



Edited minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held by video conference on Tuesday, 15 December 2020 starting at 9.00hrs.

**Members present:**

Ms E Cassidy, President of NMBI	Prof C O’Herlihy
Ms K Lombard	Ms A Horgan
Dr L Sahn	Dr D Lawler
Mr J Horan	Ms M Gorman
Mr D Murphy	

**In attendance:**

Ms S McClelland, CEO  
Mr M Balfe, Interim Director of Corporate Services and Finance  
Dr A de Búrca, Head of Operations  
Mr C O’Leary, Director of Regulation  
Ms N Dagash, Director of Registration and Digitisation  
Ms D Johnston, Director of Midwifery  
Mr G Harkin, Communications Manager  
Ms O Coady, Governance and Secretariat Manager  
Ms L Mulligan, Non-Board Member of the Midwives Committee  
Ms C Grady, Non-Board Member of the Midwives Committee  
Ms A Dunne, Director of Midwifery, National Women and Infants’ Health Programme  
Dr P McKenna, National Clinical Director, National Women and Infants’ Health Programme  
Mr K McGrane, National Programme Director, National Women and Infants’ Health Programme  
Ms C Conroy, La Touche Training

**Item 1 – Apologies and conflicts of interest**

- 1.1 Apologies were received from Dr L Kavanagh McBride, Mr M Blake-Knox, Ms E Kelly, Ms C Cocoman and Mr L Hamill.
- 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 video conference were to remain confidential to Board members and attendees.

The President introduced Mr Greg Harkin to members. Mr Harkin had taken up the role of Communications Manager following the departure of Ms Niamh Lyons.



## Item 2 – Minutes and actions of previous meetings

### 2.1.1 Amendment to the approved minutes of the meeting of 30 September 2020

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

**Decision** The Board agreed to amend the decision in relation to item 9.1 of the approved minute of the Board meeting of 30 September 2020 to read:

*The Board agreed that consideration be given to treating the NMBI's new registration system as a separate asset class and that the depreciation policy be amended to a suitable rate to reflect the useful life of the asset.*

### 2.1.2 Minutes of the meeting of 25 November 2020

The Board considered the minutes of the meeting of 25 November 2020 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of 25 November 2020.

### 2.1.3 Minutes of the meeting of 3 December 2020

The Board considered the minutes of the meeting of 3 December 2020 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 3 December 2020.

## 2.2 Actions and matters arising from previous meetings

The Board approved the updated action list which is attached as an appendix to these minutes.

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

## Item 3 – President's update

### 3.1 Meetings with the Department of Health

The next governance meeting with the Department of Health would take place on 17 December 2020. Agendas and minutes of governance and operational meetings with the Department of Health would be uploaded to Board members' iPads as they became available.



### 3.2 Retirement of Ms Ursula Byrne

Ms Byrne, Director of Regulation, had retired from NMBI on Friday, 11 December 2020. The President and several current and former Board members had participated in the virtual celebrations held to mark Ms Byrne's retirement.

### 3.3 Appointments to the Board

Mr E O'Reilly, Principal Officer, Department of Health, had confirmed to the President that Dr Sahm and Dr Kavanagh McBride would be re-appointed to the Board and were therefore eligible to attend this Board meeting.

Shortlisting of candidates who had applied through the Public Appointments Service (PAS) had taken place and the names of these candidates, together with the elected candidates and the nominated candidates, would be submitted to the Minister for Health for consideration and appointment shortly.

A 'buddy programme' would be put in place for new Board members whereby each newly appointed member would be paired with a seasoned Board member who would serve as a guide to the new member for their first few months on the Board. Existing members who would be willing to take part in this programme were asked to email Ms Coady.

## **Item 4 – CEO's update**

### 4.1 CEO report

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members.

Ms Horgan joined the meeting.

### 4.2 Comms update

The Board noted the report on the review of the work of the Communications Department from January to November 2020 which had previously been circulated to members.

## **Item 5 – Professional Standards (Midwifery)**

### 5.1 HSE's Intrapartum Fetal Monitoring Guideline 2019

Ms Dunne, Dr Peter McKenna, Mr McGrane, Ms Johnston, Ms Loraine Mulligan and Ms Cliodhna Grady joined the meeting.



The Board noted the report from the Director of Midwifery which had previously been circulated to members.

