

Edited minutes of the hybrid meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 26 March 2025 starting at 9.00hrs.

Members present in person

Ms Áine Lynch, Vice President of NMBI
Ms Marie Lavelle
Ms Muireann Ní Shúilleabháin
Ms Kate O'Halloran
Ms Anne Marie Duffy
Ms Mary Leahy
Ms Somy Thomas

Members attending online

Mr Ray Dolan
Dr Gráinne Gaffney
Mr John Horan
Ms Louise Collins
Ms Mary Rose Loughnane
Dr Margaret Murphy
Mr Terry McGonigal
Dr Conan McKenna
Dr Lydia Buckley

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 Ronan McEvoy, MyNMBI NextGen Project Manager
Mr Jack Cleary, Digital Product Owner
Ms Valentina Resner, Data and Insights Officer
Mr David Cassidy, Finance Manager
Ms Majella Doherty, Communications Manager
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 Dr Louise Kavanagh McBride, Mr Mark Johnston, Prof Nadine Farah, Ms Sonia Shortt, Ms Mittu Alungal and Ms Niamh Murphy. In the absence of the President, the Vice President chaired the meeting.
- 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 reminded members that matters discussed during this meeting were to remain confidential to Board members and attendees.

Item 2 – President’s update

2.1 President’s update

The Vice President drew the Board’s attention to the report from the President which had been circulated to members in advance of the meeting and which listed upcoming events and correspondence received since the January Board meeting.

Item 3 – CEO’s update

3.1 CEO report

The Board noted the CEO report, incorporating the directorate reports, which had been circulated to members in advance of the meeting.

Ms Leahy joined the meeting during this item.

Item 5 – MyNMBI NextGen update

- 5.1 Ms Terri Raftery, Head of Digitisation, Mr Ronan McEvoy, MyNMBI NextGen Project Manager, and Mr Jack Cleary, Digital Product Owner, 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.

Ms Raftery, Mr Cleary and Mr McEvoy left the meeting.

Dr Buckley, Ms Collins and Ms Loughnane joined the meeting.

Item 5 – Registration

Ms Valentina Resner, Data and Insights Officer, joined the meeting.

Item 5.1 was considered after item 5.2.

5.2 Inclusion of outstanding questions into ARF 2026

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

Decision The Board agreed that with the proposal as set out in the briefing paper regarding the inclusion of outstanding questions.

5.1 Analysis of registrant removals

The Board noted the presentation by Ms Resner, which had been circulated to members in advance of the meeting, and which set out details of the analysis of registrant removals.

The Board thanked Ms Resner on the quality of the data and the detail provided.

Ms Resner left the meeting.

Item 6 – Business, Strategy and Finance

Mr Cassidy joined the meeting.

6.1 Finance

6.1.1 Management accounts – December 2024 and January 2025

The Board considered the management accounts for December 2024 and January 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 management accounts for December 2024 and January 2025.

Mr Cassidy left the meeting.

6.2 Procurement

6.2.1 *Threshold for contracts – Reserved functions of the Board*

The Board considered the briefing paper 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 with the threshold as set out in the briefing paper.

6.2.2 *Legal services (FTP)*

The Board considered the briefing paper and supporting documents 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 with the proposal as set out in the briefing paper.

6.2.3 *Board training*

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

6.2.4 *Board management solution*

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

6.2.5 *Recruitment support service*

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

6.2.6 *Education assessors*

NMBI was seeking to establishment a Multi Supplier Framework Agreement for the provision of education assessor services. The Board considered the briefing paper 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 seven vendors listed in the briefing paper be panelled for the framework.

6.3 Statement of Strategy 2026-2028

6.3.1 *Plan for development of SOS 2026-2028*

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 NMBI's next Statement of Strategy (SOS) to cover the period of 2026 to 2028.

The proposed approach to the development of the SOS 2026-2028 included the establishment of a working group to be made up of Board members. The working group would be a way for Board members to provide meaningful input into the strategy's development. It would not replace the Business, Strategy and Finance Committee which would oversee the development of the SOS 2026-2028 and monitor its implementation. A call for expressions of interest would be sent to the Board inviting members to participate in the working group.

A detailed update on the development of the SOS 2026-2028 would be presented to the Board at their strategy away day in Athlone on 9 April 2025.

6.3.2 *Establishment of a Registrant Panel*

The Board considered the briefing paper which had been circulated to members in advance of the meeting. The paper set out details of a proposal to establish a panel of registrants to provide feedback and as a vehicle for consultation with registrants. The paper also included draft terms of reference for this panel.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed that that a Registrant Panel should be established under the terms set out in the briefing paper.

6.4 Annual Report 2024

The Communications Manager, Ms O'Doherty, joined the meeting.

