

Edited minutes of the hybrid meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 27 November 2024 starting at 9.00hrs.

Members present in person

Dr Conan McKenna
Mr Thomas Glynn
Ms Muireann Ní Shúilleabháin
Mr Terry McGonigal

Members attending online

Dr Louise Kavanagh McBride, President of NMBI
Ms Áine Lynch, Vice President of NMBI
Mr John Horan
Ms Louise Collins
Ms Niamh Murphy
Ms Kate O'Halloran
Ms Marian Vaughan
Ms Mary Leahy
Mr Richard Bruton
Dr Don Faller
Ms Mary Rose Loughnane

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 David Cassidy, Finance 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 Lydia Buckley, Ms Anne Marie Duffy, Mr Ray Dolan, Ms Mittu Alungal, Dr Nadine Farah, Mr Mark Johnston Mr Joseph Shalbin 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.

- 1.3 The President welcomed the following registrants who had been elected to the Board and who were joining the meeting as observers:

- Ms Somy Thomas – General Nurse Division.
- Ms Marie Lavelle – Children’s Nurse Division.
- Dr Gráinne Gaffney – From the area of education of nurses and midwives.

The elected registrants’ membership of the Board was subject to their appointment by the Minister for Health which would hopefully be confirmed in time for the January Board meeting. Each observer had received and signed the Board’s confidentiality agreement form and agreed to abide by its terms.

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 she had represented NMBI since the meeting in September including:

- Regional Nursing and Midwifery Annual Research Conference.
- The Irish Association of Advanced Nurse and Midwife Practitioner (IAANMP) Conference
- NMBI’s Student Nurse Ambassador Forum.

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 and which outlined the activities which had taken place across NMBI since the Board meeting in September.

Dr McKenna joined the meeting during this item.

Item 4 – MyNMBI status



4.1 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.

Ms Raftery left the meeting.

Ms Leahy joined the meeting.

Item 5 – Registration

Members of the Registration Team, Ms Orla Brennan and Ms Sinéad Byrne, joined the meeting as observers.

5.1 Registration overview

The Board noted the report which had been circulated to members in advance of the meeting and which detailed the work of the Registration Department from January to October 2024.

Annual retention fee (ARF) update

The Board noted the briefing document which had been circulated to members in advance of the meeting and which provided details of the annual renewal process for 2025. The renewal window had opened on 30 October 2024 and would close on 31 January 2025. The list of registrants for removal would be brought to the Board in February 2025.

The members of the Registration Department left the meeting.

Item 6 – Business, Strategy and Finance

The Finance Manager, Mr David Cassidy, joined the meeting.

6.1 Finance and business plan

6.1.1 *Audited financial statements 2023*

The draft financial statements had been approved by the Board at its meeting of 27 March 2024. The draft statements had then been submitted to the Office of the Comptroller and Auditor General (OCAG) for auditing. The OCAG had now confirmed that, as there were no material changes to the financial statements following this audit, the statements could be signed by the President and the

Interim CEO following the Board's approval. A list of the non-material changes suggested by the OCAG was set out in the briefing paper which had been circulated to members in advance of the meeting. These changes had been made to the financial statements which had then been returned to the OCAG. The OCAG had not yet returned the amended financial statements to NMBI.

The Head of Operations advised the Board that she had updated the Chairs of the Audit and Risk Committee and the Business, Strategy and Finance Committee in relation to this matter in advance of the Board meeting.

Decision The Board approved the annual financial statements for 2023 and agreed that they could now be signed by the President and the Interim CEO.

6.1.2 *Management accounts – August 2024 and September 2024 including year-end forecast*

The Board considered the management accounts for August 2024 and September 2024 which had been circulated to members in advance of the meeting. The management accounts for September included the end-of-year forecast.

The Chair of the Business, Strategy and Finance Committee advised the Board that the accounts had been discussed by the Committee at its last meeting.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the management accounts for August 2024 and September 2024.

6.1.3 *Business plan and budget 2025*

The Vice President joined the meeting during consideration of this item.

The Board considered the draft business plan and budget for 2025 which had been circulated to members in advance of the meeting. The draft budget was aligned to the key activities set out in the business plan.

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

6.1.4 *Designated legal reserve*

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

The Finance Manager, Mr Cassidy left the meeting.



6.2 Procurement

6.2.1 *MyNMBI support and assured delivery services contract*

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

The Chair of the Business, Strategy and Finance Committee advised the Board that the matter had been discussed extensively by the Committee which was satisfied to recommend approval.

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.

6.2.2 *Academic research services to evaluate Advanced Nurse Practitioner (ANP) and Advanced Midwife Practitioner (AMP) standards and requirements*

The Board considered the briefing document 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.

6.2.3 *Eircode*

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

6.2.4 *ICT managed support services contract*

The Board noted the update on the award of this contract.

6.3 *Travel plan and budget 2025*

The Board considered the briefing document 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 proposed budget and indicative travel plan. The Board noted that the travel plan served as a guide only and, depending on changing circumstances, would be subject to adjustments and refinements which would not need to be approved by the Board.



6.4 Objectives and key indicators report

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

6.5 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 members) which would arise across all NMBI committees in 2025.

