Comhairle na nDochtúirí Leighis
Medical Council

Council Governance Meeting – Edited Minutes

Date	2 April 2025
Time	9.00 a.m.
Location	In person - Kingram House, Dublin 2
Meeting number	577th meeting of the Medical Council - Meeting No 14 of 2025
Members present	Dr Suzanne Crowe (President) Ms Teresa Bulfin Ms Marie Culliton Mr Ian Drennan Mr Paul Harkin Mr John Gleeson Prof Richard Greene Ms Jill Long Mr Martin O'Halloran Dr Margaret O'Riordan Prof Mary O'Sullivan Mr Jim O'Sullivan Prof Ronan O'Connell Prof Ronan Quirke Prof Edna Roche Ms Sinead Corcoran Mr Nauman Nabi
Apologies	Dr Mary Davoren (Vice President) Dr Orla Muldoon Prof Deirdre Murphy Dr Liqa Ur Rehman
In attendance for the meeting - In Person	Mr Ciaran Buggle (Interim CEO) Ms Gail McAuley (Head of Corporate Affairs and Secretary to Council) Ms Faye Mangan (Council Governance Manager)
In attendance for relevant sections of the meeting	Executive Leadership Team: • 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 Alan Gallager (Head of Communications & Stakeholder Engagement) Mr John McBride Head of IT and Digital Transformation Ms Fiona Redmond (Chief Risk Officer, Head of Risk & Compliance) Ms Fiona McVeigh (Head of Regulatory Policy) Ms Aoise O'Reilly (Professional Development Manager (Undergraduate) Ms Denise Carroll (Head of Quality Assurance - Education and Training) Ms Sarah Molumby (Head of Registration)

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

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1.	**Private Session**	
	Council held a private session.	
1.1.	**Discussion on Council structure and sustainability**	
	*Mr Buggle, interim CEO joined the meeting. Council and the CEO held a private session on Council structure and sustainability.	
2.	**Minutes from the Governance Meeting – 29 January 2025**	
	Ms McAuley, Ms Mangan, Ms Redmond, and the Executive Leadership Team joined the meeting. Council reviewed the minutes for 29 January 2025, contained in the meeting pack and requested a minor deletion.	
	Council approved the minutes for the 566th Council meeting on 29 January 2025 and approved their publication on the Medical Council website.	**Decision**
3.	**Minutes from 6 February 2025 - circulation of papers**	
	Council reviewed the minutes for 6 February 2025 - circulation of papers, contained in the meeting pack.	
	Council approved the minutes for the 6 February 2025 - circulation of papers.	**Decision**
4.	**Matters arising – Action List**	
	The President presented the action list to Council which is a live document that is being implemented to keep track of requests arising at Council meetings.	
5.	**Presidents Report**	
	Council noted the Presidents attendance at various engagements, which highlighted a very productive period.	
6.	**Procurement matters**	
	Council noted the Procurement matters report in the meeting brief, presented by Ms Fox. The report outlined the procurement procedures completed in 2024 in line with procurement rules and any instances of justified non-compliance which will be declared in the 2024 Financial Statements. Following discussion, Council noted the controls put in place by the procurement function to track all expenditure and contracts across the organization and ensure visibility of all contracts.	

	In addition, it was noted that procurement reporting is planned to be a standing item on the governance agenda with quarterly reporting provided to Council on matters of compliance with the Code of Practice for the Governance of State Bodies.	
7.	**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 reflecting the period 10 January to 25 March 2025. Council discussed the risk report and the movement of risk from Q4 2024 to Q1 2025. It was updated that there was further development of the risk register planned, to update its risks against its risk appetite.	
	Council approved the Q1 2025 risk report, its contents and the outlined actions and controls to address the risks.	**Decision**
	Council noted the declarations of interest form and training needs analysis form for completion. It was clarified that the declarations of interest form was a follow-on from Council's recently approved conflict of interest policy to assist in informing a register of interests. It was clarified that it was a further measure to promote good practice under the Code of Practice of Governance of State Bodies. *Ms Redmond left the meeting.	
8.	**CEO Update**	
	Mr Buggle, interim CEO presented the CEO update. Council was updated on the progress over the first quarter on several areas across the organisation.	
9.	**Council email access options**	
	*Mr McBride joined the meeting. Council considered the use of personal email addresses paper, contained in the meeting pack, presented by Mr McBride. Mr McBride presented options in relation to use of personal or Medical Council email accounts for accessing MCIRL communications. Council considered the benefits and associated risks of each option and agreed that option 2 presented the best solution.	
	Council approved Option 2 for the Medical Council ICT unit to deploy a mobile device management solution onto a personal device of Council members choice instead of use of non mcirl email accounts.	**Decision**
10.	**Revised Statement of Strategy 2025 – 2028**	

