



Edited 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, 26-27 November 2019.

Day 1: Tuesday, 26 November 2019 starting at 12.00hrs.

Members Present:

Ms E Cassidy, President	Ms B Liston
Dr L Kavanagh McBride, Vice President	Mr Dolan
Mr Blake-Knox	Ms Clarke-Bishop
Mr J Horan	Dr Sahm
Ms Canning	Ms E Kelly
Mr D Manning	Ms Lombard
Mr L Minihan	Mr McGrane
Mr Murphy	Prof O’Herlihy

In attendance:

Ms U Byrne, Director of Regulation
Mr J Sadlier, Head of PPC Division, Fitness to Practise Department
Ms V O’Rourke, Senior Staff Officer, Fitness to Practise Department
Ms O Coady, Governance and Secretariat Manager
Mr E Lyons, Beauchamps Solicitors

Item 1 – Apologies and conflicts of interest

Apologies were received from Mr L Hamill, Mr M Higgins, Ms Cocoman, Ms A Horgan, Ms M Gorman , Dr Lawler and Ms K Greene.

The President read the conflict of interest policy and reminded Board members of their obligations under its provisions. The President then asked Board members to review the agenda to identify any conflicts of interest.

Items 2-5 – Fitness to practise matters

The Board considered the following:

- Seven no prima facie decisions of the Preliminary Proceedings Committee.
- One application pursuant to section 55(1) of the Nurses and Midwives Act 2011.
- Three reports of the Fitness to Practise Committee under the Nurses and Midwives Act 2011.

- Reports relating to the following:
 - Monitoring of conditions.
 - Section 44 orders/undertakings.
 - Section 58 orders/undertakings.
 - High Court and Court of Appeal Cases.

Item 6 – Any other business

There being no further matters to consider the meeting ended at 15.45hrs.



Day 2: Wednesday, 27 November 2019 starting at 9.30hrs.

Members Present:

Ms E Cassidy, President of NMBI	Ms L Clarke-Bishop
Dr L Kavanagh McBride, Vice President of NMBI	Mr Dolan
Mr J Horan	Ms A Horgan
Ms K Greene	Ms M Gorman
Ms K Lombard	Mr K McGrane
Mr L Minihan	Ms B Liston
Mr D Murphy	Mr D Manning
Mr M Blake-Knox	Ms K Canning
Prof C O'Herlihy	

In attendance:

Ms S McClelland, CEO
Mr M Balfe, Interim Director of Corporate Services and Finance
Dr J Foley, Director of Professional Standards (Nursing)
Ms D Johnston, Director of Midwifery
Dr AM Ryan, Director of Operations (Registration)
Ms U Byrne, Director of Regulation
Mr C O'Leary, Director of Registration
Mr C Lawlor, Data Protection Officer
Ms L Manselli, Crafting Vistas
Mr S O'Loughlin, Beauchamps Solicitors
Ms O Coady, Governance and Secretariat Manager

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Ms C Cocoman, Mr M Higgins, Dr L Sahm , Mr L Hamill, Dr D Lawler and Ms E Kelly.
- 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 Board agreed that the in camera session (item 2) would take place at the end of the meeting.

Members of the senior management team (SMT), Ms McClelland, Mr Balfe, Dr Foley, Ms Johnston, Mr O'Leary, Ms Byrne and Dr Ryan joined the meeting.

Item 3 – Minutes and actions of previous meetings

3.1.1 Minutes of 24-25 September 2019

The Board considered the minutes of 24-25 September 2019 which had previously been circulated to members.

It was noted that Mr Blake-Knox's apologies for 25 September 2019 had not been recorded.

Decision The Board approved the minutes of 24-25 September 2019 subject to the inclusion of Mr Blake-Knox's apologies.

3.1.2 Minutes of 10 October 2019

The Board considered the minutes of 10 October 2019 which had previously been circulated to members.

Decision The Board approved the minutes of 10 October 2019.

3.1.3 Minutes of 22 October 2019

The Board considered the minutes of 22 October 2019 which had previously been circulated to members.

Decision The Board approved the minutes of 22 October 2019.

3.1.4 Minutes of 8 November 2019

The Board considered the minutes of 8 November 2019 which had previously been circulated to members.

Decision The Board approved the minutes of 8 November 2019.

3.2.1 Actions arising from the meeting of 24-25 September and 22 October 2019

Decision The Board approved the updated action list for 24-25 September and 22 October 2019 which is attached as an appendix to these minutes.

FTP:

Ms Byrne reminded Board members to email her directly if they had any suggestions as to the data they felt should be captured.

Update on the Regulated Professions (Health and Social Care) (Amendment) Bill 2019

A document was circulated to the Board updating members on the status of the Regulated Professions (Health and Social Care) (Amendment) Bill 2019. The Board agreed that this should remain a recurring item.

100 Years of Nursing Regulation Conference

Dr Kavanagh McBride advised the Board that she had received very positive feedback on the conference from attendees.

Action Dr Foley to prepare a report on the conference for her year-end directorate report incorporating the feedback received in the evaluation forms completed by attendees on the day.