The Board considered the draft Annual Report for 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 Annual Report 2024. Once approved, the Annual Report must be submitted to the Minister for Health by 31 March 2025, pursuant to section 21 of the Nurses and Midwives Act 2011, as amended.

Ms O'Doherty left the meeting.

6.5 NMBI nominee to serve on the Medical Council

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

Dr Kavanagh McBride had been confirmed as NMBI's nominee to serve on the Medical Council to fill the casual vacancy which had arisen following the

resignation of Mr John Murray. This had been communicated to the CEO of the Medical Council on 11 March 2025.

Item 7 was considered after item 8.

Item 8 – Education, Policy and Standards

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

8.1 New programmes for approval

8.1.1 *Trinity College Dublin*

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 18 March 2025 and was recommended for approval by the Committee:

- Postgraduate Certificate in Advanced Ageing and Frailty Studies (Level 9, 30 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 Trinity College Dublin 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 Trinity College Dublin, whichever was soonest.

8.1.2 *University of Galway*

The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 18 March 2025 and was recommended for approval by the Committee:

- Vascular Access and Infusion Therapy (Level 9, 5 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.

8.1.3 *Technological University of the Shannon*



The Board noted that the following programme had been considered by the Education, Training and Standards Committee at its meeting on 18 March 2025 and was recommended for approval by the Committee:

- Certificate in Fundamentals of Anaesthesia and Post-Anaesthesia Care (Level 8, 10 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 the Technological University of the Shannon 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 the Technological University of the Shannon, whichever was soonest.

8.2 Programmes for re-approval

8.2.1 *Trinity College Dublin*

The Board noted that the following programmes had been considered by the Education, Training and Standards Committee at its meeting 18 March 2025 and was recommended for re-approval by the Committee:

- MSc/PG Dip/PG Cert in Midwifery Practice and Leadership (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 Trinity College Dublin 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 Trinity College Dublin, whichever was soonest.

8.2.2 *University College Cork*

Dr Murphy declared a conflict of interest and left the meeting.

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:

- BSc in Nursing Studies (Level 8, 60 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.

Dr Murphy returned to the meeting.

Mr Horan joined the meeting.

8.3 ATU Mayo Monitoring Report

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

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and agreed that the final version of the Monitoring Report be published on the NMBI website.

8.4 Adaptation programme provider approval process

The Board considered the briefing paper and the following documents which were circulated to members in advance of the meeting:

- SOP adaptation and assessment programme application for approval process for nurses/midwives educated outside of Ireland.
- Nursing adaptation approval form.
- Midwifery adaptation approval form.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the adaptation approval process.

8.5 Education body annual reports

The Board noted the briefing paper and overview report which had been circulated to members in advance of the meeting. The report was informed by individual reports submitted by the education body and their practice partners in relation to ongoing compliance of their programmes with the relevant standards and requirements.

Ms Clarke-Bishop and Dr Cliffe left the meeting.

Item 7 – Audit and Risk

The Finance Manager, Mr Cassidy, returned to the meeting.

7.1 Audit



7.1.1 *Office of the Comptroller and Auditor General (OCAG) management letter 2023 and audit completion memorandum*

The Board noted the OCAG management letter for 2023 including the summary of the audit findings and the audit completion memorandum both of which had been circulated to members in advance of the meeting.

7.1.2 *System of internal controls (SIC) review 2024*

Section 1.8 of the Code of Practice for the Governance of State Bodies 2016 states that:

‘The Board has responsibility for ensuring that effective systems of internal control are instituted and implemented. The Board is required to confirm annually to the relevant Minister that the State body has an appropriate system of internal and financial control in place.’

In its statement on the SIC the Board is also required to confirm that there had been a review of the effectiveness of the SIC.

The Board considered the report on the review of the effectiveness of the SIC which had been circulated to members in advance of the meeting. The report summarised the results of the internal auditor’s high-level review of internal financial controls, and internal control questionnaires completed by management which formed part of the overall assurance required by the Board for the period January 2024 to December 2024. The report consisted of two parts:

1. Internal financial controls.
2. Internal control questionnaire.

Internal financial controls

NMBI’s internal auditors were of the opinion that reasonable assurance could be placed on the adequacy and operating effectiveness of internal controls to mitigate and/or manage those inherent risks to which the activity under review is exposed. The audit did not identify any high priority findings that would require immediate management attention. The audit identified three medium priority findings and three low priority findings.

Internal control questionnaire (ICQ)

The internal auditors do not provide assurance in respect of the ICQ as the internal auditors are part of the internal control framework. The ICQ was



completed in the form of a self-assessment by management. The internal audit represented a high-level review of evidence to support the statements made and not an in-depth audit of the controls noted.

