



Edited minutes of the remote meeting of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 23 March 2022 starting at 13.00hrs. The meeting was preceded by a presentation and workshops on the registration function starting at 9.00hrs, attended by the Director of Registration, Mr Ray Healy, and members of the Registration Department and facilitated by Ms Lisa Manselli.

Members attending:

Ms E Cassidy, President of NMBI
Dr D Faller
Ms AM Duffy
Mr T Glynn
Mr J Horan
Mr D Murphy
Ms M Vaughan
Ms L Collins
Dr C McKenna

Dr L Kavanagh McBride, Vice President
Mr R Bruton
Ms A Lynch
Prof M Rigby
Ms E Kelly
Mr M Blake-Knox
Mr J Shalbin
Ms A Horgan
Ms M Gorman

In attendance:

Ms S McClelland, CEO
Ms K Barrett, Head of Operations
Mr K O’Riordan, Finance Manager
Mr C O’Leary, Director of Fitness to Practise
Ms Carolyn Donohoe, Director of Education, Policy and Standards
Ms O Coady, Governance and Secretariat Manager

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Ms C Cocoman, Mr L Hamill, Prof C O’Herlihy and Dr D Lawler.
- 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. No conflicts were identified.

The President advised members that matters discussed during this remote meeting were to remain confidential to Board members and attendees.

Item 2 – Minutes and actions of previous meetings

- 2.1 Minutes of the meeting of 25 January 2022



The Board considered the minutes of the meeting of 25 January 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 25 January 2022.

2.2 Minutes of the meeting of 26 January 2022

The Board considered the minutes of the meeting of 26 January 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 26 January 2022.

2.3 Minutes of the meeting of 11 February 2022

The Board considered the minutes of the meeting of 11 February 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 11 February 2022.

2.3 Minutes of the meeting of 16 February 2022

The Board considered the minutes of the meeting of 16 February 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 16 February 2022.

2.3 Minutes of the meeting of 23 February 2022

The Board considered the minutes of the meeting of 23 February 2022 which had previously been circulated to members.

Decision The Board approved the minutes of the meeting of the 23 February 2022.

2.2 Actions and matters arising from previous meetings

The Board approved the updated action list which is attached as an appendix to these minutes.

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

2.3 Written decision: Re-appointment of non-Board members to the Fitness to Practise Committee



The Board noted the report on the decision of the Board of 18 February 2022 taken using the written procedure whereby the Board agreed to re-appoint the following six non-Board members to the Fitness to Practise Committee:

| First name | Last name | Category | Term ends | Re-appointed to |
|------------|-----------|-----------|-----------|-----------------|
| Valerie | Beatty | Lay | 19-Mar-22 | 19-Mar-25 |
| Dermot | Jewell | Lay | 19-Mar-22 | 19-Mar-25 |
| Triona | Cowman | Nurse/mid | 19-Mar-22 | 19-Mar-25 |
| Ada | Bradbury | Lay | 24-Mar-22 | 24-Mar-25 |
| Kathryn | Muldoon | Midwife | 24-Apr-22 | 24-Apr-25 |
| Juliana | Henry | Midwife | 24-Apr-22 | 24-Apr-25 |

Action The Board to review the written decision procedure at its meeting on 25 May 2022.

Item 3 – President’s update

3.1 Events attended

Irish Nurses and Midwives Organisation (INMO) retirement: The President attended the retirement party of Mr Dave Hughes, Deputy Secretary General of the INMO on 15 March 2022.

Áras an Uachtaráin: The President, Ms Áine Lynch and Director of Registration, Ray Healy were among special guests invited by President Michael D Higgins to Áras an Uachtaráin on St Patrick’s Day. In 2020, the St Patrick’s Day reception in the Áras had been intended to mark the Year of the Nurse and Midwife but that had been deferred at the time because of the Covid-19 pandemic.

Invitations received

Psychiatric Nurses Association (PNA): Annual delegate conference on 8 April 2022.

INMO: Annual delegate conference on 5 May 2022.

Irish Practice Nurses Association: Annual conference on 13-14 May 2022.

Royal College of Surgeons (RCSI): Conference in April 2022.

Meetings

Statement of strategy 2023-2025: A series of meetings with stakeholders would take place in March and April to discuss the statement of strategy 2023-2025.



