

Edited minutes of the hybrid meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 22 January 2025 starting at 9.00hrs.

### **Members present in person**

Dr Louise Kavanagh McBride, President of NMBI  
Ms Áine Lynch, Vice President of NMBI  
Dr Gráinne Gaffney  
Ms Muireann Ní Shúilleabháin  
Ms Sonia Shortt

### **Members attending online**

Mr Ray Dolan  
Dr Nadine Farah  
Mr John Horan  
Ms Louise Collins  
Ms Niamh Murphy  
Ms Kate O'Halloran  
Ms Marie Lavelle  
Ms Mary Leahy  
Mr Mark Johnston  
Ms Somy Thomas  
Mr Terry McGonigal  
Dr Conan McKenna

### **In attendance**

Ms Carolyn Donohoe, Interim CEO  
Ms Kathyann Barrett, Head of Operations  
Dr Ray Healy, Director of Registration  
Dr Karn Cliffe, Director of Midwifery  
Ms Lorraine Clarke-Bishop, Interim Director of Education, Policy and Standards  
Ms Orla Crowe, Director of Fitness to Practise  
Ms Terri Raftery, Head of Digitisation  
Mr David Cassidy, Finance Manager  
Mr John Sadlier, Head of PPC  
Ms Mary Devane, Professional Officer, Education, Policy and Standards Department  
Ms Orla Coady, Governance and Secretariat Manager

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



- 1.1 Apologies were received from Dr Lydia Buckley, Ms Anne Marie Duffy, Ms Mary Rose Loughnane, Ms Mittu Alungal and Dr Margaret Murphy.
- 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 reminded members that matters discussed during this meeting were to remain confidential to Board members and attendees.

## Item 2 – Election of Vice President

- 2.1 Pursuant to paragraph 13 of the Schedule of the Nurses and Midwives Act 2011, as amended:

*the Board shall, from time to time, elect one of its members who is a registered nurse or registered midwife to be President of the Board and another of its members who is a registered nurse or registered midwife to be Vice-President of the Board.*

On 15 January 2025 an email was 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, were invited to nominate another member of the Board with that member's prior agreement. The deadline for receipt of nominations was 12 noon on Monday, 20 January 2025.

Eleven members supported the nomination of Áine Lynch. No other nominations were received.

Point 10 of the Board's procedures in relation to the election of a Vice President states that:

*If there is only one candidate for election, that person shall be deemed elected.*

- Decision** The Board agreed to elect Ms Lynch to the role of Vice President until the end of her term of office on 14 January 2029.

The President congratulated Ms Lynch on her election and noted that the number of members supporting her nomination was a clear endorsement, reflecting the Board's confidence in Ms Lynch.

## Item 3 – President's update

- 3.1 Presidents update

The Board noted the report from the President which had been circulated to members in advance of the meeting and which listed upcoming events and correspondence received.

#### **Item 4 – CEO’s update**

##### **4.1      CEO report**

The Board noted the CEO report, incorporating the directorate reports, which had been circulated to members in advance of the meeting. The Board noted that the report was longer than usual as it provided a year-end summary of the activities across the organisation for all of 2024.

Ms Leahy joined the meeting during this item.

#### **Item 5 – MyNMBI NextGen update**

##### **5.1      Ms Terri Raftery, Head of Digitisation, joined the meeting.**

The Board considered the presentation which had been circulated to members in advance of the meeting and which provided an update on the progress of the MyNMBI NextGen project.

The Chair of the Business, Strategy and Finance Committee and member of the MyNMBI Steering Group, Dr McKenna, assured the Board that based on the current trajectory, the Committee and the Group were confident that the project was being managed correctly and was progressing well.

Ms Raftery and Ms Murphy left the meeting.

#### **Item 6 – Registration**

##### **6.1      Report on research from RCSI**

The Board noted the briefing document and report on the research which had been circulated to members in advance of the meeting.

The Director of Registration left the meeting.

