



Minutes of the meeting of the Nursing and Midwifery Board of Ireland (NMBI) held in 18/20 Carysfort Avenue, Blackrock, Co Dublin, on Tuesday and Wednesday, 22-23 November 2016.

Day 1: Tuesday, 22 November 2016 starting at 9.00hrs.

Members Present:

Ms E Cassidy, President	Mr L Minihan
Mr J Murray, Vice President	Mr M Higgins
Ms M Barrett	Mr D Murphy
Dr R McElvaney	Dr L Kavanagh McBride
Mr K McGrane	Ms S Cleary
Ms B Liston	Ms K Canning
Ms D Johnston	Ms L Clarke-Bishop
Mr P Dolan	Dr K O'Carroll
Dr D Lawler	Mr D Manning
Mr M Blake-Knox	Ms M Monahan
Prof E Breatnach	

In attendance:

Ms M Griffin, Chief Executive Officer
Ms U Byrne, Director of Regulation
Ms J Foley, Acting Chief Education Officer
Ms G Byrne, Acting Director of Registration
Mr M Quaid, Director of Corporate Services and Finance
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 N Giblin who was not attending due to the recent death of his uncle. The President expressed the Board's condolences.
- 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 Foley, Ms U Byrne, Ms G Byrne and Ms O'Rourke left the meeting. The President requested that the

CEO remain in attendance.

Ms Cleary and Dr Breatnach joined the meeting during the private session.

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

Item 3 – Minutes and matters arising

3.1 Minutes of meeting of 22-22 September 2016

Some typographical errors were noted.

Decision The Board approved the minutes of 22-22 September 2016.

3.1.1 Arising from **item 15.2**, Mr Murray requested an update from the Education Department with respect to correspondence to Roscommon Mental Health Services. The CEO advised Mr Murray that Ms Foley would give a verbal update to the Board later in the meeting.

3.1.2 Arising from **item 5.4**, Ms U Byrne advised the Board that the fitness to practice cost saving measures were in progress and that she would give a verbal update to the Board during the Fitness to Practise Department report.

Minutes of meeting of 18 October 2016

Decision The Board approved the minutes of 18 October 2016.

Item 3 – President's update

Update on meeting of chairs of committees

The President updated the Board on the first meeting of the chairs of committees which took place on 1 November 2016 and at which the terms of reference were agreed. The purpose of this group is to ensure consistency in approach across committees and to provide a support network for committee chairs.

December Board meeting

The President reminded the Board that there would be a Christmas dinner for Board members following the Board meeting on 15 December 2016 and that former Board members had been invited to attend.

Conferences and meetings

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

- Event to celebrate 125 years of the Mater Misericordiae University Hospital.
- National Breastfeeding Week launch at Áras an Uachtaráin
- IADNAM conference
- National leadership innovation think-tank
- All Ireland midwifery conference
- IPNA conference
- Horacio conference
- Medication safety conference
- Meetings with staff organisations, DOH and stakeholders re strategy consultation
- IT Tralee nurse graduation ceremony
- Priorities in healthcare policy forum
- NHI conference
- IPA chairpersons forum
- National Immunisation Office meeting re: HPV.
- NMBI RNID symposium.
- Baby box event at the Finnish embassy.

The President thanked Board members who had assisted with the strategy consultation meetings with stakeholders. The President also thanked Ms Barrett for representing the Board at the recent conference on elder abuse.

The President congratulated Ms Canning on her reappointment as chairperson of the IPNA for the coming year.

4.1 Publication of minutes

The Board considered the publication of documents presented to the Board in support of Board decisions.

Decision The Board agreed that draft documents and discussion papers presented to support a decision of the Board would only be published once the decision had been made and the document was finalised. No other documents would be published unless expressly agreed by the Board.

4.2 Schedule of Board meetings 2017

Action The chairs of the Education and Training Committee, Standards and Validation Committee, Ethics Committee and Midwives Committee to liaise directly with Ms Foley to discuss the scheduling of meetings for these committees.

4.3 Social media policy for Board members

The Board considered the revised social media policy which had previously been circulated to members.

Action As the Board agreed that further revisions to the policy were necessary, the President requested Board members to contact the members of the working group before the meeting on 15 December 2016. The Board agreed that a final decision on the policy would be made at this meeting.

Item 5 – CEO report

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

Action A report on the number and type of parliamentary questions addressed by the organisation to be included in the CEO report.

Action The CEO to contact the Department of Health with regard to including a celebration of the Values Initiative as part of Midwives Week.

Ms S Leacy, HR Manager, joined the meeting to present the HR report to the Board.

Two documents were circulated to the Board:

- Sick leave report November 2015.
- Sick leave report November 2016.