NMBI had been asked to provide feedback to the Women and Infants Health Programme regarding the revised National Clinical Guideline for Intrapartum Fetal Heart Rate Monitoring Ireland (December 2020). The Midwives Committee had raised concerns that the original Guideline did not adhere to the standards set out in NMBI's Practice Standards for Midwives (NMBI 2015).

A new revised version of the Guideline had been issued and circulated to the Midwives Committee on 11 December 2020. As the committee had not yet had an opportunity to consider this revised version, they had no comments to make on the document at this time.

**Action** A special meeting of the Midwives Committee had been convened for 6 January 2021. At this meeting, the committee would consider the revised Guideline and would draft a briefing paper for the Board setting out its recommended feedback. The briefing paper would be submitted to the Board for approval using the written procedure on 8 January 2021 with a closing date of 15 January 2021. The President, CEO and Director of Midwifery would agree the final paper to be submitted to the National Women's and Infants' Health Programme on 18 January 2021.

Ms Dunne advised that the working group, which had been formed to revise the Guideline, wished to approve and publish the final version by the end of January 2021.

Ms Dunne, Dr McKenna, Mr McGrane, Ms Johnston, Ms Mulligan and Ms Grady left the meeting

## **Item 6 – Project Nightingale**

Ms Dagash and Dr de Búrca joined the meeting.

Ms Dagash presented the status update report which had previously been circulated to members and which included:

- MyNMBI activity
- 2021 annual renewal process
- Renewal challenges and fixes
- Future actions
- Risk register



## Item 7 – Audit and Risk

Mr Balfe joined the meeting.

### 7.1 Risk register

The Board considered the risk register which had previously been circulated to members. The Board noted that the risk register had been considered by the Audit and Risk Committee at its meeting on 30 November 2020 and was recommended by the committee for approval.

**Decision** The Board approved the risk register including the addition of the risk under risk no. 9.

**Action** The format of the risk register to be changed to mirror the format of the Nightingale risk register. A cover page to be included with the risk register highlighting the main risks, increased risks and any major changes to the register.

### 7.2 Risk appetite

The Board considered the briefing document which had previously been circulated to members. The Board noted that the risk appetite had been considered by the Audit and Risk Committee at its meeting on 30 November 2020.

**Decision** The Board approved the risk appetite for the organisation as set out in the briefing document.

### 7.3 Appointment of Chief Risk Officer

**Decision** The Board agreed to appoint Dr de Búrca as Chief Risk Officer.

### 7.4 Annual financial statements 2019

The Board noted that draft annual financial statements for 2019 had been approved by the Board on 25 March 2020 and had been submitted to the Comptroller and Auditor General for audit no later than 31 March 2020 pursuant to section 34(3) of the Nurses and Midwives Act 2011.

The Board considered the audited annual financial statements for 2019 which had been circulated to Board members the evening before. Mr Balfe apologised for the late circulation of these statements, which was done with the agreement of the President, and which was due to the late receipt of the audited financial statements from the Comptroller and Auditor General. The Board noted that the Audit and Risk Committee had not had an opportunity to



consider these statements but that the committee and the Board had approved the unaudited financial statements in March 2020. Mr Balfe drew the Board's attention to the differences between the unaudited and the audited financial statements.

**Decision** The Board approved the audited annual financial statements for 2019 for submission to the Minister for Health with the Annual Report 2019, and authorised the President and CEO to sign the statements.

The Board noted that some minor amendments had yet to be agreed with the Comptroller and Auditor General (OCAG) but the Board agreed that the statements did not need to be reconsidered by the Board provided that no material amendments were made.

Mr Balfe advised the Board that the CAG had circulated examples of disclosures on the impact of Covid-19 on its operations that NMBI might include in its financial statements. These had been considered by the Audit and Risk Committee and option 1 with some amendments had been included as a note to the financial statements.

#### 7.5 OCAG insights: The impact of Covid-19 on the control environment

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

### **Item 8 – Business, Strategy and Finance**

#### 8.1 Revised budget and business plan 2021

##### *Business plan 2021*

The Board noted that it had considered the business plan for 2021 at its meeting in September. The Board noted that some other minor changes had been made and a final version would be brought to the Board for approval before submission to the Department of Health.

##### *Draft budget 2021*

The Board noted that it had seen a version of the draft budget at its meeting in September.

Mr Balfe presented the revised draft budget for 2021.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised business plan for 2021 and draft budget for 2021.



8.2 Performance delivery agreement and oversight agreement/ Progress against the business plan 2020

The Board noted the Performance Delivery Agreement and Oversight Agreement for 2020 which had been signed by the Department of Health and NMBI which previously been circulated to members. The Board also noted the report on the progress against the 2020 business plan which had previously been circulated to members.

8.3 Management accounts – October 2020

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

8.4 NMBI response to DOH Statement of Strategy 2021-2023

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

8.5 Amendments to standing orders and terms of reference

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

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved amendments to the Board's standing orders and the committees' terms of reference specifying that minutes can be signed either physically or electronically by the chair.

8.6 Online banking procedure

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

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the draft procedure.

8.7 Bank mandate update

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

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed that Aoibhín De Búrca replace Ursula Byrne as signatory to the NMBI bank accounts and online banking.



Mr Balfe left the meeting.

## **Item 9 – Professional Standards (Nursing)**

### **9.1 Prescriptive authority for nurses and midwives curriculum**

The Board noted the briefing document which had previously been circulated to members and which set out information in relation to the following:

- NUIG – Certificate in Nursing (Nurse/Midwife Prescribing)
- UCD – Professional Diploma Prescription of Medication
- TCD – Professional Certificate in Nurse/Midwife Prescribing of Medicinal Products
- UCC – Certificate in Nursing (Nurse/Midwife Prescribing)

**Decision** The Board accepted the recommendation of the Education, Training and Standards Committee and, in accordance with section 85(2) of the Nurses and Midwives Act 2011, approved the above for five years or until the next site visit whichever would be earliest.

### **9.2 Publication of the National Quality Clinical Learning Environment Audit Tool and Guidelines**

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

**Decision** The Board accepted the recommendation of the Education, Training and Standards Committee and approved the publication of the audit tool and the guidelines document.

### **9.3 Health professions education**

The Board noted the briefing document which had previously been circulated to members and which set out information in relation to the following:

- UCD – Master of Science in Health Professions Education
- UCD – Graduate Certificate in Health Professions Education

Ms Lawler questioned whether the equivalent of a core module, which appeared to be suitable for nurses only, was also available for midwives.

**Action** Consideration of the above to be deferred until the January Board meeting when clarification on the core module could be brought to the Board.





9.4 Consultation on proposed amendments to the Nurses and Midwives Standards and Requirements (2016) used for approving and monitoring education bodies and programmes

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

**Item 10 – Fitness to practise**

Mr O’Leary joined the meeting.

10.1 Appointments of persons to assist the PPC pursuant to section 56(1) and withdrawal of appointment of a person to assist the PPC

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

**Decision** The Board agreed, pursuant to section 56(1) of the Nurses and Midwives Act 2011, to appoint Eva Pearse and Colm O’Leary as persons to assist the Preliminary Proceedings Committee.

**Decision** The Board agreed to revoke the appointment of Ursula Byrne as a person to assist the Preliminary Proceedings Committee.

10.2 Reports

10.2.1 *Section 44 orders/undertakings*

The Board noted the report entitled ‘Nurses subject to section 44 orders/undertakings’ which had been previously circulated to the Board.

10.2.2 *Section 58 orders/undertakings*

The Board noted the report entitled ‘Nurses/midwives subject to section 58 orders/undertakings’ which had been previously circulated to the Board.

10.2.3 *Monitoring of conditions and undertakings report*

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

10.2.4 *High Court and Court of Appeal update*

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



10.3 Training needs analysis report

Ms Conroy joined the meeting.

The Board noted report, which covered the fitness to practise training needs of members of the Board, FTPC and PPC and which had previously been circulated to members.

Ms Conroy highlighted summary findings and preliminary recommendations which were set out in the report.

**Action** Board members to contact Ms Conroy by email no later than 4 January 2020 with any further feedback or comments. An update would be brought to the Board meeting in January and a draft report with findings and recommendations would follow in early 2021.

Ms Conroy left the meeting.

**Item 11 – Any other business**

Registered Nurse Tutor: standards and requirements

Ms Lawler asked if a revision of the above standards and requirements was planned for 2021.

**Action** The CEO advised that this was not in the current work plan but an update would be brought to the Board at its meeting in March 2021.

There being no further matters for consideration the meeting ended at 11.05hrs.

**Signed:**

\_\_\_\_\_  
**Essene Cassidy**  
**President**

**Date:**

\_\_\_\_\_