



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, 23-24 May 2017.

Day 1: Tuesday, 23 May 2017 starting at 9.00hrs.

Members Present:

Ms E Cassidy, President	Mr L Minihan
Mr J Murray, Vice President	Prof E Breatnach (from item 9)
Ms M Barrett	Mr M Blake-Knox
Dr R McElvaney	Mr P Dolan
Ms B Liston	Ms S Cleary
Mr D Manning	Ms K Canning
Ms M Monahan	Ms L Clarke-Bishop
Mr M Higgins (from item 3)	Mr D Murphy
Dr D Lawler	Dr L Kavanagh McBride

In attendance:

Ms M Griffin, Chief Executive Officer
Ms U Byrne, Director of Regulation
Ms G Byrne, Acting Director of Registration (item 8)
Ms D Johnston, Director of Midwifery (items 3-8)
Mr M Quaid, Director of Corporate Services and Finance (item 10)
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 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.

Decision As some Board members had been unable to download documents from the Board brief in advance of the meeting it was agreed that that item 10 (FTP internal audit report) and item 11 (PSA report) would be deferred.

The President offered the condolences of the Board to the CEO on the recent death of her aunt and to Dr Anne-Marie Ryan, Deputy Chief Nurse, on the recent death of her mother-in-law.

Item 2 – Board private session

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

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

Mr Higgins and Ms Johnston joined the meeting.

The President left the meeting as she had to attend another meeting. In the absence of the President the Vice President assumed the chair.

Item 3 – Minutes and matters arising

3.1 Minutes of meeting of 25 April 2017

Decision The Board approved the minutes of April 2017 subject to the correction of typographical errors and the substitution of “recommended” for “considered” under item 4.

Arising from **item 4** Mr Murphy, vice chair of the Preliminary Proceedings Committee, advised the Board that the committee did not agree with the suggestion that a one page summary of each case be prepared for addition to the file to assist Board members.

Item 4 was considered after item 9.

Item 5 – CEO report

5.1 CEO report

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

The CEO drew the Board’s attention to the following items which were detailed in the report:

- HR matters:
 - Mr M Quaid, Director of Corporate Services and Finance, and Ms C Oldham, PA to the CEO would leave the organisation at the end of May and June respectively. The Board wished them both well.

- Ms S Leacy would move from HR to the Registration Department from 26 May 2017. The tender for HR support services would close at the end of the week and was for a period of six months.
- Operational meetings with the Department of Health.
 - The Board noted the minutes of meetings held on 28 February 2017 and 29 March 2017 which had previously been circulated to members.

Dr McElvaney left the meeting during consideration of this item.

5.2 Media monitoring

The Board noted the Oireachtas monitoring report and recent media articles.

5.3 Correspondence

The Board noted the CEO's correspondence which had previously been circulated to members. In particular the Board noted the invitation to Ms J Foley to become an honorary member of the SIA Honor Society of Nursing and Midwifery. The Board extended their congratulations to Ms Foley.

Item 6 - Education

6.1 Education and Training Committee update

Ms Clarke-Bishop, chair of the Education and Training Committee, advised the Board that the committee had not met since the last Board meeting. The next meeting was scheduled to take place on 8 June 2017.

6.2 Standards and Committee update

Dr Kavanagh McBride, chair of the Standards and Validation Committee, advised the Board that the committee had not met since the last Board meeting. The next meeting was scheduled to take place on 25 May 2017. The next site visit would be to UCD on 26 and 29 May 2017.

6.3 Ethics Committee update

Ms Cleary, chair of the Ethics Committee, updated the Board on the meeting which took place on 18 April 2017 at which the draft *Medicines Management Standards for Nurses and Midwives* document was discussed.

Ms Cleary advised that despite extensive research and drafting stakeholders had objected to the document on the grounds that it was not impartial. Ms Cleary

informed the Board that committee members felt frustrated that this issue had not been raised with them at an earlier stage.

Ms Johnston advised the Board that she planned to secure by tender an external expert to redraft the document.

6.4 Education Directorate report

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

The Vice President updated the Board on the Values Conference which took place on 16 May 2017 in Dublin Castle. The Vice President and Dr M Doolan, Education Department, would continue to facilitate the national awareness programme throughout the country.

Item 7 – Midwifery

Midwifery Committee update and Midwifery Directorate report

Ms Cleary, chair of the Midwives Committee, updated the Board on the meeting which took place on 18 April 2017 at which the committee agreed to recommend the draft *Midwife Registration Education Post-RGN Programme Standards and Requirements* to the Board for approval.

The Board acknowledged that the programme met European Union requirements but expressed concerns at the length of core placements as compared to the pre-registration programme.

Decision Following consideration of the draft document which had previously been circulated to members the Board approved the *Midwife Registration Education Post-RGN Programme Standards and Requirements* for two cohorts after which the programme would be reviewed.

Ms Cleary updated the Board on the Midwives Debate which took place in Dundalk Institute of Technology. This was the first time the debate had been held outside of Dublin and was a great success.

The CEO left the meeting to attend another meeting.

Ms G Byrne joined the meeting.

The President returned to the meeting.

Item 8 - Registration

8.1 Registration Committee update

Ms G Byrne updated the Board on the meetings of the committee which took place on 9 May 2017 and 15 May 2017. The committee discussed the public consultation reports on the registration Rules and the disbandment of the inactive file. Further consideration of these reports was deferred by the Board.

The President left the meeting.

8.2 Registration Directorate report

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

8.3 Closure of files

As part of the overseas file room cleansing project, files were being reviewed and incomplete applications closed. At time of writing, all documentation required to fully assess an application was required to have been provided to NMBI no later than six months from the application date. After this six month deadline if the application had not been completed the file would be closed and all documents received as part of the application destroyed. The application fee would not be refunded.

Ms Byrne requested that the Board approve the following revisions to the closure of files policy:

- That the above information regarding timeframes be placed on the front of the application form and guidance document and in the footer of all email communications with applicants and on the website.
- That the cohort of applicants whose files were being reviewed as part of the overseas file room cleansing project and whose applications were incomplete and had expired would be contacted by email and given ten days to reactivate their applications.
 - If they did not respond within ten days a final email would be sent advising that the file had been closed.
 - If they responded within ten days advising that they wished to proceed, they would be given 21 days to arrange for all outstanding documentation to be received in NMBI. If all documentation was not received within 21 days the file would be closed.

Decision The Board approved the above revisions to the closure of files policy.

Action Ms G Byrne advised that in the future an email reminder would be sent to all applicants four weeks before the timeframe expires. Files would then be automatically closed and destroyed if all documentation required was not received within the timeframe.

Ms G Byrne and Ms Johnston left the meeting.

The meeting broke for lunch from 13.05hrs. The meeting resumed at 14.05hrs.

Dr McElvaney returned to the meeting.

The President returned to the meeting and resumed the chair.

Item 9 – Regulation

9.1 Fitness to Practise Committee (1985) update

The Board considered the committee report which had previously been circulated to members. Ms U Byrne updated the Board on the work of the committee to date.

9.2 Fitness to Practise Committee (2011) update

The Board considered the committee report which had previously been circulated to members. Ms Barrett, vice chair of the Fitness to Practise Committee, updated the Board on the work of the committee to date.

Ms Barrett advised that following the recent call for expressions of interest for lay members of the committee six applicants had been shortlisted for interviews which would take place in the following weeks.

9.3 Preliminary Proceedings Committee update

The Board considered the committee report which had previously been circulated to members. Ms Cleary, chair of the Preliminary Proceedings Committee, updated the Board on the work of the committee to date.

Action Ms Cleary would bring the numbers of prima facie and no prima facie cases for 2017 to the Board in September. A succession plan for the Preliminary Proceedings Committee for 2018 would be brought to the Board in September.

Prof Breatnach joined the meeting.

9.4 Health Committee update

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

9.5 Fitness to Practise Directorate report

The Board noted the Fitness to Practise Directorate report which had previously been circulated to members. Ms U Byrne confirmed that Mr J Sadlier had been appointed as the permanent Head of the Preliminary Proceedings Division.

Item 10 was considered after item 4.

Item 4 – President’s update

4.1 The Board noted the President’s update report which had previously been circulated to members.

The President drew the Board’s attention to the following items which were detailed in the report:

- Launch of NMBI’s Statement of Strategy on 3 April 2017. The President thanked the CEO for her work in making the launch so successful and thanked those Board members who attended.
- Values Conference on 16 May 2017. The President thanked Dr M Doolan, Professional Advisor, for her work on the day and in promoting the Values of Nursing and Midwifery programme across the country with the Vice President. The President also thanked Board members who attended the conference.
- Midwives Debate in Dundalk Institute of Technology on 4 May 2017. The President informed the Board of the warm welcome received and the excellent standard of the debate. The President would like to see a Nurses Debate organised for the nursing divisions of the Register in future years.