Action The format of the sick leave report to be revised; the data for the current year and previous year to be presented on the same page for ease of comparison; the data to be presented both including and excluding long-term sick leave; a cover page explaining the data in the report to be included.

Mr Higgins joined the meeting during this item.

Action The HR report to be a standing agenda item at future Board meetings.

Ms Leacy left the meeting.

Report on Board election 2015

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

Action The CEO to present a work plan for the 2017 Board elections to the Board at the January meeting

The meeting broke at 11am for thirty minutes to allow Board members meet informally with staff.

Item 6 – Governance and Finance Committee – Kilian McGrane, chair

6.1 Draft Statement of Strategy

The Board noted the latest version of the Statement of Strategy which had previously been circulated to members.

Action A Word version of the Statement of Strategy to be circulated to Board members on which Board members can record their suggestions using track changes. Responses to be submitted before Tuesday, 29 November 2016. The updated final version of the Statement of Strategy to be presented to the Board at its meeting of 15 December 2016.

Mr Quaid joined the meeting.

6.2 Proposal on phased payment of the annual retention fee (ARF)

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

Decision The Board approved the next steps as set out in the proposal.

6.3 Amendment to Bank of Ireland account signatories

Decision The Board approved the addition of Ms Griffin, CEO, and Mr Quaid, Director of Corporate Services, as signatories for the Bank of Ireland accounts. The Board also agreed that the President and the chair of the Governance and Finance Committee would sign the bank account amendment form to notify the Bank of Ireland.

6.4 Award of contract for call centre services

The Board considered the report on the tender for call centre services which had previously been circulated to members.

Decision The Board agreed to award the contract for call centre services to Rigney Dolphin for two years with an option to extend for a further one year.

6.5 Business case – financial support services

The Board considered the business case to procure accounting support for the Finance Department on a short term basis and for a specific set of projects which had previously been circulated to members.

Decision The Board approved the business case to procure accounting support for the Finance Department. The Board noted that engaging this resource would be cost neutral and would be funded from unspent salaries from within the Finance Department.

6.6 Progress report on implementation of the reform agenda

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

Action Recommendations implemented/updates to be highlighted in future reports.

6.7 Procurement update

The Board noted the updated report on on-going procurement activities which had previously been circulated to members.

6.8 Management accounts

Decision The Board approved the management accounts for October 2016 which had previously been circulated to members.

Item 7 – Audit and Risk Committee – Martin Higgins, chair

7.1 Risk register

Decision The Board approved the risk register which had previously been circulated to members.

7.2 Appointment of new members

Decision The Board approved the appointment of Mr Denis Doherty and Ms Margaret Campbell to the Audit and Risk Committee as external members for a period of two years with the possibility of extension but not to exceed five years in total.

7.3 C&AG management letter 2014 accounts

Action Discussion of this matter was deferred to the next Board meeting as the supporting document which had been uploaded to members' iPads was difficult to read.

Decision The Board agreed that this document would not be published with the minutes of this meeting.

7.4 IT internal audit report

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

Mr Quaid left the meeting.

Item 8 – Health Committee

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

Action Board members to self-nominate by email to Ms U Byrne before 2 December 2016 to join a small working group to work on the formation of the Health Committee. The working group to comprise one registrant and one non-registrant. A proposal on the next steps to be brought by the working group to the Board in January.

Item 9 was considered after item 16.

Item 10 was considered after item 13.

Item 11 – Ethics Committee – Dawn Johnston, chair

11.1 Appointment of new members

Decision The Board approved the appointment of Mr Mervyn Taylor to the Ethics Committee as an external member.

Item 12 – Standards and Validation Committee – Louise Kavanagh McBride, chair

12.1 Appointment of new members

Decision The Board approved the appointment of Mr JP Nolan to the Standards and Validation Committee as an external member.

Item 13 – Midwives Committee – Sinead Cleary, chair

13.1 Appointment of new members

Decision The Board approved the appointment of Ms Ailie Moseley as an external member and Mr D Murphy as a Board member to the Midwives Committee.

13.2 Letter from CNO re review of the requirements and standards for midwives education programmes

Ms Cleary updated the Board on correspondence received from the CNO office regarding the midwifery strategy.

The Midwives Committee is drafting a position paper to support direct entry midwives being accepted on nurse education programmes for authority to prescribe ionising radiation. Ms Cleary will further update the Board on this at its meeting in January.

Ms Foley joined the meeting.

Item 10 – Education Committee – Lorraine Clarke-Bishop, chair

10.1 Education Directorate report

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

10.2 Competence assessment tool proposal

The Board discussed the proposal which had previously been circulated to members.