#### **Item 7 – Business, Strategy and Finance**

##### **7.1      Procurement**

##### **7.1.1      *Procurement Plan 2025***

The Board considered the memo and draft plan for 2025 which had been circulated to members in advance of the meeting. The principal objectives of the Procurement Plan 2025 were to:

1. Satisfy NMBI's obligation to prepare an annual Procurement Plan.
2. Provide visibility and oversight to NMBI management and staff on NMBI's annual procurement objectives.

The plan had been considered by the Business, Strategy and Finance Committee and Appendix 2 had been updated at the Committee's direction.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the Procurement Plan 2025.

#### 7.1.2 *Financial services contract*

The Board considered the briefing document and evaluation report which had been circulated to members in advance of the meeting.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed that the contract be awarded as set out in the briefing document.

### 7.2 Statement of Strategy 2026-2028

The current three-year Statement of Strategy (SOS) would conclude at the end of 2025 necessitating the development of a new strategy to cover the period from 2026 to 2028. The Board noted the briefing paper which had been circulated to members in advance of the meeting and which provided an update on the development of the new strategy.

One of the functions of the Business, Strategy and Finance Committee was to oversee and monitor the development and progress of the SOS. The Head of Operations advised that a detailed approach to the development of the SOS would be presented to the Committee at its meeting on 18 March 2025 and then to the Board on 25 March 2025.

### 7.3 Finance

Mr David Cassidy, Finance Manager, joined the meeting.

#### 7.3.1 *Management accounts – October 2024 and November 2024*



The Board considered the management accounts for October 2024 and November 2024 which had been circulated to members in advance of the meeting.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the management accounts for October 2024 and November 2024.

#### 7.3.2 *Designated legal reserve*

The Board considered the briefing document, including the memo which had been presented to the Board at its meeting in November, and which had been circulated to members in advance of the meeting,

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed that an initial DLR be set up as outlined in the November memo.

The Finance Manager left the meeting.

#### 7.4 Resourcing plan 2025

The Board considered the briefing paper and revised resourcing plan for 2025 which had been circulated to members in advance of the meeting.

The Board had been advised at its meeting in November 2024 that a resourcing plan for 2025 had been considered by the Business, Strategy and Finance Committee. Following that meeting, the plan had been updated to incorporate an addendum previously submitted to the Department to the Health and changes drafted following consultation with the senior management team.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised resourcing plan for 2025.

The Head of Operations advised that a further plan would be presented to the Board later in the year with 2026 proposed staffing requirements.

#### 7.5 Comms strategy 2025

The Board considered the briefing document and draft Comms strategy for 2025 which had been circulated to members in advance of the meeting.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the Comms strategy for 2025.



## 7.6 Objectives and key indicators report

The Board noted the report which had been circulated to members in advance of the meeting.

## 7.7 Board and Committees

### 7.7.1 *Re-appointment of Board member to the Business, Strategy and Finance Committee*

The Board considered the briefing document which had been circulated to members in advance of the meeting.

**Decision** The Board approved the re-appointment of Louise Collins to the Business, Strategy and Finance Committee until the end of her term of office on the Board on 14 January 2029.

### 7.7.2 *Board action plan*

The Board considered the action plan for 2025 which had been circulated to members in advance of the meeting.

The action plan had been developed based on the outputs from the Board's 2024 self-evaluation survey, interviews, and the Board's discussion at its end-of-year self-reflection session on 13 December 2024.

Included in the action plan was the commitment to hold several in-person meetings throughout the year, incorporating strategic discussions into the agenda. The Board noted that the meeting in April (in Athlone) and the year-end meeting in December had already been confirmed as in-person only. Other days might be scheduled during the year but these would be decided at a later date.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the action plan for 2025.

### 7.7.3 *Business Strategy and Finance Committee Chair's annual report*

The *Code of Practice for the Governance of State Bodies 2016* requires that the 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 were within the remit of the Business, Strategy and Finance Committee an annual report had been prepared by the Business, Strategy and Finance Committee Chair in relation to these matters. The Chair of the Audit and Risk Committee would separately submit a report on the quality of internal and external audit to the Board at its meeting in March.

