



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

Members present in person

Ms Áine Lynch, Vice President of NMBI
Dr Conan McKenna
Mr Ray Dolan
Ms Muireann Ní Shúilleabháin

Members present by video

Mr Richard Bruton
Dr Nadine Farah
Mr John Horan
Ms Louise Collins
Mr Joseph Shalbin
Ms Kate O'Halloran
Ms Marian Vaughan

In attendance

Ms Carolyn Donohoe, Interim CEO
Ms Kathyann Barrett, Head of Operations
Dr Ray Healy, Director of Registration
Dr Karn Cliffe, Interim Director of Education, Policy and Standards and Director of Midwifery
Ms Orla Crowe, Director of Fitness to Practise
Ms Orla Coady, Governance and Secretariat Manager
Ms Orla Brennan, Quality Assurance and Compliance Manager
Ms Caroline Hogan, Registration Operations Manager
Mr Ronan McEvoy, MyNMBI NextGen Project Manager
Ms Mary Devane, Professional Advisor, Education, Policy and Standards Department
Ms Lorraine Clarke-Bishop, Professional Advisor, Education, Policy and Standards Department

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Dr Louise Kavanagh McBride, Mr Thomas Glynn, Ms Mittu Alungal, Ms Anne Marie Duffy, Ms Niamh Murphy, Mr Terry McGonigal, Ms Mary Rose Loughnane, Dr Don Faller, Mr Mark Johnston, Ms Mary Leahy, Dr Margaret Murphy and Dr Lydia Buckley.



- 1.2 The Vice President reminded Board members of the provisions of the conflict of interest policy. The Vice President then asked Board members to review the agenda to identify any conflicts of interest.

The Vice 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 Board noted the briefing document from the President, which had previously been circulated to members, and which set out the main activities, events and meetings at which the President had represented NMBI since the meeting in May.

Item 3 – CEO’s update

- 3.1 CEO report

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members and which outlined the activities which had taken place across NMBI.

Action A session on the strategic focus of FTP and FTP processes to be scheduled for the September Board meeting. This meeting to be in-person only.

Item 4 – Fitness to Practise

- 4.1 Appointment of non-Board member to the Fitness to Practise Committee (FTPC)

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

Decision The Board accepted the recommendation of the Director of Fitness to Practise and the Vice Chair of the FTPC and agreed to appoint Binimole Santhosh (nurse) to the FTPC for a period of three years.

- 4.2 Re-appointment of non-Board members to the Fitness to Practise Committee

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

Decision The Board accepted the recommendation of the Director of Fitness to Practise and the Chair and Vice Chair of the FTPC and agreed to reappoint the following two non-Board members to the FTPC for a second and final term of three years:



1. Des O'Neill (nurse)
2. Greg Price (lay member)

4.3 Implementation of changes proposed by legal review

A full legal review of the Board's involvement in fitness to practise (FTP) processes had been conducted by Junior and Senior Counsel earlier this year. A plan for the implementation of the changes proposed by Junior and Senior Counsel had been developed and approved by the Board at its meeting on 29 May 2024.

The Board noted the papers which would be considered in greater detail at the Board meeting in September during the FTP strategy session. The Board's legal advisor would also attend this meeting to discuss a framework with regard to publication under section 83, as requested by the Board at its last meeting, and any other matters related to how FTP is dealt with at Board level.

Action Feedback in relation to the how FTP matters are currently dealt with by the Board to be requested from Board members by an online survey before the September meeting.

4.4 Reports

4.4.1 ***Conditions report***

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

4.4.2 ***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 previously been circulated to members.

4.4.3 ***Section 58 orders/undertakings***

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

Item 5 – Registration



Ms Orla Brennan, Quality Assurance and Compliance Manager, and Ms Caroline Hogan, Registration Operations Manager, joined the meeting.

5.1 Certificate of Current Professional Status (CCPS) issues from safe-guarded countries

The Board considered the briefing document and draft position paper which had previously been circulated to members.

Decision The Board accepted the recommendation of the Registration Committee as set out in the briefing document.

Ms Brennan and Ms Hogan left the meeting.

Item 6 – MyNMBI status

6.1 Mr Ronan McEvoy, MyNMBI NextGen Project Manager, joined the meeting.

The Board considered the presentation which had previously been circulated to members and which provided an update on the progress of the project.

As Chair of the Business, Strategy and Finance Committee and a member of the MyNMBI Steering Group, Dr McKenna assured the Board that the project was being closely managed by both of these groups. The Interim CEO also assured the Board that the senior management team had good oversight of the project.

Mr McEvoy left the meeting.

Item 7 – Business, Strategy and Finance

7.1 Finance

7.1.1 *Management accounts – April 2024 and May 2024*

The Board considered the management accounts for April 2024 and May 2024 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 April 2024 and May 2024.

7.2 Procurement

7.2.1 *Remote inquiry solution*



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

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

7.2.2 *Video production request for quotation (RFQ)*

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

7.3 Objectives and key indicators report

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

The Head of Operations drew the Board's attention to a new qualitative/narrative key indicator – NMBI had been certified as a Great Place to Work.