Decision The Board agreed that the proposal should be revised to take into account the separate professions of nursing and midwifery. The Board agreed to defer further consideration of this proposal until the new Director of Midwifery had been appointment.

10.3 National audit tool proposal

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

Decision The Board approved to tender for the development of a national audit tool for nurse registration programmes and midwifery education programmes and to

update the current guidelines on the key points that may be considered when developing a quality clinical learning environment.

Roscommon Mental Health Services update

Ms Foley advised the Board that a meeting was scheduled with the senior management team regarding Roscommon Mental Health Services.

Ms Foley left the meeting.

Item 14 – Regulation Directorate – Ursula Byrne

14.1 FTP Committee (1985) report

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

14.2 PPC and FTP (2011) report

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

The Board also noted Ms U Byrne’s report on her visit to the FTP Department of the Nursing and Midwifery Council of the United Kingdom.

Item 15 – Fitness to Practise Committee (2011) – Noel Giblin, chair

The vice chair of the Fitness to Practise Committee, Ms M Barrett, advised the Board that a training session for committee members would take place on 2 December 2016.

Item 16 – Preliminary Proceedings Committee – Sinead Cleary, chair

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

On behalf of the Preliminary Proceedings Committee, Ms Cleary thanked case officers Ms Maria Mahon and Ms Niamh Butler for their work in support of the committee. Both had resigned from the organisation to take up positions elsewhere.

Ms Cleary advised that she and Mr Giblin, the chair of the Fitness to Practise Committee, would meet with the internal auditors, BDO, the following Thursday to discuss the internal audit of the Fitness to Practise Department. The internal audit had not yet finished.

The meeting broke for lunch at 13.15hrs.

Mr Blake-Knox left the meeting.

The meeting resumed at 14.15hrs.

Item 17 – Code of Practice for the Governance of State Bodies 2016

17.1 Ms G Byrne, Ms Foley and Ms E Horan, Finance Department, joined the meeting.

Mr P Turpin, Institute of Public Administration, gave a presentation on the updated Code of Practice for the Governance of State Bodies. This presentation was followed by a question and answer session with the Board.

Ms G Byrne, Ms Foley, Ms E Horan, Mr Higgins and Dr Breatnach left the meeting.

Item 18 – Presentation by members of the Chief Nurse’s Office

This item was deferred to a later date as the deputy chief nurses, Ms S Kent and Dr AM Ryan, were unable to attend.

Item 9 – Registration Committee – Kevin O’Carroll, chair

Dr McElvaney and Dr Lawler left the meeting.

9.1 Registration Directorate report

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

Item 19 – Any other business

19.1 The President reminded members that the Board meeting on 15 December 2016 would take place in the Royal Marine Hotel in Dun Laoghaire. The meeting would be followed by a meal to which former Board members had been invited.

19.2 The Board agreed that a date for the meeting to consider the registrants considered under item 9 would be decided upon the following day.

There being no further matters for consideration, the meeting concluded at 18.00hrs.



Day 2: Wednesday, 23 November 2016 starting at 9.00hrs.

Members Present:

Ms E Cassidy, President	Mr L Minihan
Mr J Murray, Vice President	Dr L Kavanagh McBride
Ms M Barrett	Ms S Cleary
Mr D Manning	Ms K Canning
Dr R McElvaney	Ms L Clarke-Bishop
Ms B Liston	Ms D Johnston
Mr P Dolan	Mr M Higgins (from item 19)
Prof E Breatnach	Ms M Monahan
Dr D Lawler	

Apologies were received from Dr K O'Carroll, Mr D Murphy, Mr K McGrane, Mr N Giblin and Mr M Blake-Knox.

In attendance:

Ms M Griffin, Chief Executive Officer
Ms U Byrne, Director of Regulation
Ms V O'Rourke, Fitness to Practice Department
Ms O Coady, Minute taker
Mr E Evans, Beauchamps Solicitors
Ms D Holohan, Beauchamps Solicitors
Mr E Lyons, Beauchamps Solicitors
Mr S Murphy, BL
Mr JP McDowell, McDowell Purcell
Mr N Butler, SC

Fitness to Practise matters

The Board considered the following:

- One application pursuant to Section 55 of the Nurses and Midwives Act 2011.
- Five reports of the Fitness to Practise Committee under the Nurses and Midwives Act 2011.
- One report of the Fitness to Practise Committee under the Nurses Act 1985.
- One application pursuant to Section 79 of the Nurses and Midwives Act 2011.
- Reports relating to the following:
 - Monitoring of conditions
 - Section 44 orders/undertakings
 - Section 58 orders/undertakings



- High Court and Supreme Court Cases.

There being no other matters for consideration, the meeting ended at 18.10hrs.

Signed: _____
Essene Cassidy
President

Date: _____