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

#### 7.7.4 *Revised learning contract for Board members*

The Board considered the briefing document and revised training contract which had been circulated to members in advance of the meeting.

The Board considered the proposed changes which would allow Board members the flexibility to apply for funding to undertake a broader range of training programmes than was provided for under the current contract.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised learning contract.

#### 7.7.5 *Committee vacancies*

The Board noted the briefing document which had been circulated to members in advance of the meeting and which detailed the vacancies (Board and non-Board member) which would arise across all NMBI committees in 2025.

Twelve Board member vacancies on committees remained to be filled. Board members who were not already on a committee were asked to self-nominate to at least one committee over the coming weeks.

**The Board considered item 10 from the agenda of 21 January 2025 which had been deferred the day before. Minutes of the Board's consideration of this item are included with the minutes of 21 January 2025.**

**Items 8-13 of the agenda were considered after this item.**

**Item 8 was considered after item 9.**

### **Item 9 – Fitness to Practice**

Members of the Fitness to Practise Department joined the meeting.

#### 9.1 National Vetting Bureau (Children and Vulnerable Persons) Act 2012



Sergeant Lynette Moran of An Garda Síochána joined the meeting and gave a presentation to the Board on section 19 of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.

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

Sergeant Moran and members of the Fitness to Practise Department left the meeting.

The Director of Fitness to Practise advised the Board that training had been organised for Board members on applications pursuant to section 58 of the Nurses and Midwives Act 2011, as amended. This training would take place following the general business meeting on 26 March 2025.

The Director of Fitness to Practise left the meeting.

**9.1**      Appointment of Board member to the Preliminary Proceedings Committee

The Board considered the briefing document which had been circulated to members in advance of the meeting.

**Decision** The Board approved the appointment of Louise Collins to the Preliminary Proceedings Committee until the end of her term of office on the Board on 14 January 2029.

**9.2**      Appointment of Chair to the Preliminary Proceedings Committee

The Board considered the briefing document which had been circulated to members in advance of the meeting.

**Decision** The Board approved the appointment of Niamh Murphy as Chair of the PPC until the end of her term of office on the Board on 12 January 2027.

**9.3**      Fitness to Practise Committee: Continuation of non-Board membership

The Board considered the briefing document which had been circulated to members in advance of the meeting.

**Decision** The Board agreed that non-Board member Caroline Gourley remain on the Fitness to Practise Committee beyond the end of her term on 24 January 2025 in order to finish consideration of ongoing inquiries in which she was participating.

Mr John Sadlier, Head of PPC, joined the meeting.





Ms Thomas left the meeting.

#### 9.4 Reports

##### 9.4.1 *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 circulated to members in advance of the meeting.

##### 9.4.2 *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 circulated to members in advance of the meeting.

##### 9.4.3 *Section 58 orders/undertakings*

The Board noted the report, which had circulated to members in advance of the meeting, and which set out details of registrants subject to section 58 orders/undertakings to the High Court and undertakings to the Board.

The Head of PPC left the meeting.

### **Item 8 – Audit and Risk**

#### 8.1 Corporate Risk Register

The Board considered the report on the Corporate Risk Register which had been circulated to members in advance of the meeting.

The Corporate Risk Register had been reviewed by the Audit and Risk Committee at its meeting on 4 December 2024. The Committee had noted and approved the changes to the Corporate Risk Register approved by the Board at its meeting on 27 November 2024. No further changes were recommended.

**Decision** The Board accepted the recommendation of the Audit and Risk Committee and approved the Corporate Risk Register.

#### 8.2 OCAI: Signed audited financial statements 2023 with report for presentation to the Houses of the Oireachtas



The Board noted the audited financial statements for 2023 which had been signed by the President and Interim CEO. The statements included a report from the OCAG for presentation to the Houses of the Oireachtas.

The Head of Operations hoped that the OCAG management letter for 2023 would be received by NMBI in time to be presented to the Audit and Risk Committee at its meeting on 19 March 2025.