7.4 HR

7.4.1 *Great Place to Work survey*

The Board noted the update on the Great Place to Work survey which had previously been circulated to members.

NMBI had again been certified as a Great Place to Work®, achieving a higher average trust score – 79% – than the previous year. The results would be shared with staff at the Staff Day on 23 August 2024 and a detailed report on the results would be presented to the Board in September. An action plan was being developed to address areas where improvements could be made.

7.4.2 *CEO business case*

The Board considered the business case and summary document which had previously been circulated to members.

Decision The Board accepted the recommendation of the Governance Group and agreed that the business case should be submitted to the Department of Health by the end of July 2024.

7.5 Facilities

7.5.1 *Audio Visual (AV) project*



The Board noted the briefing paper which had previously been circulated to members and which gave details of the work being undertaken to improve and upgrade the AV and conferencing technology used in NMBI.

7.6 Board governance

7.6.1 *Update to Board procedures and President's term of office*

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

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

Decision The Board agreed to elect Dr Louise Kavanagh McBride as President of the Board of NMBI until the end of her term of office on the Board in line with the updated procedures and pursuant to paragraph 13 of the Schedule of the Nurses and Midwives Act 2011, as amended.

7.6.2 *Code of Conduct for Board and Committee Members*

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

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

7.6.3 *Standing Orders*

The Board considered the briefing document and revised Standing Orders which had previously been circulated to members.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised Standing Orders.

7.6.4 *Board Election 2024*

The Board noted the update on the board election which had previously been circulated to members and which included the election plan and the notice of election.

7.6.5 *Board membership*



The Board noted the briefing document which had previously been circulated to members and which set out details of the upcoming ends of term of office of five board members, in addition to the members in the categories for election.

7.6.6 *Chairs Group*

The Board considered the briefing document which had previously been circulated to members. The Board noted that the Business, Strategy and Finance Committee was of the opinion that the Chairs Group should be dissolved and a new group, comprising members of the Chairs Group and the Governance Group should be established.

Action The terms of reference for this new group to be developed and brought to the Business, Strategy and Finance Committee and the Board for consideration and approval at its meeting in September. Once approved by the Board, the new group would be established and the Chairs Group dissolved.

Item 8 – Audit and Risk

8.1 Risk

8.1.1 *Corporate Risk Register*

The Board considered the report on the Corporate Risk Register which had previously been circulated to members.

The Corporate Risk Register had last been reviewed by the Audit and Risk Committee at its meeting on 5 June 2024 and would be reviewed again by the Committee at its meeting on 11 September 2024.

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

8.2 Audit

8.2.1 *Office Of the Comptroller and Auditor General (OCAG) management letter 2022*

The Board noted the OCAG management letter for 2022 including the summary of the audit findings which had previously been circulated to members. The Chair of the Audit and Risk Committee advised the Board that a representative of the OCAG had attended the meeting of the Audit and Risk Committee on 5 June 2024 to present the findings. Four low findings had been identified. The OCAG representative then met with members of the Audit and Risk Committee in private.



8.3 Governance

8.3.1 *Review of Audit and Risk Committee Charter*

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

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the revised Charter.

8.3.1 *Review of Internal Audit Charter*

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

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the revised Charter.

Item 9 – Education, Policy and Standards

Ms Lorraine Clarke-Bishop and Ms Mary Devane, Professional Advisors, joined the meeting.

9.1 Professional competence scheme consultation - interim report

The Board noted the interim consultation report which had previously been circulated to members and which presented an analysis of the data and comments received from the public consultation on the draft guidelines for the professional competence scheme.

The final report on the public consultation process would be submitted to the Board for approval at its September meeting.

9.2 Atlantic Technological University (ATU) monitoring report

The Board noted the report which had previously been circulated to members and which was an update of the ATU, Mayo site inspection report approved by the Board on 27 March 2024. The follow up site inspection took place on 18-19 June 2024.

Ms Clarke-Bishop and Ms Devane left the meeting.

Item 10 – Minutes and actions of previous meetings

10.1 Minutes of previous meetings



10.1.1 *Minutes of the meeting of 28 May 2024*

The Board considered the minutes of the meeting of 28 May 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 28 May 2024.

10.1.2 *Minutes of the meeting of 28 May 2024 (Registrant X)*

The Board considered the minutes of the meeting of 28 May 2024 (Registrant X) which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 28 May 2024 (Registrant X)

10.1.3 *Minutes of the meeting of 29 May 2024*

The Board considered the minutes of the meeting of 29 May 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 29 May 2024.

10.1.4 *Minutes of the meeting of 5 June 2024*

The Board considered the minutes of the meeting of 5 June 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 5 June 2024.

10.1.5 *Minutes of the meeting of 24 June 2024*

The Board considered the minutes of the meeting of 24 June 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 24 June 2024.

10.1.6 *Minutes of the meeting of 11 July 2024*

The Board considered the minutes of the meeting of 11 July 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 11 July 2024.

10.2 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 11 – Any other business

11.1 Minutes of the private session of the Board of 29 May 2024

The Board considered the minutes of the private session of 29 May 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the private session of the 29 May 2024.

There being no further matters for consideration the meeting ended at 12.30hrs.