



Edited minutes of the meeting of the Board of the Nursing and Midwifery Board of Ireland (NMBI) held on Wednesday, 20 September 2023 starting at 13.30hrs in NMBI and by video.

### **Members attending in person**

Dr Louise Kavanagh McBride, President of NMBI  
Dr Conan McKenna  
Ms Muireann Ní Shúilleabháin

### **Members attending by video**

Ms Áine Lynch, Vice President of NMBI  
Mr Richard Bruton  
Mr Mark Johnston  
Ms Mary Leahy  
Ms Mary Rose Loughnane  
Ms Marian Vaughan  
Ms Kate O'Halloran  
Mr John Horan  
Dr Lydia Buckley  
Mr Joseph Shalbin  
Ms Mittu Alungal  
Mr Ray Dolan

### **In attendance**

Ms Sheila McClelland, CEO  
Ms Kathyann Barrett, Head of Operations  
Dr Ray Healy, Director of Registration  
Ms Carolyn Donohoe, Director of Education, Policy and Standards  
Ms Orla Crowe, Director of Fitness to Practise  
Mr Mike Carter, Head of Digitisation  
Ms Dee Mooney, Project Manager, Education, Policy and Standards Department  
Ms Mellissa Melvin, Fitness to Practise Department  
Dr Karn Cliffe, Midwife Project Lead  
Ms Orla Coady, Governance and Secretariat Manager

### **Item 1 – Apologies and conflicts of interest**

- 1.1 Apologies were received from Ms Niamh Murphy, Ms Louise Collins, Dr Don Faller, Ms Anne Marie Duffy, Prof Gautam Gulati, Mr Thomas Glynn, Dr Margaret Murphy and Mr Terry McGonigal.



- 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.

## **Item 2 – President’s update**

The Board noted the report from the President which set out events attended and invitations received.

## **Item 3 – CEO’s update**

### 3.1 CEO report

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

**Items 4-5 took place after items 6-7.**

## **Item 6 – Business, Strategy and Finance**

### 6.1 Procurement

#### 6.1.1 *Mature candidate assessment services*

The Board considered the briefing paper and evaluation report which had previously been circulated to members.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and agreed to award the contract as set out in the briefing paper.

### 6.2 Finance and Strategy

#### 6.2.1 Management accounts – June and July 2023 including the end-of-year forecast

The Board considered the management accounts for June and July 2023 including the end-of-year forecast which had previously been circulated to members.

**Decision** The Board approved the management accounts for June and July 2023 including the end-of-year forecast.

#### 6.2.2 *Progress against the Business Plan 2023/Statement of Strategy 2023-2024*



The Board considered the briefing document and tracker which had previously been circulated to members and which set out progress against the business plan 2023.

#### 6.2.3 *Objectives and key indicators report*

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

#### 6.2.4 *Update to online banking user set-up and processing (bank mandates)*

The Board considered the online banking procedure which had previously been circulated to members.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the proposed updates to Appendix 2.

### 6.3 Communications

#### 6.3.1 *Customer Service Charter and Action Plan*

The Board noted the draft Customer Service Charter and Action Plan 2023-2025 and the Consultation Report. which had previously been circulated to members. The Customer Service Charter and Action Plan 2023-2025 had been and approved by the Board in May 2023 for public consultation.

Following feedback provided through the consultation process, no changes to the Customer Service Charter and Action Plan were recommended.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the Customer Service Charter and Action Plan 2023-2025 and Consultation Report.

#### 6.3.2 *Annual retention fee (ARF) comms plan 2024*

The Board noted the communications plan for the annual renewal cycle 2024 which had previously been circulated to members.

### 6.4 Review of governance documents

#### 6.4.1 *Board procedures*

The Board considered the briefing document and revised procedures which had previously been circulated to members.



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

#### 6.4.2 *Standing orders*

The Board considered the briefing document and revised standing orders which had previously been circulated to members.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the revised standing orders.

#### 6.4.3 *Written decision procedure*

The Board considered the briefing document and procedure which had previously been circulated to members. The Board noted that the procedure had been reviewed and no changes were recommended.

**Decision** The Board accepted the recommendation of the Business, Strategy and Finance Committee and approved the procedure with no changes.

#### 6.4.4 *Code of Conduct for Board and Committee Members*

The Board considered the briefing document and revised Code which had previously been circulated to members.

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

#### 6.4.5 *Minute taking policy*

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

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

### **Item 7 – Audit and Risk**

#### 7.1 Corporate risk register

The Board considered the report on the corporate risk register which had previously been circulated to members.

The corporate risk register had been considered by the Audit and Risk Committee at its meeting on 6 September 2023.



**Decision** The Board accepted the recommendation of the Audit and Risk Committee and approved the corporate risk register.

Ms O’Halloran left the meeting.

## 7.2 Risk management policy including risk appetite statement

The Board considered the policy which had previously been circulated to members. The Board noted that it had previously considered the policy at its meeting on 24 May 2023. These changes had been incorporated into the policy which had then been presented to the Audit and Risk Committee for further considered.

**Decision** The Board accepted the recommendation of the Audit and Risk Committee and approved the revised policy.

Ms Barrett left the meeting.

**Item 4 was considered after item 5.**

## **Item 5 – Registration**

### 5.1 Prediction of overseas applications in 2023

The Board considered the draft report which had previously been circulated to members. The report provided data on the trending numbers of overseas applications and requests for CCPS forms, and made predictions to end-of-year expectations.

Mr Dolan and Ms Loughnane left the meeting.

