted to the Board in addition to the report from the ARC Chair, which would be submitted following the ARC meeting in March.

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

8.4.2 *Board action plan 2023*

The Board considered the action plan which had been drawn up following the Board's end-of-year self-reflection session.

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

8.4.3 *Appointment of Board member to committees of the Board*

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



Decision The Board approved the re-appointment of John Horan to the Audit and Risk Committee, Registration Committee and Education, Training and Standards Committee until the end of his term of office on the Board

8.4.4 *Appointment of Chair of the Audit and Risk Committee*

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

Decision The Board approved the re-appointment of John Horan as Chair of the Audit and Risk Committee for a period of three years until 25 January 2026.

8.4.5 *Committee membership*

The committee noted the briefing document which had previously been circulated to members and which set out Board member vacancies on committees.

Action The document to be circulated to Board members following the meeting together with the meeting schedule including days and times of committee meetings.

Dr Buckley left the meeting.

Item 9 – Fitness to practise

9.1 Undertakings and consents under S57A of the Nurses and Midwives Act 2011 (as amended)

The Board noted the briefing document which had previously been circulated to members and which set out the procedures and factors taken into consideration by the Preliminary Proceedings Committee (PPC) when deciding whether a complaint could be appropriately dealt with by means of undertakings and/or consent to censure rather than referring the complaint to inquiry.

The final page of the briefing document set out the Board's role in the process.

9.2 Reports

9.2.1 ***Section 58 orders/undertakings***

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

9.2.2 ***Conditions report***



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

9.2.3 ***Undertakings report***

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

Item 10 – Any other business

10.1 Buddy programme for new Board members

The President reminded members that NMBI had put in place a buddy programme for new Board members and encouraged all members to take part.

10.2 Professional Certificate in Governance

A limited budget is available for Board members' training and education each year. Accordingly, in 2017 the Board agreed that NMBI would sponsor a maximum of three Board members a year to undertake the Professional Certificate in Governance in the Institute of Public Administration (IPA). Expressions of interest from Board members would be sought in July for the 2023-2024 programme.

10.3 2023 CLEAR Winter Symposium

On 11 January outgoing President, Essene Cassidy, presented at the Winter Symposium of the Council on Licensure, Enforcement and Regulation (CLEAR) on how NMBI was responding to the changing healthcare landscape in Ireland.

The CEO and Director of Registration also represented NMBI at the event.

There being no further matters for consideration the meeting ended at 14.00hrs.

Item 11 – Board *in camera* session

11.1 As the Board wished to continue its discussion in private, members of the executive left the meeting.

At the invitation of the President, the CEO remained in the meeting during the *in camera* session.

Signed: _____



Bord Altranaís agus
Cnóimhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

Dr Louise Kavanagh McBride
President

Date: _____