Item 4 – Committees

4.1 Appointment of non-Board member to the Midwives Committee

On 21 July 2021, the Board agreed to increase the membership of the Midwives Committee by two, one of whom should be a non-registrant representative of the public interest.

Following assessment of applications received following a call for expressions of interest, the Director of Midwifery and the Chair of the Midwives Committee were recommending Ms Maeve Boyle for appointment.

Decision The Board agreed to appoint Ms Boyle as a public interest (non-registrant) member to the Midwives Committee for an initial term of office of three years from 23 March 2022 to 23 March 2025.

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

With the agreement of committee member, Loraine Mulligan, whose first term of office ended on 19 March 2022, the Director of Midwifery and the Chair of the Midwives Committee were recommending Ms Mulligan for re-appointment.

Decision The Board agreed to re-appoint Ms Mulligan to the Midwives Committee for a final term of office of three years from 19 March 2022 to 19 March 2025.

4.3 Appointment of the Chair of the Audit and Risk Committee

At its meeting on 21 March 2022, members of the Audit and Risk Committee agreed to recommend to the Board that it appoint Mr Horan as Chair of the committee.

Decision The Board agreed to appoint Mr Horan as Chair of the Audit and Risk Committee until the end of his term of office on 5 December 2022.

The President advised the Board that Mr Blake-Knox had resigned from the Audit and Risk Committee following its meeting on 21 March 2022. There were now two vacancies on the committee for Board members, in addition to vacancies on a number of other committees. Members could also decide to change committees if they wished.

Action Ms Coady to contact Board members regarding committee vacancies over the coming weeks with a view to filling the vacancies by the May Board meeting.

4.4 Committee review recommendations: PPC and FTPC



The Board considered the briefing document which had previously been circulated to members and which set out the responses of the PPC and FTPC to the recommendations made by the reviewers following the external review of committees. The Board noted that the briefing document and responses had been considered by the Business, Strategy and Finance Committee which was recommending that the Board accept the responses.

The Board discussed the format of the responses of the reports on the recommendations and agreed that the report as formulated did not clearly state the PPC's position in particular in relation to many of the recommendations; i.e. a 'Yes' or 'No' response plus rationale should be the format used.

Action Ms Coady to rewrite the report using the above format.

Decision The Board approved the responses to the recommendations subject to the rewriting of the reports in the agreed format.

4.5 Update to terms of reference: Education, Training and Standards Committee

The Board considered the briefing document and the revised terms of reference with track changes which had previously been circulated to members.

The Board noted that the changes which were recommended by the Education, Training and Standards Committee, had been considered by the Business, Strategy and Finance Committee which had recommended some amendments.

Decision The Board approved the changes to the terms of reference as recommended by the Education, Training and Standards Committee and with the amendments proposed by the Business, Strategy and Finance Committee

Item 5 – CEO's update

5.1 CEO report

The Board noted the CEO report, incorporating the directorate reports, which had previously been circulated to members.

Item 6 - Registration

6.1 Removal for non-payment of annual retention fee (ARF)

The Board considered a list of registrants who had failed to pay the ARF. The Board noted that NMBI had fulfilled its legal obligations pursuant to the Nurses



and Midwives Act 2011 in relation to this matter. Reminders had been sent to all registrants who had failed to pay the ARF by 31 December 2021.

Decision The Board approved the removal from the Register of Nurses and Midwives of all of the names on the list in accordance with section 77 of the Nurses and Midwives Act 2011. The registrants, the Minister for Health and any known employers would be informed of the removal from the Register of Nurses and Midwives.

Item 7 – MyNMBI

7.1 Status update

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

Item 8 – Statement of strategy 2023-2025

8.1 Update report

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

The Board noted that a draft statement of strategy would be prepared for full public consultation by the end of June 2022.

Dr McKenna joined the meeting.

Item 9 – Audit and Risk

9.1 System of internal controls review 2021

Section 1.8 of the Code of Practise 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.’

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

The Board noted that, in its statement on the SIC, the Board was required to confirm that there had been a review of the effectiveness of the SIC. This report



formed part of the Board's review of the effectiveness of the system of internal control and summarised the results of the review of internal financial controls and internal control questionnaires completed by management for the period January 2021 to December 2021. 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 two medium priority findings and one low priority finding.

Internal control questionnaire

The internal auditors did not provide assurance in respect of the internal control questionnaire as the internal auditors were part of the internal control framework.