3.2.2 Matters arising from the minutes of previous Board meetings

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

Mr Balfe, Ms Byrne, Dr Foley, Ms Johnston, Mr O’Leary, Dr Ryan and Mr McGrane left the meeting.

Item 4 – President’s update

4.1 President’s update

The Board noted the President’s update report which had previously been circulated to members and which set out details of invitations received and events attended by the President representing NMBI. The Board noted that the All Ireland Nursing and Midwifery Conference due to take place in December in Belfast had been cancelled. The report also included the following:

- A session proposal submission by the President and Mr Murphy for CLEAR’s 2020 educational conference.
- An invitation to the President to be the keynote speaker at the Australian Pharmacy Council’s and the Australian Nursing and Midwifery Accreditation Council’s 2020 colloquium.
- An update on the celebrations to mark 100 years of nursing regulation in Ireland which included NMBI’s conference, a regulatory symposium and the International Nurse Regulator Collaborative (INRC) annual meeting which took place in NMBI.

4.2 Complaints against nurses and midwives – a plain English guide

Mr S McLoughlin and Ms Byrne joined to meeting for discussion of this item.

The Board considered the draft infographic and plain English guide which had previously been circulated to members.

Ms Horgan left the meeting during discussion of this matter.

Action Following discussion of the draft documents by Board members, it was agreed that Mr O’Loughlin would discuss amendments in relation to the following with the CEO and Ms Byrne and bring a final version to the Board at its meeting on 17 December 2019 for approval.

In addition, hyperlinks to NMBI’s published guidance documents should be included in the final version.

The documents should also be shared with the professional associations.

Mr McLoughlin and Ms Byrne left the meeting.

Item 5 – CEO’s update

5.1 CEO’s report

The Board noted the CEO’s report which had previously been circulated to members and which included the following:

- Statement of Strategy 2020-2022.
- Budget and business plan 2020.
- Reputation Inc research.
- Annual report and accounts 2018.
- Project Nightingale.
- INRC annual general meeting.
- Engagement with the Department of Health.
- INMO masterclass.
- Engagement with the Nursing and Midwifery Council of the United Kingdom.
- HR update.

5.2 Data breach notifications

The Board noted the five data breach notifications which had previously been circulated to members.

The Board expressed its concern at the breaches and agreed to defer further discussion of the matter until the Data Protection Officer, Mr Lawlor, could join the meeting later in the day.

This item was further considered after item 12.

5.3 NMBI brand guidelines

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

Item 6 – Customer Action Plan

Representatives of Reputation Inc joined the meeting. Reputation Inc had been engaged to undertake stakeholder research to underpin NMBI’s Customer Charter and Action Plan. The findings of the research were presented to the Board. The presentation was followed by a question and answer session with members.

Action Reputation Inc’s presentation to be uploaded to Board members’ iPads for future reference.

Reputation Inc representatives left the meeting.

Prof O’Herlihy left the meeting.

The meeting adjourned for lunch at 12.45hrs. The meeting resumed at 13.15hrs.

Item 7 was considered after item 8.

Item 8 – Audit and Risk

Mr Balfe and Nicolas Marcoux, Governance Specialist, Institute of Public Administration (IPA) joined the meeting.

8.1 Review of risk management framework

Mr Marcoux had been engaged to undertake a review of NMBI’s current risk management framework. The Board noted that Mr Marcoux had presented his report on the review at the joint meeting of the Governance and Finance Committee and Audit and Risk Committee on 14 November 2019. The findings were presented to the Board.

Following the review a draft risk policy had been developed. The Board discussed the draft policy which had previously been circulated to members.

Decision Following discussion of the matter, the Board agreed to adopt the proposed risk management policy subject to the above amendments.

A series of training sessions would take place in Q1 2020 for staff and management. Board members would be invited to attend these sessions with staff.

Mr Marcoux left the meeting.

Item 7 – Governance and Finance

7.1 Appointment of a Board member to the Education, Training and Standards Committee

Decision The Board agreed to appoint Mr Horan to the Education, Training and Standards Committee.

7.2 Terms of reference for chairs' committee

The Board was advised that the chairs' committee had considered the draft terms of reference at its meeting that morning and were recommending them for approval.

Decision The Board approved the terms of reference for the chairs' committee.

7.3 Review of committees

The Board noted the report on the review of committees which had previously been circulated to members.

7.4 Selection process for Board member travel

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

Decision The Board approved the process for selection as set out in the briefing paper.

7.5 Outcome of the written decision of the Board – foreign travel schedule for Board members and CEO

The Board noted the report on the written decision of the Board of 29 October 2019 whereby the Board agreed the foreign travel for Board members and the CEO for 2020. The Board further agreed to include the CEO in the travel schedule for CLEAR's midyear meeting in January 2020.

The Board discussed whether it was appropriate for a detailed schedule to be brought to the Board for approval. The Board noted that it had agreed that NMBI should be involved with CLEAR and the INRC from an international perspective and that attendance at events involving these organisations should not need to be considered by the Board.

The Board discussed the matter and considered the concerns of some members who felt that in order to ensure that NMBI was engaging correctly with international organisations the Board should continue to have oversight and approval of the annual foreign travel schedule.

