Comhairle na nDochtúirí Leighis
Medical Council

Council Governance Meeting – Minutes

Date	23 October 2024	
Time	9.30 a.m.	
Location	In person - Kingram House, Dublin 2	
Meeting number	Summary Minutes	
Members present	Dr Suzanne Crowe (President) Dr Mary Davoren (Vice President) Ms Teresa Bulfin Ms Marie Culliton Dr Morgan Crowe Mr Ian Drennan Mr Paul Harkin Mr John Gleeson Dr Margaret O'Riordan Prof Mary O'Sullivan Ms Jill Long	Mr Jim O'Sullivan Prof Joe McMenamin Prof Deirdre Murphy Prof Ronan Quirke Prof Edna Roche Dr Liqa Ur Rehman Ms Sinead Corcoran Dr Orla Muldoon Mr Nauman Nabi Prof Richard Greene
Apologies	Mr John Murray Prof Ronan O'Connell	
In attendance for the entire meeting - In Person	Ms Yvonne Clancy (CEO) Ms Gail McAuley (Head of Corporate Affairs and Secretary to Council) Ms Mellisa Tierney (Council Governance Manager)	
In attendance for relevant sections of the meeting	Mr Colm O'Leary (Executive Director of Strategy & Business services) Ms Roseanne Fox (Executive Director of Finance, IT & Digital Transformation) Ms Jantze Cotter (Executive Director of Regulatory Policy & Standards) Mr Paul Byrne (Executive Director, Regulation, Operations & Support Services) Mr Ciaran Buggle, (Executive Director of Complaints & Investigations) Mr Alan Gallager (Head of Communications & Stakeholder Engagement) Ms Fiona Redmond (Chief Risk Officer, Head of Risk of Compliance) Ms Fiona McVeigh (Head of Regulatory Policy) Ms Bernadette Rock (Head of Research & Regulatory Data Insights) Ms Niamh Dunne (Head of Liaison) Mr William Kennedy (Head of Legislative Affairs)	

Note – all references to 'the Act' shall be construed as references to the Medical Practitioners Act 2007 unless otherwise stated.

	Presidents Report	
	Council noted the Presidents attendance at various engagements, which highlighted a very productive period. It was noted that there will be a need to strengthen and publicise the consultation process as widely as possible, in due course, and include messaging to assist stakeholders to understand the value of consultation.	
	Risk Report	
	Ms Redmond, Chief Risk Officer presented on the Risk Reports, contained in the meeting pack. Council was updated on: - new, open, and closed risks, with a focus on red and amber risks - the draft updated risk policy was reviewed by the ELT, and is set for review by the Audit and Risk Committee and presentation to Council in Q1 2025 - further training to be provided on the new policy for each team - the Q1 2025 Risk Report is expected to reflect the updated risk categories, and risk appetite. The Corporate Risk Register will also be added to the risk management system. It was noted by a Council member that risk data is a beneficial tool to highlight matters in discussions with the Department of Health, including challenges related to attracting, and retaining Council and Committee members. Following a suggestion by a Council member, Ms Redmond noted risk descriptors on some risks could be made clearer. It was also noted projects listed under the Actions, such as the Committees and Delegations project, could be presented in a more structed manner, for example, in phases with clarity on the expected activities and completion dates. *Ms Redmond left the meeting	
	CEO Report (inc KPIs and Metrics)	
	*Prof Richard Greene joined the meeting. Council considered the CEO report included in the meeting pack. Ms Clancy, interim CEO, introduced the CEO report with several acknowledgements to include the previous CEO, the role and dedication of Council & Committee members, the commitment of the Executive Leadership Team (ELT) and the capability of Medical Council staff. Ms Clancy spoke of her commitment to bring continuity of leadership, a steady state for the organisation and support for the ELT to optimise structures in her new interim role and gave a comprehensive overview to include; • key high-level observations across the organisation • strategic areas to highlight to Council • CEO spotlight on issues facing the organisation and plans to remediate • highlights from the previous quarter	

	• priorities for the remainder of 2024. • business planning 2025 and the outlook for remainder of the year Council commended Ms Clancy on an excellent CEO report. It welcomed the new format for the report which brought increased clarity and demonstrated the excellent work being carried out across the organisation. *Dr Liqa Ur Rehman joined the meeting. A brief discussion was held on performance assessment as a useful tool and the associated timelines. Mr. Buggle updated Council that the performance assessment process will be considered further in the future to identify a more agile approach. Council took a 15 minute break.	
	Q3 Business Plan update	
	Council considered the business plan update for Quarter 3, included in the meeting pack. Council noted the progress against the strategic priorities and the outlook for the remainder of 2024. It was also noted that ELT were working to define the 2025 business plan objectives and Financial Plan for return to Council at the January 2025 meeting.	
	Report arising from consultation and Draft Statement of Strategy for Council approval	
	Council considered the draft statement of strategy and consultation report feedback, contained in the meeting pack. Mr O'Leary gave a comprehensive presentation on the feedback arising from the draft statement of strategy consultation, and the tracked changes that had been made to the draft strategy document.	
	Council approved the draft Statement of Strategy to progress for graphic design/typesetting and translation prior to its expected launch date in October/early November.	**Decision**
	Council calendar 2025	
	Ms McAuley presented a paper to Council on its 2025 calendar of meetings. The calendar reflected the proposed Council meeting structure for 2025 to include: - Governance meetings - Regulatory meetings - ECM meetings - Away Day Council noted that Committee meeting dates will need to be set for 2025 and updated on the overall calendar by the Committee Secretaries. It was noted that Committee meeting dates should cascade from the approved Council meeting dates, and, be set in advance of the Council meeting pack deadlines to ensure Committee papers are on time for Council.	

	A Council member raised that further consideration be given on the number and structure of governance meetings to assist governance and strategy implementation. It was advised that Council's annual self-evaluation process, which was underway, provided the opportunity for Council to consider feedback at its Away Day on 28 November 2024.	
	Council approved Council calendar for 2025.	**Decision**
	Physician Associates	
	*Ms McVeigh joined the meeting. Ms McVeigh presented a paper to Council on Physician Associates, contained in the meeting pack. Council had considered this matter comprehensively at its previous meeting following its review of a briefing paper on regulating Physician Associates. Council considered the position statement included in its meeting pack which articulated the position of the Medical Council on the scope of practice and regulation of physician associates in the Irish healthcare sector.	
	Council approved the draft position statement on Physician Associates for issue.	**Decision**
	*Ms McVeigh left the meeting.	
	Contract Award to Image Supply Solutions (ISS) for an integrated AV solution	
	Ms Fox presented the Contract for Audio Visio solutions to Council, contained in the meeting pack. Council understood that as part of the refurbishment of Kingram House, a tender process was commenced to provide an integrated AV solution which will meet the requirements of the Medical Council for the next five (5) years. Following clarification on the specific benefits that the installation will bring, Council noted that this will provide a flexible, easy to use and adaptive installation that can be upgraded to meet future technology requirements. It was also noted that this will facilitate hybrid working and support collaborative working across the organisation both for internal and external meeting requirements. It was advised that visual representations will be brought to Council to illustrate the investment post implementation.	
	Council approved the awarding of a single party framework agreement to Image Supply Solutions (ISS) for a five (5) year period, with a maximum value of [redacted] (ex VAT), [redacted] (inc VAT) over the lifetime of the Framework Agreement for: The design, supply and installation, testing and commissioning of Audio-Visual Equipment.	**Decision**
	Brand Refresh	

	Mr Gallagher gave a PowerPoint presentation on the Medical Council's new Brand Refresh, contained in the meeting pack. Council was provided with an overview of what the brand refresh encompassed to include; • Logo review • Tone of voice and sample messaging • Brand guidelines • Publications and reports, including recommended stock imagery • Templates for social media and digital use • Letter heads and corporate stationary Council noted the visual representations of the brand in action across different communications media. Council understood the next steps to be launch of its new statement of strategy on new branding, updating of logo and support for staff to transition to new branding across communications. Council took a 40 minute lunch break.	
	Audit and Risk report	
	Mr Drennan presented the revised Audit and Risk report to Council, contained in the meeting pack. Council noted the updates on the Q3 2024 Management Accounts, Investment Performance Q3 2024 and the draft C&AG 2023 Management letter. Council noted that PHPM provide an invaluable service to support the work of the Health Committee. Council considered the copy of the Practitioners' Health Matters Programme's (PHPM) audited, unabridged audited Financial Statements for the year ended 31 December 2023 and was satisfied that payment of a donation for 2023 could progress. It was agreed that consideration should be given to the mechanism for future funding to PHMP and recommended this could also be considered as part of the complaints model project.	
	Council approved the authorisation for a donation of €[redacted] in respect of 2023 to the Practitioners' Health Matters Programme.	**Decision**
	Complaints Model Project	
	*Ms McVeigh, Dr Rock, Ms Dunne and Ms Redmond joined the meeting. Ms Cotter and Ms McVeigh gave a PowerPoint presentation on status of phase 1 of the complaints model project which covered the following: • Reiteration of the project aims • Regulatory Context • Emerging Themes	

	• Stakeholder Voice • Conceptual Model • Risk based approach – threshold, appetite and WG perspectives • Reflection: project status, introducing recommendations A lengthy discussion was held on the draft risk matrix for regulatory decision making and its potential for implementation for managing complaints. Council noted the feedback provided from the working group on its criteria and were not keen to include the risk factors relating to age. Council understood that this matrix was an initial working draft of a tool to support regulatory decision making which will be developed, tested and implemented to support the evolving complaints process. Council recommended that developments to the complaints model, legislative and the pre-complaints process, should incorporate a pilot phase as part of implementation. *Ms McVeigh, Ms Rock, Ms Dunne left the meeting.	
	Heads of Bill 2024	
	Mr Kennedy presented the heads of bill paper to Council, contained in the meeting pack. Council noted that following the presentation of its position papers to the Dept of Health, in support of the proposed amendments to the Medical Practitioners Act 2007 ('the Principal Act'), the terms of a Heads of Bill was agreed with the Dept of Health in July 2024. Council was updated that the Dept of Health has obtained Cabinet approval in September 2024 and the Heads of Bill are now part of the Government's Autumn Legislative Programme with priority drafting.	
	2024 - Annual Self Evaluation of Council and Committee Performance	
	Ms McAuley presented the update on the 2024 Annual Self Evaluation of Council and Committee Performance, contained in the meeting pack. Council understood its requirement under the Code of Practice for the Governance of State Bodies (2016) which requires it to undertake an annual self-assessment evaluation of its own performance, and that of its committees, as part of effective Corporate Governance measures. Council noted the overall approach for the self-evaluation process for Council and its Committees as outlined, and the proposed timelines. It was also noted that the anonymised survey was currently live for input and that a private facilitated session will be held on 28 November 2024 at the Council Away Day, to explore feedback, themes and actions emerging from the survey inputs.	
	RCPC report	
	Council noted the RCPC report, contained in its meeting pack.	
	ETC report to Council – July and September 2024	

	Council noted the ETC report, contained in its meeting pack.	
	AOB	
	There were no further matters.	
	The in-person meeting concluded at approximately 16.05	