The Board noted that the report had been considered by the Audit and Risk Committee at its meeting on 21 March 2022 and was recommended for approval by the committee.

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

9.2 Annual financial statements 2021

The Board considered the draft annual financial statements for 2021 which had previously been circulated to members 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 2021 had been submitted to the Department of Health on 28 February 2022 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 financial statements gave a true and fair view of the financial performance and the financial position of NMBI on 31 December 2021 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, the Board accounts for the costs of the superannuation entitlements only as they become payable. This basis of accounting did not comply with FRS102 which requires costs to be recognised in the year in which entitlement is earned.

The Board noted that the draft financial statements for 2021 had been circulated to the Business, Strategy and Finance Committee for noting.

The Board noted that the draft annual financial statements had been considered by the Audit and Risk Committee at its meeting on 21 March 2022 and were being recommended to the Board for approval by the committee.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the draft annual financial statements for 2021. Following approval by the Board, the draft annual financial statements for 2021 would be submitted to the Comptroller and Auditor General for audit no later than 31 March 2022 pursuant to section 34(3) of the Nurses and Midwives Act 2011.

9.3 Audit and Risk Committee Chair's annual report to the Board

Section 1.19 of the *Code of Practice for the Governance of State Bodies 2016* guidance for Audit and Risk Committees states 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 Audit and Risk Committee Chair's annual report which had previously been circulated to members. The Board noted that the report had been considered by the Audit and Risk Committee at its meeting on 21 March 2022 and had been prepared by former Chair, Cyril Sullivan, who had resigned from the Board and committee in January 2022.

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

9.4 Office of the Comptroller and Auditor General (OCAG) management letter 2020

The Board noted the OCAG management letter for 2020 and the Audit Completion Memorandum which had previously been circulated to members.



A representative of the OCAG had attended the meeting of the Audit and Risk Committee on 21 March 2022 to present the findings.

9.5 Risk Register

The Board considered the briefing note which had previously been circulated to members. Ten corporate risks had been identified and reports on these risks had been generated and circulated to the committee.

Transition to the new risk management software had now taken place. Over time, once sufficient data had been inputted, the software would allow NMBI to gain a broader understanding of risks and to allow more detailed reports to be generated.

The Board noted that the reports had been considered by the Audit and Risk Committee at its meeting on 21 March 2021.

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

9.6 Risk management policy review and risk management strategy

Risk management policy

The Board noted that it had approved the risk management policy in July 2021 and had agreed at the time that a review of the policy should take place within six months. A review of the policy had taken place and no changes were required at this time.

Risk management strategy

The Board considered the briefing note and risk management strategy which had previously been circulated to members. The strategy was aligned to NMBI's strategic priority number 5, 'further developing our organisation and in line with the action to *'support the Board in its delivery of our governance structure'*. The Board noted that the strategy had been considered by the Audit and Risk Committee at its meeting on 21 March 2021.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the risk management strategy.

9.7 Internal audit charter

Paragraph 1.3 of the *Code of Practice for the Governance of State Bodies Audit and Risk Committee Guidance* states that:



‘The roles and responsibilities of the Audit and Risk Committee should be set out in a written charter, including terms of reference which should be communicated to all members of the committee.’

The Board considered the internal audit charter which had previously been circulated to members. The charter had last been considered by the Board on 24 July 2019. Since that time, the terms of reference in the charter had been replaced with the updated terms of reference approved by the Board in November 2021. No other changes had been made. The Board noted that the updated version of the charter had been considered by the Audit and Risk Committee at its meeting of 21 March 2022.

Decision The Board accepted the recommendation of the Audit and Risk Committee and approved the internal audit charter.

Item 10 – Business, Strategy and Finance

10.1 Contract management policy

The Board considered the briefing document and draft contract management policy which had previously been circulated to members. The Board noted that the policy had been considered by the Business, Strategy and Finance Committee at its meeting of 14 March 2021.

The Board discussed the policy and agreed that all options considered and a rationale for choosing the preferred option or for not choosing any option should be recorded as part of the process and included in the policy.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the contract management policy subject to the inclusion of the above.

10.2 Education assessors

The Board considered the briefing document and evaluation report which had previously been circulated to members. Three people had been identified to join the panel and were recommended for approval by the Business, Strategy and Finance Committee.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract for an initial period of three years to the three people identified.

10.3 Annual report 2021



The Board considered the draft annual report for 2021 which had previously been circulated to members.

Section 21 of the Nurses and Midwives Act 2011 as amended states that

‘the Board shall, not later than 3 months after the end of each financial year or such further period, not exceeding 3 months, as the Minister permits, submit to the Minister a report (in this section referred to as the “annual report”) of the activities of the Board in the immediately preceding financial year.’

The Board noted that the draft annual report had been considered by the Business, Strategy and Finance Committee at its meeting of 14 March 2022.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved draft annual report for 2021 and noted that it would be submitted to the Minister for Health by 31 May 2022.

10.3 Management accounts – January 2022

The Board considered the management accounts for January 2022 which had previously been circulated to members. The Board noted that the management accounts had been considered by the Business, Strategy and Finance Committee at its meeting of 14 March 2021.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the management accounts for January 2022.

The Board acknowledged the contribution of Mr Marcus Balfe, former Interim Director of Finance, who had left the organisation. His advice and guidance was greatly valued by the Board and would be missed.

10.4 Update to bank mandate – online banking user setup policy

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the proposed update to Appendix 2 of the online banking user setup policy.

10.5 Internal communications strategy

The Board considered the briefing document and internal communications plan which had previously been circulated to members. The Board noted that the internal communications strategy had been considered by the Business, Strategy and Finance Committee at its meeting of 14 March 2021.

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the internal communications strategy for 2022.



10.6 Revised HR strategy

The Board considered the HR strategy which had been revised following suggestions by the Business, Strategy and Finance Committee in January 2022. The Board noted that revised HR strategy had been considered by the Business, Strategy and Finance Committee at its meeting of 14 March 2021 when the committee had recommended further changes.

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

10.7 Update to Governance Framework

The Board considered the briefing document and revised draft Governance Framework which had previously been circulated to members. The Board noted that the updates to the Governance Framework had been considered by the Business, Strategy and Finance Committee at its meeting of 14 March 2021

Decision The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the updates to the Governance Framework subject to a correction under 2.1 'Governing Legislation'.

Dr McKenna left the meeting.

Item 11 – Education, Policy and Standards (Nursing)

10.1 Return to nursing practice programme standards and requirements

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

The Board noted that the document had been considered by the Education, Training and Standards Committee at its meeting of 11 March 2021.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the draft document.

11.2 Site inspection report – Munster Technological University, Tralee

The Board considered the site inspection report which had previously been circulated to members.

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 Munster Technological University, Tralee, and associated healthcare provider sites be approved to provide midwifery, general and mental health nurse registration education programmes for a period of five years or until the next site visit as an allied healthcare provider site of Munster Technological University, Tralee, whichever was soonest.

The Board noted NMBI's correspondence with Director of Nursing, Dr Gerardina Hartnett in respect of the mental health nursing programme.

11.3 Site inspection report – National University of Ireland, Galway

The Board considered the site inspection report which had previously been circulated to members.

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 National University of Ireland, Galway, and associated healthcare provider sites be approved to provide general and mental health nurse registration education programmes for a period of five years or until the next site visit as an allied healthcare provider site of National University of Ireland, Galway, whichever was soonest.

The Board noted that this was the first time that a post-graduate programme had formed part of a site inspection.

11.4 Site inspection recruitment process

The Board noted the update report on the site inspection recruitment process which had previously been circulated to members.

11.5 Registration programme standards and requirements project report

The Board noted the report on the review of nurse registration programmes standards and requirements and midwife registration programme standards and requirements which had previously been circulated to members.

11.6 Post-graduate programmes for approval and reapproval

11.6.1 *Dundalk Institute of Technology*

Ms Gorman declared a conflict of interest and left the meeting.

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:



- Certificate in Emergency Nursing – Reapproval
- MSc/PG Dip/Cert in Professional Practice: Professional Management of Complex Behaviour in Clinical Practice – First time approval

The Board noted that these programmes had been considered by the Education, Training and Standards Committee at its meeting of 10 March 2022 and were recommended for approval.

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programmes for a period of five years.

Ms Gorman returned to the meeting.

11.6.2 *University of Limerick*

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:

- MSc/PG Dip in Infection Prevention and Control Leadership – First time approval
- MSc/PG Dip in Nursing (Dementia Care) – Reapproval
- MSc/PG Dip in Nursing (Palliative Care) – Reapproval
- MSc/PG Dip in Nursing (Perioperative Care) – Reapproval
- MSc/PG Dip in Nursing (Psychosocial Interventions in Mental Health Care) – Reapproval

The Board noted that these programmes had been considered by the Education, Training and Standards Committee at its meeting of 10 March 2022 and were recommended for approval.

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programmes with conditions for a period of five years.

11.6.3 *National University of Ireland Galway*

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:

- MSc/PG Dip in Occupational and Environmental Health and Safety – Reapproval



The Board noted that these programmes had been considered by the Education, Training and Standards Committee at its meeting of 10 March 2022 and were recommended for approval.

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programmes for a period of five years.

11.6.4 *Trinity College Dublin*

The Board considered the briefing documents in relation to the following programmes which had previously been circulated to members:

- MSc/PG Dip/Cert in Nursing – Reapproval
- MSc/PG Dip/Cert in Nursing Child Health and Wellbeing – Reapproval
- Postgraduate Certificate in Quantitative Methods and Data Analysis for Healthcare – Reapproval
- MSc/PG Dip in Midwifery Practice and Leadership – Reapproval

The Board noted that these programmes had been considered by the Education, Training and Standards Committee at its meeting of 10 March 2022 and were recommended for approval.

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programmes for a period of five years.

11.6.5 *Dublin City University*

The Board considered the briefing documents in relation to the following programme which had previously been circulated to members:

- Stand-alone Module: Person Centred Dementia Champions – Reapproval

The Board noted that this programme had been considered by the Education, Training and Standards Committee at its meeting of 10 March 2022 and were recommended for approval.

Decision In accordance with section 85(2) of the Nurses and Midwives Act 2011 as amended, the Board agreed to approve the above programme for a period of five years.

Dr Faller and Ms Duffy left the meeting.

Item 12 – Professional Standards (Midwifery)



12.1 Update to requirements for approval

The Board noted the briefing paper and draft updated requirements for approval of education bodies, associated health care providers and educational programmes leading to registration on the midwives division which had previously been circulated to members.

The Board noted that the updated requirements were recommended for approval by the Midwives Committee, which had considered the requirements at its meeting on 22 February 2022. The updated requirements had not been considered by the Education, Training and Standards Committee.

Decision The Board approved the updated requirements subject to consideration by the Education, Training and Standards Committee.

12.2 Practice Standards for Midwives (May 2015)

The Board considered the briefing document and draft updated *Practice Standards for Midwives (May 2015)* which had previously been circulated to members.

The Board noted that the updated document had been considered by the Midwives Committee at its meeting on 22 February 2022.

Decision The Board accepted the recommendation of the Midwives Committee and approved the updated *Practice Standards for Midwives (May 2015)*.

12.3 Guidelines on ethical standards and behaviours

The Board considered the briefing document and draft document titled *Guidelines on Ethical Standards and Behaviours for Candidates on NMBI Register*.

The Board noted that the draft document had been considered by the Education, Training and Standards Committee at its meeting of 10 March 2022.

Decision The Board accepted the recommendation of the Education, Training and Standards Committee and approved the draft *Guidelines on Ethical Standards and Behaviours for Candidates on NMBI Register*.

12.4 RNT/RMT registration courses standards and requirements consultation

The Board noted that consultation was ongoing and further update would be brought to the Board at its meeting in September 2022.



Prof Rigby joined the meeting.

Item 13 – Fitness to practise

13.1 Revised publication policy/procedures

The Board considered the briefing document and updated publication policy which had previously been circulated to members.

Decision The Board approved the revisions to the policy and noted that they would take effect with respect to the publication and notification of sanctions for complaints received after 1 August 2021.

Following approval, there would be two publication procedures in place following confirmation of sanctions:

- (a) for complaints received prior to and on 31 July 2021 and
- (b) for complaints received on or after 01 August 2021.

13.2 Reports

13.2.1 *Monitoring of conditions and undertaking*

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

13.2.2 *High Court, Court of Appeal and Supreme Court cases*

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

13.2.3 *Section 44 orders/undertakings*

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

13.2.4 *Section 58 orders/undertakings*

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

Item 14 – Board *in camera* session

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

At the invitation of the President, the CEO remained in the meeting during the *in camera* session.



Item 15 – Any other business

There being no further matters for consideration the meeting ended at 14.15hrs.

Signed:

Essene Cassidy
President

Date:
