



Minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held in The Royal Marine Hotel, Dun Laoghaire, on Thursday, 15 December 2016 starting at 9.30am.

Members Present:

Ms E Cassidy, President	Mr L Minihan
Ms M Barrett	Mr D Murphy
Mr N Giblin	Mr P Dolan
Ms D Johnston	Ms K Canning
Dr D Lawler (items 7-12)	Ms L Clarke-Bishop (from item 2)
Mr M Blake-Knox	Mr D Manning
Mr K McGrane	

Ms M Griffin, Chief Executive Officer
Ms U Byrne, Director of Regulation
Ms G Byrne, Acting Director of Registration (items 7-12)
Mr M Quaid, Director of Finance and Corporate Services (items 3-6)
Ms V O'Rourke, Fitness to Practice Department
Ms O Coady, Minute taker

Item 1 – Apologies and conflicts of interest

- 1.1 Apologies were received from Mr J Murray, Ms B Liston, Prof E Breatnach, Dr R McElvaney, Ms M Monahan, D L Kavanagh McBride, Ms S Cleary, Mr M Higgins and Dr K O'Carroll.
- 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.

Item 2 – Board private session

As the Board wished to continue its discussion in private Ms U Byrne, Ms O'Rourke and Ms Coady left the meeting. The President requested that the CEO remain in attendance.

Ms Clarke-Bishop joined the meeting during the private session.

On conclusion of the private session Ms U Byrne, Ms O'Rourke and Ms Coady returned to the meeting.

Mr Quaid joined the meeting.

Item 3 – Minutes and matters arising

3.1 22-23 November 2016

Decision The Board approved the minutes of 22-23 November 2016.

3.1.1 Arising from **item 19**, Ms U Byrne advised the Board that the case was listed to go before the High Court on 19 December 2016. Ms U Byrne, the CEO and the President would attend.

3.2 1 December 2016

Decision The Board approved the minutes of 1 December 2016.

3.2.2 There were no matters arising from the minutes of 1 December 2016.

Item 4 – President’s update

4.5 Personnel matters

The President thanked the members of the Board for all their energy, commitment and support in 2016 and Ms U Byrne for work in the role of interim CEO.

The President also acknowledged the contribution of staff members who left the organisation in 2016: Marcus Balfe, Acting Director of Corporate Services; Sarah O’Hanlon, Finance Manager; June Robinson, PA to the CEO and of former Board member, Colette Finn, who resigned in July. The President welcomed the appointment of Ms Griffin, Mr Quaid and Ms E Horan, Finance Manager to the organisation in 2016.

The President advised that three staff members currently on secondment would return to the organisation in the first quarter of 2017.

The President congratulated Board member Ms D Johnston on her appointment as Director of Midwifery at NMBI. Ms Johnston’s resignation from the Board would become effective from the Board meeting in January 2017. The President would then inform the Department of Health who will request the HSE to nominate a replacement as per Section 7 (1) of the Schedule to the 2011 Act.

HSE to nominate a replacement for Ms Johnston to the Board.

4.3 Conferences and meetings

The President updated the Board on her attendance at the following events representing NMBI:

- Chief Nurse's Conference
- Open policy debate on the National Early Years Strategy
- Patient Safety Conference

The President outlined some of the work achieved in 2016:

- A new CEO was appointed in June.
- The protected disclosure received in 2014 was finalised.
- The reports commissioned as part of the review of internal processes were published.
- Regular meetings of the chairs of committees were initiated.
- A review of committee structures was undertaken and two new committees were set up: the Audit and Risk Committee and the Governance and Finance Committee.
- The payment of all unsanctioned allowances was stopped.
- The statement of strategy for the organisation was developed and was before the Board for approval.

4.2 Board evaluation

The President reminded Board members who had not yet completed the Board evaluation self-assessment to do so before the end of the year.

CEO performance evaluation

Decision The Board agreed that the CEO performance evaluation would take place early in 2017 and would be conducted by the President and the chairs of the Audit and Risk Committee and the Governance and Finance Committee.

4.4 Schedule of meetings for 2017

The Board noted the schedule of meetings for 2017 which had previously been circulated to members.

4.1 Social media policy

Decision The Board approved the social media policy which had previously been circulated to members. The Board agreed that the policy would be reviewed annually and placed on the Board agenda for discussion in June 2017.

Item 5 – CEO update

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

The CEO acknowledged the hard work of the staff and Board and thanked Ms U Byrne for her work as interim CEO and her continued support.

Item 6 – Governance and Finance Committee

6.1 Statement of strategy 2017-2019

Ms L Manselli joined the meeting.

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

Ms Manselli outlined the development of the strategy including the main themes which emerged from the consultation process.

Action The foreword by the President and CEO to be written and added to the strategy the following week.

Decision Following consideration, the Board approved the statement of strategy and agreed that a draft would be emailed to the Department of Health that day. The final version of the strategy would be formally submitted to the Department of Health by 23 December 2016 and the strategy launched in January 2017. The Minister of Health would be invited to formally launch the strategy.

Ms Manselli left the meeting.

6.2 Workforce plan

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

Action The CEO to prepare proposals for the recruitment of an organisational development practitioner and a communications manager for consideration by the Governance and Finance Committee at its meeting in January.

Action The CEO to prepare a proposal to revise the senior management structure for consideration by the Governance and Finance Committee at its meeting in January.

Decision The Board agreed to defer discussion of legal resources to a later date.

Action The CEO to meet with Mr S McQuillan, Crowe Horwath, who drafted the workforce plan, to discuss the terms of the project.