	Mr O'Leary presented the revised Statement of Strategy 2025-2028, contained in the meeting pack. Mr O'Leary also outlined the process followed by the Executive in seeking Department of Health approval of the draft Statement of Strategy, since it was approved by Council in October 2024. Council noted the amendments made by Professional Regulation Unit within the Department. Council requested edits to the proposed document, within the sub objectives of the overall strategic objectives and the addition of wording to further focus on governance best practice.	
	Council approved the revised Statement of Strategy 2025 -2028 in accordance with section 13 (1)(a) of the Medical Practitioners Act 2007 (as amended) for submission to the Minister and to be laid before the Houses of the Oireachtas, following the suggested edits being incorporated.	**Decision**
11.	**Consensus Decision Making**	
	Mr O'Leary presented the Consensus Decision Making Process, contained in the meeting pack. Council was updated that proposers and seconders would no longer be required nor recorded at Council and Committee meetings. Where Council agrees to consider and discuss a proposal raised by a Council member, it is Council that owns that proposal in addition to any decision taken. It further considered the additional guidance on the process to be followed at Council and Committee meetings when decisions are being made. The additional guidance further builds on The Medical Council's Standing Orders 2010 and Corporate Governance Framework 2018 which provide for consensus decision making at both Council and committee meetings.	
12.	**Final Draft Rules – Establishment of subcommittees of the Preliminary Proceedings Committee (PPC) post public consultation**	
	*Ms Fitzsimons joined the meeting. Ms Fitzsimmons presented the Final Draft Rules – Establishment of subcommittees of the Preliminary Proceedings Committee (PPC) post public consultation, contained in the meeting pack. Council was advised that the rules would come into effect today on approval by Council.	
	Council approved the final draft rules for the establishment of subcommittee of the Preliminary Proceedings Committee post public consultation.	**Decision**
	*Ms Fitzsimons left the meeting.	
13.	**Annual report – 2024**	

Mr Gallagher presented the draft 2024 Annual Report, contained in the meeting pack.

Requests for modifications were made by members as follows:

- Explanatory note should be provided for PPC meetings, as members are not required to attend the total number of meetings annually.
- Include Health Committee statistics to include the number of doctors being supported.
- Clarify categories of the complaints received.
- Changes to member attendance at meetings as requested.
- All tables to be presented in the same format ensuring consistency for Committee membership / attendance etc.

Council requested that the annual report be recirculated with all changes and insertions tracked.

14. General Division Framework

Ms McVeigh and Ms Rock presented the general division framework paper, contained in the meeting pack.

The aim of this paper was to inform Council of the intended research to be undertaken with doctors on the General Division of the Register.

Council discussed and provided suggestions for inclusion in the research to include:

- Quantify different categories of doctors
- Understand who is on general register
- Working in out of hours service
- Practice of telemedicine and location / patient cohort
- Length of time on general register

*Ms McVeigh and Ms Rock left the meeting.

15. Update on Human Tissues Act

*Ms Carroll and Ms O'Reilly joined the meeting.

Council considered the Impact Assessment – Commencement of the Human Tissue Act, presented by Mr Byrne, Ms Carroll and Ms O'Reilly.

Council noted that the enactment of the Human Tissue (Transplantation, Post-Mortem, Anatomical Examination, and Public Display) Act 2024 significantly expands the remit of the Medical Council of Ireland and introduces a more complex, expanded regulatory remit.

Council considered the impact assessment which provided an examination of the operational considerations in terms of current versus predicted workload; financial and resource implications; and a proposed timelines to ensure a smooth phased transition. Areas identified as needing additional exploration were also highlighted.

	The financial and resource considerations for implementing parts 4 and 5 of the Act which requires dedicated resources (time and people) to design, develop and operationalise the new legislative requirements were also discussed. Council noted the recommendation to commence with Part 4, given its direct relevance to the Medical Council's current anatomical examination practices. Part 5 needs further exploration with the Department.	
	Council approved the recommendation to commence with implementation of Part 4 Human Tissue (Transplantation, Post-Mortem, Anatomical Examination, and Public Display) Act 2024.	**Decision**
	*Ms Carroll and Ms O'Reilly left the meeting.	
16.	**Prism Registration Costings**	
	Ms Fox presented the PRISM Registration costings paper, contained in the meeting pack. Council noted that it had previously approved €80k Capex Expenditure for the Annual Renewal Application Form (ARAF) to the current Registration System (PRISM) in January 2025 as part of the 2025 Budget. The constraints of the existing system were highlighted to Council previously, in addition the need to consider a replacement system as part of the Council's digital strategy as per the 2025 business plan. Council noted that until the digital strategy is agreed and progressed there will continue to be a need to invest in annual amendments to the existing ARAF process. Ms Fox presented a breakdown of the revised costings for the overall ARAF changes necessary on PRISM. It was advised that the Executive will only progress critical amendments for 2025 based on the priority of change requests and the risk attached of not actioning each change request. An outline was given of the priority change requests which require immediate action and the associated costs. Council noted that the Executive will continue to review and monitor the other required amendments and report to Council on same in the event of further prioritisation being necessary.	
16.	**Registration Timelines- Presentation**	
	*Ms Molumby joined the meeting. Mr Byrne gave a PowerPoint presentation on Medical Council Registration timelines outlining: • Increased volumes of registration applications received and future forecasting • Processing timeframes for registration matters and future projections • Ongoing work and objectives achieved to date • Future solutions to support the reduction of processing timelines	

	A broad discussion was held by Council on solutions to reduce the timelines, implementation of technology improvements and create process efficiencies. Council requested that Registration timelines is a standing item on the Council governance agenda. *Ms Molumby left the meeting.	
18	**16th International Conference on Medical Regulation**	
	This item was taken before item 14. Mr Gallagher provided a short presentation to Council on the Medical Council 's hosting of the 16th International Conference on Medical Regulation from the 3 – 6 September 2025. Council noted that there is on circa 400 delegates to attend from across the globe. An overview of the conference to include planning, budget, themes and speakers was outlined. Council sought clarification on how attendance would be secured to assure financial viability. An update was given on the number of delegates needed, the registrations to date and the attendee levels at previous conferences.	
19	**Media Insight report**	
	This item was taken before item 14. Mr Gallagher gave a PowerPoint presentation to Council, providing an overview of media coverage and mentions across 2024.	
20	**2025 Action Plan following Council Self-Evaluation (including distribution of Training Needs Analysis form)**	
	Mr O'Leary presented the progress against the action plan, which was devised following the Council's 2024 Self Evaluation Process. Council noted that Chairpersons training was planned for in June 2025 and additional training would be organised for a date in September to include training on the roles and responsibilities of Board members, and further training at its away day in December. It was noted that conflict of interest training was planned for its committees. This training needs assessment form circulated for completion by members, was also presented as a mechanism to gather feedback on the training needs of current and new Council members, annually.	
21	**Council members survey report March 2025**	
	Mr O'Leary presented the survey results distributed on 3 March 2025 to understand Council members' availability and meeting preferences.	

22	**Removal of doctors under Section 80A(1) of the Act (failure to provide evidence of indemnity)**	
	Council considered the paper on Removal of doctors under Section 80A(1) of the Act (failure to provide evidence of indemnity). Council noted that Doctors practicing privately in Ireland are required to provide evidence of their Professional Indemnity when renewing their registration annually. A list of doctors who have failed to provide proof of professional indemnity following the Annual Retention period 2024 was submitted to Council in the meeting pack for decision to remove these doctors from the register. Council recommended that this is a matter for consideration for delegation to the Executive.	
	Council decided to remove non-complaint doctors who failed to provide evidence of professional indemnity cover under Section 80A(1) of the Act (failure to provide evidence of indemnity) as listed in the meeting papers.	**Decision**
23	**Registration & Continuing Practice Committee Report**	
	Council noted the Registration and Continuing Practice Committee Report, contained in its meeting pack.	
24	**ETC Report to Council from January 2025**	
	Council noted the Education and Training Committee Report, contained in its meeting pack.	
25	**AOB**	
	There were no further matters.	
26	**Close of Governance meeting**	
	The in-person meeting concluded at approximately 16.25. Council noted the next Regulatory Council meeting was 9 April 2025 and the next Governance meeting on 25 June 2025.	