## **Item 4 – MyNMBI**

4.1 Mr Carter joined the meeting.

The Board considered the bridging position summary paper which had previously been circulated to members.

The MyNMBI Steering Group had met on Monday, 18 September 2023 to consider the options and to agree on a recommendation to make to the Board.

The Chairs of the Audit and Risk Committee and Business, Strategy and Finance Committee, who were members of the Steering Group, advised the Board that that detailed analysis of each option from both a risk and financial perspective



had been undertaken by the Digitisation Team and considered by the Group before reaching a decision.

**Decision** The Board accepted the recommendation of the MyNMBI Steering Group as set out in the position paper. The Board noted that it was assured by the consideration given to the matter by the Steering Group and the executive.

Mr Carter left the meeting.

## **Item 8 – Education, Policy and Standards**

Dr Cliffe, Ms Mooney and Ms Donohoe joined the meeting.

### **8.1 NMBI Series 2023**

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

Ms Mooney drew the Board’s attention to the following themes which were presented as part of the Series and which were set out in the report. These themes had been identified as areas of interest during the Summer Series 2022:

- State of the Register.
- Health and wellbeing.
- Compassion in the complaints process.

Events had taken place in Waterford, Tralee and Galway. The final event of the year would take place on Dundalk on 22 November 2023, starting at 10am. This would be followed by the general business board meeting.

Ms Donohoe updated the Board on two pieces of work which members of the Education Department were engaged in:

1. Working with the National Tertiary Office to widen access to BSc Hons in General Nursing to those who would not traditionally consider third-level education.
2. Considering ways to get people into the profession – upcoming meetings with Munster Technological University and St Angela’s College to discuss options including bridging programmes.

Ms Mooney and Ms Donohoe left the meeting.

## **Item 9 – Midwifery**

### **9.1 Annual Student Midwife Debate**



The Board noted the proposed plan and programme for the debate which would take place on Friday, 10 November 2023 in University College Dublin (UCD).

Dr Cliffe left the meeting.

## **Item 10 – Fitness to practise**

Ms Crowe and Ms Melvin joined the meeting.

### **10.1 Update to FTP procedures**

The Board noted the updated procedures which had previously been circulated to members and which had already been reviewed by the Fitness to Practise Committee and approved by the Chair of the Fitness to Practise Committee.

### **10.2 Update to section 65 procedures on undertakings and/or consents.**

The Board considered the document titled *Concept Note on Proposed Amendments to Section 65 Procedures (Undertakings and/or Consents)*. This document set out the current law and procedures in relation to the acceptance of an undertaking and/or consent at Inquiry stage and the proposed amendments to these procedures.

**Decision** The Board agreed to approve the update to the section 65 procedures to permit undertakings and/or consents to be considered at an earlier stage of the Inquiry process.

### **10.3 Scheme of Delegation**

The Board considered the briefing document and amended Board Scheme of Delegation which had previously been circulated to members.

The Board noted that the Schedule of Matters Reserved for the Board had been approved by the Board at its meeting on 25 January 2023. The document before the Board today related to the functions delegated by the Board, which had last been reviewed and approved by the Board in July 2018.

**Decision** The Board approved the amended Board Scheme of Delegation.

### **10.4 Reports**

#### **10.4.1 *Section 58 orders/undertakings***

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



#### 10.4.2 ***Conditions report***

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

#### 10.4.3 ***Undertakings report***

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

Ms Crowe and Ms Melvin left the meeting.

### **Item 11 – Minutes and actions of previous meetings**

#### 11.1 Minutes of previous meetings

##### 11.1.1 *Proposed revision to approved minutes of 21 March 2023*

The Board considered the briefing document and draft revised minutes which had previously been circulated to members.

Following the approval of the minutes of 21 March 2023, an error on page 11 of these minutes had been noted. The amended wording was highlighted on the draft revised minutes.

**Decision** The Board approved the proposed revision to the minutes of 21 March 2023.

##### 11.1.2 *Minutes of the meeting of 18 July 2023*

The Board considered the minutes of the meeting of 18 July 2023 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 18 July 2023.

##### 11.1.3 *Minutes of the meeting of 19 July 2023*

The Board considered the minutes of the meeting of 19 July 2023 which had previously been circulated to members.

**Decision** The Board approved the minutes of the meeting of the 19 July 2023.

##### 11.1.4 *Minutes of the meeting of 1 September 2023*

The Board considered the minutes of the meeting of 1 September 2023 which had previously been circulated to members.





**Decision** The Board approved the minutes of the meeting of the 1 September 2023.

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.

**Item 12 – Any other business**

12.1 Minutes of private session of the Board

The Board considered the minutes of the private session of the Board held on 19 July 2023 which had previously been circulated to members.

**Decision** The Board approved the minutes of the private session of 19 July 2023.

12.2 Upcoming Board meetings

A special Board meeting would be held on 18 October 2023. The general business meeting scheduled for 22 November 2023 would take place in Dundalk to coincide with NMBI's Series events. The FTP meeting originally scheduled to take place on 21 November 2023 would be moved to another date which would be confirmed shortly.

12.3 Staff travel plan

A budget and travel plan for 2023 for Board and executive travel had previously been approved by the Board

The CEO advised the Board of changes to the travel plan.

The Board noted that the Business, Strategy and Finance Committee had been advised of these changes at its last meeting.

12.4 Board of Governors of Maynooth University

The CEO advised the Board that she had been nominated to the Board of Governors of Maynooth University.

There being no further matters for consideration the meeting ended at 15.30hrs.