6.3 Voting at meetings

Decision The Board agreed that voting by consensus would continue for general matters. The Board agreed that the Preliminary Proceedings Committee would table the matter for consideration at the next committee meeting and bring the decision of the committee back to the Board. Until that time, proposers and seconders would continue to be recorded for votes taken in relation to fitness to practise matters.

6.4 Three year financial plan

The Board considered the three year financial plan which had previously been circulated to members.

Decision The Board agreed that the CEO would submit this plan to the Department of Health.

6.5 Management accounts

The Board noted the management accounts for November 2016 which had previously been circulated to members.

6.6 ICT strategy

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

Decision The Board agreed that the CEO would submit the draft report to the Department of Health. The final report would be brought back to Board for its consideration.

6.7 Ethics in Public Office Acts - documents

Mr Quaid reminded the Board that all forms, including nil disclosure forms, should be submitted directly to him after 31 December 2016.

Action A reminder to be sent to all Board members in early 2017.

The meeting broke for lunch at 13.05hrs.

The meeting resumed at 14.05hrs.

Ms G Byrne joined the meeting.

Item 7 – Audit and Risk Committee

7.1 2015 audited accounts

Mr Quaid advised the Board that he had sought clarification from the Comptroller and Auditor General (C&AG) as to whether Ms Griffin should sign the 2015 annual financial statements as she was not the Accounting Officer at

that time. It was suggested that Ms U Byrne should sign for the dates for which she was interim CEO.

Decision The Board agreed to authorise the President and either Ms Byrne or the CEO to approve the 2015 annual financial statements subject to minor changes to the current draft once clarification had been received from the C&AG.

7.2 Annual report 2015

The Board noted the draft annual report 2015 which had previously been circulated to members.

7.3 FTP internal audit

Ms Byrne updated the Board on the FTP internal audit.

The audit had been more time consuming than planned and had not yet concluded. The final report would be submitted to the Audit and Risk Committee in January before being presented to the Board at its meeting in January.

Mr Quaid left the meeting.

Item 8 – Ethics Committee

8.1 Medication management: consideration of legal advice

Ms Johnston, chair of the Ethics Committee, advised the Board that the legal advice received by NMBI conflicted with that received by the Department of Health. NMBI's legal advice had been submitted to members of the Ethics Committee for their comments. Responses had not yet been received.

Decision The Board agreed that NMBI should hold a public consultation on the proposed guidelines. The Board further agreed that, in the first instance, the CEO, the Chief Education Officer and Ms Johnston should meet with members of the Health Information and Quality Authority (HIQA) to discuss HIQA's standards on medication management in relation to NMBI's proposed guidelines. This meeting should inform the questions to be asked in the consultation.

Item 9 – Midwives Committee

9.1 Ms Barrett, the vice chair of the Midwives Committee, updated the Board on the meeting of the Midwives Committee held on 7 December 2016.

A meeting would be held with Ms Susan Kent, Deputy Chief Nurse in January to discuss the review of the requirements and standards for the midwife registration education programme.

In 2017 Midwives Week would take place outside of Dublin for the first time and would be facilitated by Dundalk Institute of Technology.

It had been noted by the Midwives Committee that the committee's terms of reference stated that all committee members, including non-Board members, would be supplied with iPads. At present only Board members had iPads. The CEO advised that resources did not allow the provision of iPads to all committee members and that the terms of reference of all committees would be reviewed in the near future.

On behalf of the Midwives Committee, Ms Barrett congratulated Ms Johnston on her appointment as Director of Nursing at NMBI.

Item 10 – Registration Department

10.1 Prescriber project

Ms G Byrne updated the Board on the changes relating to nurses prescribers from a registration perspective. All nurse prescribers had been advised of the changes to the collaborative practice agreement (CPA) and the website had been updated accordingly. A review of all registration documents relating to nurse prescribing would take place in 2017.

10.2 Overseas file project

Ms G Byrne advised that the three week project had come to an end and that she had received a draft report from Abtran who had undertaken the project. As the report had yet to be finalised, Ms G Byrne would present the final report to the Board at its meeting in January.

Following issues which had arisen in relation to certain applications for registration from individuals who had trained in Croatia, it had been decided that a project working group would be established in early January 2017 to manage these files.

Item 11 – Regulation Department update

11.1 FTP cost saving initiative

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

In relation to item 4 of the report, Ms U Byrne requested that the Board consider the appointment of additional Board members, ideally four, to the Fitness to Practise Committee. This would enable additional non-Board members to be recruited. It would also spread the workload amongst a greater number of Board members.

Following discussion, the Board considered that increasing the number of members of the committee might not be the solution to reducing adjournments of inquiries and that it would be preferable to seek legislative change relating to the required composition of the panels.

Decision The Board agreed that the necessity of implementing legislative change should be impressed upon the Department of Health as a matter of urgency. The CEO will write to the Department of Health in this regard. The Board also agreed that any Board members who wished to volunteer to become a member of the Fitness to Practise Committee should do so. The Board would be updated at its meeting in January.

Item 12 – Any other business

12.1 Website report

Decision The Board agreed that the CEO should present a summary document to the Department of Health at the next scheduled meeting in the Department of Health. This summary document should acknowledge the failures highlighted in the report and note the steps taken by the organisation to address these failures. On completion of this document, the Department of Health should be advised that the Board considered the matter closed.

There being no other matters for consideration, the meeting concluded at 16.05hrs.

Signed: _____
Essene Cassidy
President

Date: _____