The Board noted correspondence from Ms T Meehan, member of the Ethics Committee, and Mr L O’Reilly, Principal Officer, Department of Health.

The President noted that a third letter from Mr O’Reilly sent 13 April 2017 was missing from the brief and confirmed that it would be uploaded after the meeting.

As detailed in the report, the President advised the Board that she had completed the IPA Professional Certificate in Corporate Governance and found the course of immense value.

Decision The Board agreed to reimburse the President the cost of the course. The Board agreed that a number of Board members would be funded to undertake the course, the number to be determined by the group rate offered by the IPA.

Action The CEO to contact the IPA regarding rates for consideration by the Board at the July meeting.

Ms Liston expressed an interest in undertaking the course.

Item 10 – Corporate Services and Finances

10.1. Audit and Risk Committee update

Mr Higgins updated the Board on the meeting of the Audit and Risk Committee held on 16 May 2017. The Board agreed to defer further consideration of the meeting which dealt with the FTP internal audit report.

10.2 Governance and Finance Committee update

In the absence of the chair and vice chair Ms Monahan updated the Board on the meeting of the Governance and Finance Committee which took place on 15 May 2017.

10.2.2 *KPI update*

Ms L Manselli, Crafting Vistas, attended the committee meeting and updated the committee on the development of the key performance indicators (KPIs) agreed by the Board in April. The Board noted an update report by Ms Manselli which had previously been circulated to members.

10.2.3 *Business plan*

Decision The Board approved the business plan which had previously been circulated to members.

10.2.4 *Travel and expenses policy (updated)*

As the system of issuing purchase order numbers (POs) to Board members for hotel accommodation would cease, Board members expressed concern that the subsistence allowance was not adequate to cover the cost of accommodation in

Dublin.

The CEO explained that there was a standardised system of allowances across the public service and NMBI must comply with public sector policy. Mr Quaid advised that the Finance Department would provide advances to Board members to pay for accommodation if requested. Any outstanding POs would be honoured.

Decision The Board approved the updated policy which had previously been circulated to members.

10.2.5 *Schedule of matters reserved for the Board*

Decision The Board agreed to approve the schedule which had previously been circulated to members.

Dr Lawler left the meeting.

10.2.6 *Management accounts end of April*

Decision The Board approved the management accounts for 1 January – 30 April 2017 which had previously been circulated to members.

10.2.7 *Draft annual report 2017*

Action The attendance at Board meetings to be amended to include an explanatory note regarding non-attendance by Preliminary Proceedings Committee members at meetings to consider Section 58 applications.

Decision The Board approved the draft annual report subject to the above amendments.

10.2.8 *Procurement report*

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

10.3 ICT Steering Committee update

Mr Quaid updated the Board on the meeting which took place on 15 May 2017.

The tender for the Registrant System project had been released on e-tenders.

Item 11 – Any other business



The Board thanked Mr Quaid for all his hard work with NMBI and expressed their regret at his decision to leave.

Mr Quaid thanked the Board for their support during his time with NMBI.

There being no further matters for consideration the meeting concluded at 17.00hrs.

Day 2: Wednesday, 24 May 2017 starting at 9.00hrs.

Members Present:

Ms E Cassidy, President	Mr L Minihan
Mr J Murray, Vice President	Mr M Higgins
Ms M Barrett	Ms S Cleary
Ms L Clarke-Bishop	Mr K McGrane
Ms M Monahan	Dr R McElvaney
Ms B Liston	Dr D Lawler
Mr D Murphy	Dr E Breatnach
Dr L Kavanagh McBride	

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 R Donnellan, Beauchamps Solicitors
Mr S Murphy, SC
Ms K O'Donohoe, Arthur Cox Solicitors
Mr N Butler, SC

Apologies were received from Mr D Manning, Mr M Blake-Knox, Dr K O'Carroll, Mr P Dolan and Ms K Canning.

Fitness to Practise Matters

Decision The Board approved the appointment of Mr Conor Doran as case officer pursuant to Section 56(1) of the Nurses and Midwives Act 2011.

The Board considered the following:

- One application pursuant to Section 58 of the Nurses and Midwives Act 2011.
- One application pursuant to Section 57(11) of the Nurses and Midwives Act 2011.
- One report of the Fitness to Practise Committee under the Nurses Act 1985.
- One no prima facie decision of the Preliminary Proceedings Committee.
- 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 further matters for consideration the meeting concluded at 17.30hrs.

Signed: _____

Essene Cassidy
President

Date: _____