Decision Following consideration of the matter the Board agreed that, in the future, once the yearly budget for foreign travel had been agreed, and the policy for foreign travel and the process for selecting members to travel were adhered to, the Board should only be asked to grant approval in exceptional circumstances.

7.6 Revision of Code of Professional Conduct and Ethics project plan

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

Decision The Board agreed to accept the recommendation of the Governance and Finance Committee and to approve the project plan.

7.7 Research proposal for PAS alternative

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

Decision The Board agreed to accept the recommendation of the Governance and Finance Committee and to approve the proposal.

7.6 Proposal for approving funding for education programme

The President declared a conflict of interest and left the meeting. In the absence of the President the Vice President assumed the chair.

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

Decision The Board agreed to accept the recommendation of the Governance and Finance Committee and to approve the proposal.

The Board discussed the process for considering future training needs requirements of Board members.

The CEO advised that, once the new training providers had been appointed, discussions would take place with members to identify their training needs and the training programmes would be tailored accordingly, if possible.

The President returned to the meeting and resumed the chair.

7.7 Board self-evaluation survey

Board members were reminded to complete the online self-assessment questionnaire before Friday, 29 November 2019, as their responses would inform the Board reflection session at the year-end Board meeting.

7.8 Draft election timeline 2020

An election for three nurses to be members of the Board would take place in 2020. The Board noted the draft election timeline for these elections which proposed that the election process would begin in March 2020.

7.9 Tender for Board training – general

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

Decision The Board agreed to accept the recommendation of the Governance and Finance Committee and to award the contract to Navigo.

7.10 Tender for Board training – FTP

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

Decision The Board agreed to accept the recommendation of the Governance and Finance Committee and to award the contract to La Touche.

7.11 Tender for panel of mediators

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

Decision The Board agreed to accept the recommendation of the Governance and Finance Committee and to appoint a named three person panel of mediators

7.12 Procurement

Mr Balfe advised the Board that the tender for the call centre would close shortly.

Action This matter could be considered by the Governance and Finance Committee using the written decision procedure so that it could be considered by the Board at its meeting on 17 December 2019, if possible.

7.13 Budget and business plan 2020

The Board considered the draft budget and business plan 2020 which had previously been circulated to members. The Board noted that these had been considered by the Governance and Finance Committee and the Audit and Risk Committee at its joint meeting on 14 November 2019.

Decision The Board agreed to accept the recommendation of the Governance and Finance Committee and to approve the draft business plan 2020. The Board further agreed to approve the draft breakeven budget for 2020

7.14 Management accounts – September 2019

The Board noted the management accounts for September 2019 which had previously been circulated to members.

7.15 Financial Management Maturity Model

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

Mr Balfe left the meeting.

Item 9 – Professional Standards (Nursing)

9.1 Education Directorate report

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

Ms Lombard left the meeting.

Item 10 – Professional Standards (Midwifery)

10.1 Midwifery report

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

Item 11 – Regulation

11.1 Fitness to Practise Directorate report

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

11.2 Data breach report

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

Item 12 – Registration

12.1 Registration Directorate report

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

12.2 SPARK meeting in Brussels

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

12.3 Registration audit

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

12.4 Data breach report

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

Item 5 – CEO's update (continued)

5.2 Data breach notifications

Mr Lawlor joined the meeting.

The Board noted that it had received a report in relation to data breach notifications and requested a more detailed update from Mr Lawlor.

GDPR policies

Mr Lawlor advised the Board that he had reviewed the policies currently in place. He would prepare plain English versions and begin workshops with staff members in 2020.

Action Mr Lawlor to provide an update to the Board at its meeting in March 2020 together with a plan, including timelines, for delivery of a detailed review of all policies and development of plain English versions.

The President, Mr Minihan, Mr Horan and Ms Greene left the meeting. In the absence of the President the Vice President assumed the chair.

Item 13 – Project Nightingale

Ms Manselli and Mr O’Leary joined the meeting.

12.1 Update on project status

Ms Manselli gave a presentation to the Board, updating members on the status of the project.

Action An update to be provided to Board at its meeting on 17 December 2019.

Mr O’Leary left the meeting.

Item 14 –Statement of Statement

14.1 Statement of Strategy 2020-2022

The Board considered draft 13.0 of the statement of strategy for 2020-2022 which had previously been circulated to members.

Decision Following consideration, the Board approved the statement of strategy for 2020-2022 and agreed that a draft should be to the Department of Health by 1 December 2019 for ministerial approval. Pursuant to section 19(1) of the Nurses and Midwives Act 2011, the Minister shall ensure that a copy of a statement of strategy or an amended statement of strategy is laid before each House of the Oireachtas within 21 days after the statement is received by the Minister. It was suggested that it might, therefore, be possible to launch the strategy on 11



February 2020 as this date had been noted in Board members' diaries as a possible meeting date.

Item 2 – Board in camera session

As the Board wished to continue its discussion in private, Ms Manselli left the meeting left the meeting. Ms McClelland remained in the meeting.

Item 15 – Any other business

There being no further matters to consider the meeting ended at 16.55hrs.

Signed:

Essene Cassidy
President

Date:
