

Edited minutes of the meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held in NMBI on Wednesday, 25 September 2024 starting at 9.00hrs.

Members present

Dr Louise Kavanagh McBride, President of NMBI

Ms Áine Lynch, Vice President of NMBI

Dr Conan McKenna

Mr Thomas Glynn

Ms Muireann Ní Shúilleabháin

Dr Nadine Farah

Mr John Horan

Ms Louise Collins

Ms Anne Marie Duffy

Ms Niamh Murphy

Mr Terry McGonigal

Ms Kate O'Halloran

Ms Marian Vaughan

Mr Mark Johnston

Ms Mary Leahy

Dr Lydia Buckley

Mr Richard Bruton (from item 11)

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 Terri Raftery, Head of Digitisation

Mr John Sadlier, Head of PPC

Ms Orla Coady, Governance and Secretariat Manager

Item 1 – Apologies and conflicts of interest

1.1 Apologies were received from Mr Ray Dolan, Ms Mittu Alungal, Mr Joseph Shalbin, Ms Mary Rose Loughnane, Dr Don Faller 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 advised members that matters discussed during this meeting were to remain confidential to Board members and attendees.



Item 2 – President’s update

2.1 Presidents update

The President updated the Board on invitations received and the main activities, events and meetings at which the President had represented NMBI since the meeting in July.

The President also updated the Board on NMBI’s presence at the National Ploughing Championships and CLEAR education conference in Baltimore which were presented in detail in the CEO’s report.

2.2 Meeting schedule 2025

The Board considered the schedule for Board and Committee meetings for 2025 which had previously been circulated to members.

Decision The Board approved the schedule for 2025.

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 since the Board meeting in July.

Item 4 – MyNMBI status

4.1 Ms Terri Raftery, Head of Digitisation, 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 MyNMBI NextGen project including:

- Update on MyNMBI support and oversight procurement.
- MyNMBI NextGen update.

Ms Raftery left the meeting.

Item 5 – Business, Strategy and Finance

5.1 Finance and business plan

5.1.1 *Management accounts – June 2024 and July 2024*

The Board considered the management accounts for June 2024 and July 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 June 2024 and July 2024.

5.1.2 *Forecast to year-end 2024*

The Board noted the briefing document and forecast to year-end 2024 which had been included in the July management accounts.

5.1.3 *Business plan and Statement of Strategy 2023-2025*

The Board noted the report on progress against the business plan and SOS 2023-2025 which had previously been circulated to members.

5.1.4 *Update to financial policies and procedures handbook*

The Board noted the briefing document and revised draft handbook which had previously been circulated to members. Proposed revisions to the handbook were listed in the briefing document and set out in red in the draft handbook

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the proposed revisions to the handbook.

The Head of Operations advised the Board that this was an interim document as the new Finance Manager, who had started work with NMBI that day, would make further changes. Also, the expenses policy was being updated and would be included in the next version of the handbook.

5.2 Procurement

5.2.1 *Catering services*

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

As the contract value was below €50,000 the Board was asked to note that the four suppliers set out in the briefing document had been identified to form a panel of suppliers.

5.2.2 *Auditor of education assessments*



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

As the contract value was below €50,000 the Board was asked to note the preferred supplier as set out in the briefing document.

5.2.3 *Web hosting*

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

As the contract value was below €50,000 the Board was asked to note the preferred supplier as set out in the briefing document.

5.2.4 *ICT managed and security services update*

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

Based on the information provided, the Board was satisfied that the Executive was pursuing the correct course of action.

5.3 Objectives and key indicators report

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

5.4 Communications

5.4.1 *Annual retention fee (ARF) comms plan 2025*

The Board noted the communication plan for the ARF process for 2025 which had previously been circulated to members.

The Committee noted that the annual renewal window was likely to be 25 October 2024 to 5 February 2025.

5.5 HR

5.5.1 *Great Place to Work*

The Board noted the results of the Great Place to Work survey which had previously been circulated to members and which confirmed that NMBI has been certified as a Great Place to Work® for 2024-2025.



5.6 Board and Committees

5.6.1 *Dissolution of the Chairs Group*

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 to dissolve the Chairs Group.

5.6.2 *Board Election 2024*

The Board noted the update on the board election which had previously been circulated to members.

Voting had opened at 9am on Monday, 23 September 2024 and would close at 12 noon on Wednesday, 2 October 2024.

Item 5 – Audit and Risk

5.1 Re-appointments of non-Board Member to ARC

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

Decision The Board accepted the recommendation of the Chair of the Audit and Risk Committee and agreed to re-appoint Liam Hannaway to the Committee for a final term of office of three years from 1 December 2024 to 1 December 2027.

6.2 Corporate Risk Register

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

The Chair of the Audit and Risk Committee, Mr Horan, advised the Board that the Corporate Risk Register had been reviewed by the Audit and Risk Committee at its meeting on 11 September 2024. Full details were set out in the report.

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

6.3 Risk management policy



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

The Board noted that the policy had been revised to include fraud as a risk category.

Decision The Board accepted the recommendation Audit and Risk Committee and approved the updated risk management policy.

Item 7 – Education, Policy and Standards

7.1 Programmes for approval

7.1.1 *Programme Leading to Registration - University of Galway*

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 5 September 2024 and was recommended for approval by the Committee:

- Master of Health Sciences (Public Health Nursing) (Level 9, 90 ECTS)

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that University of Galway be approved to provide the above programme for a period of five years or until the next site visit as an allied healthcare provider site of University of Galway, whichever was soonest.