Based on this high-level review of the completed questionnaire, one high priority finding, two medium priority findings and two low priority findings were identified.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the report on the review of the effectiveness of the SIC.

7.2 Finance

7.2.1 *Draft financial statements 2024*

The Board considered the draft annual financial statements for 2024 which had been circulated to members in advance of the meeting and which included the following:

1. General information about Board members' appointments and terms of office.
2. Governance statement and Board members' report.
3. Statement on internal control.
4. Financial statements.

The draft financial statements for 2024 had been submitted to the Department of Health on 28 February 2025 in accordance with the requirements of the Code of Practice for the Governance of State Bodies 2016. The Department of Health had acknowledged receipt of the draft financial statements.

The draft financial statements for 2024 had been circulated to the Business, Strategy and Finance Committee for noting and to the Audit and Risk Committee to make a recommendation to the Board.

The financial statements gave a true and fair view of the financial performance and the financial position of NMBI on 31 December 2024 except for non-compliance with the requirements of FRS102 in relation to retirement benefit entitlements. In compliance with the directions of the Minister for Health, NMBI accounts for the costs of the superannuation entitlements only as they become payable. This basis of accounting does not comply with FRS102 which requires costs to be recognised in the year in which the entitlement is earned. The Finance Manager advised the Board that this was standard practice amongst state agencies under the aegis of the Department of Health and was acknowledged by the OCAG as beyond the control of NMBI.



Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the draft financial statements for 2024. Following approval by the Board the draft annual financial statements for 2024 would be submitted to the Comptroller and Auditor General for audit no later than 31 March 2025 pursuant to section 34(3) of the Nurses and Midwives Act 2011, as amended.

7.3 Corporate Risk Register

The Board considered the briefing note and report which had been circulated to members in advance of the meeting. The Head of Operations advised that she was currently revising the Risk Register to ensure that a wide-ranging view of the organisation was presented to the Board. Previously there had been 11 identified risks linked to departmental risks. Following the initial review, 24 corporate risks had been identified. Work remained to be completed on the departmental risks.

The Board discussed the revisions and suggested that a priority rating of risks be established with an agreed threshold below which risks need not be presented to the Board. The Head of Operations agreed that this would be taken into consideration.

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

7.4 Audit and Risk Committee Chair’s annual report for the Board

The *Code of Practice for the Governance of State Bodies 2016* requires that:

‘The Audit and Risk Committee’s annual report to the Board should present its opinion on the adequacy of risk management and internal control systems, and the adequacy of sources of assurance to the Board.’

The Board considered the ARC Chair’s annual report which had been circulated to members in advance of the meeting.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the ARC Chair’s annual report.

The ARC Chair thanked his fellow Committee members for their hard work, especially the three non-Board members, whose contribution was invaluable.

Item 9 – Fitness to Practice

9.1 Reports

9.1.1 *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.

9.1.2 *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.

9.1.3 *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.

Dr McKenna 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 21-22 (FTP) January 2025*

The Board considered the minutes of the meeting of 21-22 January 2025 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 21-22 January 2025.

10.1.2 *Minutes of the meeting of 22 January 2025*

The Board considered the minutes of the meeting of 22 January 2025 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 22 January 2025.

10.1.3 *Minutes of the meeting of 12 February 2025*

The Board considered the minutes of the meeting of 12 February 2025 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 12 February 2025.

10.1.4 *Minutes of the meeting of 26 February 2025*



The Board considered the minutes of the meeting of 26 February 2025 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 26 February 2025.

10.1.5 *Minutes of the meeting of 27 February 2025*

The Board considered the minutes of the meeting of 27 February 2025 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 27 February 2025.

10.2 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.

10.3 Written decisions of the Board

10.3.1 *Appointment of Board members to committees*

The Board noted the report on the decision taken by the Board on 19 February 2025 using its Written Decision Procedure.

10.3.2 *Appointment of non-Board members to committees*

The Board noted the report on the decision taken by the Board on 14 March 2025 using its Written Decision Procedure.

Item 12 – Board private session

Decision The Board approved the minutes of the private sessions held on the following dates:

- 27 November 2024
- 13 December 2024
- 22 January 2025

The Vice President drew the Board's attention to the document which had been uploaded to the private folder for information.



Item 13 – Fitness to practise session on section 58 cases

Mr Stephen McLoughlin and Mr Cathal Ó Curraín, Addleshaw Goddard, Ms Tricia Sheehy Skeffington BL and members of the Fitness to Practise Department joined the meeting for the session on section 58 cases.

Before the session started, Mr McLoughlin updated the Board on the revisions to the publication policy which would be finalised over the coming weeks.

There being no further matters for consideration the meeting ended at 16.10hrs.