### 8.3 *Re-appointment of Board member to the Audit and Risk Committee*

The Board considered the briefing document which had been circulated to members in advance of the meeting.

**Decision** The Board approved the re-appointment of Áine Lynch to the Audit and Risk Committee until the end of her term of office on the Board on 14 January 2029.

## **Item 10 – Education, Policy and Standards**

Ms Lorraine Clarke-Bishop, Interim Director of Education, Policy and Standards, Ms Mary Devane, Professional Officer, and Dr Karn Cliffe, Director of Midwifery joined the meeting.

### 10.1 Appointment of non-Board members to the Education, Training and Standards Committee

The Board considered the briefing document which had been circulated to members in advance of the meeting.

**Decision** The Board approved the appointment of the following non-Board members to the Education, Training and Standards Committee for three years:

- Tony Fitzpatrick
- Karina Ní Shúileabán

### 10.2 Professional Competence Scheme (PCS) update

The Board noted the briefing paper which had been circulated to members in advance of the meeting.

The Interim Director committed to providing quarterly reports on the evolution of the scheme to the Board.

### 10.3 Launch of the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives

The Board considered the briefing paper which had been circulated to members in advance of the meeting.

The revised Code had been approved by the Board at its meeting on 27 November 2024 and would be officially launched at an in-person event in NMBI on Friday, 14 February 2025 hosted by the Interim CEO, President and Vice President. Key stakeholders had been invited to attend and a range of activities had been organised in collaboration with the Communications Team to support the launch.

**Items 11-12 were considered after item 13.**

### **Item 13 – Board private session**

- 13.1 As the Board wished to continue its discussion in private, members of the Executive left the meeting.

The Interim CEO returned to the meeting.

### **Item 11 – Minutes and actions of previous meetings**

#### 11.1 Minutes of previous meetings

##### 11.1.1 *Minutes of the meeting of 26 November 2024*

The Board considered the minutes of the meeting of 26 November 2024 which had circulated to members in advance of the meeting.

**Decision** The Board approved the minutes of the meeting of the 26 November 2024.

##### 11.1.2 *Minutes of the meeting of 27 November 2024*

The Board considered the minutes of the meeting of 27 November 2024 which had circulated to members in advance of the meeting.

**Decision** The Board approved the minutes of the meeting of the 27 November 2024.

##### 11.1.3 *Minutes of the meeting of 11 December 2024*

The Board considered the minutes of the meeting of 11 December 2024 which had circulated to members in advance of the meeting.

**Decision** The Board approved the minutes of the meeting of the 11 December 2024.

##### 11.1.4 *Minutes of the meeting of 13 December 2024*

The Board considered the minutes of the meeting of 13 December 2024 which had circulated to members in advance of the meeting.

**Decision** The Board approved the minutes of the meeting of the 13 December 2024.

11.1.5 *Minutes of the meeting of 18 December 2024*

The Board considered the minutes of the meeting of 18 December 2024 which had circulated to members in advance of the meeting.

**Decision** The Board approved the minutes of the meeting of the 18 December 2024.

11.1.6 *Minutes of the meeting of 17 January 2025*

The Board considered the minutes of the meeting of 17 January 2025 which had circulated to members in advance of the meeting.

**Decision** The Board approved the minutes of the meeting of the 17 January 2025.

11.2 Actions and matters arising from previous meetings

The Board approved action list which had been updated following the November Board meeting.

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

11.3 Written decisions of the Board

11.3.1 The Board noted the report on the decision taken by the Board on 17 December 2024 using its Written Decision Procedure.

11.3.2 The Board noted the report on the decision taken by the Board on 19 December 2024 using its Written Decision Procedure.

**Item 12 – Any other business**

12.1 New Board members

The President addressed the new members, noting that she trusted they found their first meeting interesting and informative. She advised that a debriefing would be arranged with her and the Board Secretary over the coming days and an induction programme would be organised in due course.

There being no further matters for consideration the meeting ended at 12.55hrs.