7.1.2 *New Programme - University College Cork*

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 5 September 2024 and was recommended for approval by the Committee:

- MSc/PG Dip/PG Cert Postgraduate Studies in Dementia (Level 9, 90 ECTS)

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that University College Cork be approved to provide the above programme for a period of five years or until the next site visit as an allied healthcare provider site of University College Cork, whichever was soonest.

7.2 Programmes for re-approval

7.2.1 *Dundalk Institute of Technology*



The Board noted that the following programmes had been considered by the Education, Training and Standards Committee at its meeting on 5 September 2024 and was recommended for re-approval by the Committee:

- MSc/PG Dip/PG Cert in Community Mental Health Nursing (Level 9, 90 ECTS)
- Certificate in Perinatal Mental Health (SPA, Level 9, 10 ECTS)
- Certificate in Adult Respiratory Nursing Practice (SPA, Level 9, 10 ECTS)
- Certificate in Trauma Informed Care (SPA, Level 9, 10 ECTS)
- Certificate in Fundamentals of Understanding and Responding to Domestic, Sexual and Gender Based Violence (SPA, Level 8, 20 ECTS)

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that Dundalk Institute of Technology be approved to provide the above programmes for a period of five years or until the next site visit as an allied healthcare provider site of Dundalk Institute of Technology, whichever was soonest.

7.2.2 *Atlantic Technological University (ATU) Sligo*

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

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 5 September 2024 and was recommended for re-approval by the Committee:

- MSc/PG Dip (Cognitive Behavioural Psychotherapy) (Level 9, 90 ECTS)

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011, as amended, the Board accepted the recommendation of the Education, Training and Standards Committee and agreed that ATU Sligo be approved to provide the above programme for a period of five years or until the next site visit as an allied healthcare provider site of ATU Sligo, whichever was soonest.

7.3 Mature test campaign 2024

The Board noted the briefing document which had previously been circulated to members, and which provided an update on the mature student testing campaign for 2024.

The President and Mr Johnston returned to the meeting. The President resumed the chair.

Item 8 – Fitness to Practise

8.1 Appointment of non-Board member to the Preliminary Proceedings Committee (PPC)

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

Decision The Board accepted the recommendation of the Head of PPC and the Chair of the PPC and agreed to appoint Maureen Carolan (lay member) to the PPC for a period of three years.

8.2 Re-appointment of non-Board members 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 agreed to reappoint the following three non-Board members to the FTPC for a second and final term of three years:

1. Aideen Neylon (lay member)
2. Frankie Watters (lay member)
3. Miriam O’Callaghan (lay member)

8.3 Review of four inquiry panel firms’ performances

The Board noted the briefing paper and supporting documents which had previously been circulated to members, and which included the scope of the review, the review document for each legal firm and the list of files.

The Director of Fitness to Practise advised the Board that these documents had also been presented to the Audit and Risk Committee and the Business, Strategy and Finance Committee.

Ms Leahy joined the meeting.

8.4 Reports

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

8.4.1 ***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 previously been circulated to members.

8.4.2 ***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.

8.4.3 ***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.

8.5 **Non-Board member: Continue to remain on panel of inquiry**

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

Section 24(13) of the Nurses and Midwives Act 2011, as amended, requires that the Board makes a decision with regard to the continuation of an inquiry when the period of office of a Fitness to Practise Committee member comes to an end when the inquiry is still in progress. The Board was therefore asked to agree that Mr John O'Mullane continue in office beyond the expiration of his term in order to complete an ongoing inquiry.

Decision The Board agreed that pursuant to section 24(13)(a) of the Nurses and Midwives Act 2011 non-Board member, Mr O'Mullane, should continue to remain on the subcommittee of inquiry for so long as was required for the subcommittee to finish consideration of the matter concerned.

Item 9 – Minutes and actions of previous meetings

9.1 **Minutes of previous meetings**

9.1.1 ***Minutes of the meeting of 23 July 2024***

The Board considered the minutes of the meeting of 23 July 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 23 July 2024.

9.1.2 ***Minutes of the meeting of 24 July 2024***



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

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

9.1.3 *Minutes of the meeting of 26 August 2024*

The Board considered the minutes of the meeting of 26 August 2024 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 26 August 2024.

9.2 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 10 – Fitness to practise strategy session

Mr Bruton joined the meeting.

Ms Duffy and Mr McGonigal left the meeting.

Mr Stephen McLoughlin, Addleshaw Goddard, Mr William Kennedy, Director of Regulation, Medical Council of Ireland and members of the Fitness to Practise Department joined the meeting for the session which covered the following areas:

- The evolution of healthcare regulation in Ireland.
- Fitness to practise processes.
- Publication.
- Compassion in the complaints process.
- Reform in fitness to practise processes.

The Board then divided into breakout groups to discuss proposed changes to the fitness to practise process.

Members then returned to the boardroom.

Decision Following a lengthy discussion the Board agreed that NMBI should submit the proposal paper to the Department of Health including suggestions from the Board during their breakout sessions.



The Director of Fitness to Practise would circulate the updated submission paper to the Board by email for final review and feedback.

Decision The Board instructed the Director of Fitness to Practise to explore training and resources for the PPC and FTPC when the paper had been submitted.

There being no further matters for consideration the meeting ended at 16.00hrs.