Item 7 – Audit and Risk

7.1 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 last been reviewed by the Audit and Risk Committee at its meeting on 11 September 2024 and approved by the Board at its meeting in September. The Chair of the Audit and Risk Committee, Mr Horan, advised the Board that, since the Board meeting in September, the Corporate Risk Register had been updated following discussion by the senior management team. It would be fully reviewed by the Audit and Risk Committee at its meeting on 5 December 2024.

A requirement of the *Code of Practice for the Governance of State Bodies* is that the Audit and Risk Committee should engage with the external auditor at least annually without executive members being present. In response to a query, Mr Horan assured the Board that this had taken place in March when a OCAG representative had attended the meeting of the Committee.

Decision The Board accepted the proposed changes to the Corporate Risk Register and approved the updated Corporate Risk Register.

Item 8 – Education, Policy and Standards

8.1 Professional Competence Scheme (PCS) consultation

The Board considered the draft consultation report and draft guidelines which had been circulated to members in advance of the meeting.

The Interim Head of Education presented the timeline of work on development of the PCS including the pilot rollout which would take place in 2025. A list of the volunteer pilot sites was presented to the Board.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the consultation report and draft PCS guidelines.

The Interim Head of Education advised that a set of employer framework outlining responsibilities would now be developed. This draft framework would be brought to the PCS Steering Group for consideration at its meeting in December. Based on the feedback from the Steering Group, legal advice would be sought in relation to the standards.

8.2 Revised Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives

The Board considered the draft consultation report and draft Code which had been circulated to members in advance of the meeting. The Board noted the paper which detailed the changes between the existing Code and the revised Code.

The revised Code incorporated and replaced the following documents:

- The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (2021)
- The Scope of Nursing and Midwifery Practice Framework (2015)
- Ethical Conduct in Research (2015)
- Recording Clinical Practice (2015)
- Social Media and Social Networking (2013)

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the consultation report and revised Code.

Item 9 – Professional Standards - Midwifery

9.1 Re-appointment of non-Board member to the Midwives Committee

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

Decision The Board accepted the recommendation of the Chair of the Midwives Committee and the Director of Midwifery and agreed to re-appoint Maeve Boyle (lay member) to the Midwives Committee for a final term of office of three years.



9.2 Appointment of non-Board member to the Midwives Committee

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

Decision The Board accepted the recommendation of the Chair of the Midwives Committee and the Director of Midwifery and agreed to appoint Dr Ailís ní Riain (lay member) to the Midwives Committee for a period of three years.

Item 10 – Fitness to Practise

The Director of Fitness to Practise and the Head of PPC joined the meeting.

10.1 Re-appointment of non-Board members 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 accepted the recommendation of the Head of PPC and the Chair of the PPC and agreed to re-appoint the following three non-Board members to the PPC for a final term of office of three years:

1. Colm Bracken (nurse)
2. Andrew Popplewell (lay member)
3. Geraldine Campbell (lay member)

10.2 Report on FTP complaints

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

10.3 Updated FTP procedures

10.3.1 *Fitness to Practise Committee (FTPC) procedures*

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

The Board noted that the FTPC had approved the amendment to the procedures at its meeting on 24 October 2024.

10.3.2 *Section 65 procedures pre-2021*



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

The Board noted that the FTPC had approved the amendment to the procedures at its meeting on 24 October 2024.

10.3.3 *Section 65 procedures post-2021*

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

The Board noted that the FTPC had approved the amendment to the procedures at its meeting on 24 October 2024.

10.4 Reports

10.4.1 *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 and which had been circulated to members in advance of the meeting.

10.4.2 *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, and which had been circulated to members in advance of the meeting.

10.4.3 *Section 58 orders/undertakings*

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

Item 11 – Minutes and actions of previous meetings

11.1 Minutes of previous meetings

11.1.1 *Minutes of the meeting of 24 September 2024*

The Board considered the minutes of the meeting of 24 September 2024 which had been circulated to members in advance of the meeting.

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



11.1.2 *Minutes of the meeting of 25 September 2024*

The Board considered the minutes of the meeting of 25 September 2024 which had been circulated to members in advance of the meeting.

Decision The Board approved the minutes of the meeting of the 25 September 2024.

11.1.3 *Minutes of the meeting of 2 October 2024*

The Board considered the minutes of the meeting of 2 October 2024 which had been circulated to members in advance of the meeting.

Decision The Board approved the minutes of the meeting of the 2 October 2024.

11.1.4 *Minutes of the meeting of 18 October 2024*

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

Decision The Board approved the minutes of the meeting of the 18 October 2024.

11.1.5 *Minutes of the meeting of 22 October 2024*

The Board considered the minutes of the meeting of 22 October 2024 which had been circulated to members in advance of the meeting.

Decision The Board approved the minutes of the meeting of the 22 October 2024.

11.2 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.

11.3 Written decision of the Board

The Board noted the report on the decision taken by the Board on 24 October 2024 using its Written Decision Procedure.

Item 12 – Any other business

12.1 Board members' end of term



The President noted that the following members' terms would end in January:

- Dr Don Faller
- Mr Thomas Glynn
- Ms Marian Vaughan
- Mr Richard Bruton
- Mr Joseph Shalbin

As not all members would be able to attend the year-end meeting in December, the President wished to acknowledge the outgoing members' contributions to NMBI at this meeting to ensure that their work was recognised. The Board collectively echoed the President's sentiments and wished all outgoing members the best in the future.

Item 13 – Board private session

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

There being no further matters for consideration the meeting ended at 13.00hrs.