

## Agenda for the Special Purposes Committee Meeting

16 November 13.30

Location: Online – MS Teams

Colour code: **Red—for decision; Green—for discussion; Blue—for information**

Indicative Time	Item Descriptor and Presenter		
1:30pm	A	Apologies	President
1:35pm	B	Declaration of Interests (See Appendix A)	President
1:40pm	C	Approval of Meeting Agenda	President
1:45pm	D	Request for Approval of the draft Minutes of the Meeting of the Special Purposes Committee held on 14 September 2023	President
1:50pm	E	Appointment/Re-appointment of members to the Disciplinary Committees	Head of Governance and Programme Delivery
2:05pm	F	Vacancy arising on the Programme Board	Head of Governance and Programme Delivery
2:10pm	G	Standing Orders of Council	Head of Governance and Programme Delivery
2:20pm	H	Code of Conduct for members of the Disciplinary Committees	Fitness to Practise and Legal Affairs Manager and Head of Community Pharmacy Assurance
2:30pm	I	Performance Appraisal Process for the Registrar	Head of Governance and Programme Delivery
2:40pm	J	Terms of Reference of the Council Strategy Sub-Group and Expression of Interest Process	Registrar
2:50pm	K	Reflection on the Council Training and Development Day	President
3:00pm	L	Review of the Terms of Reference of the Special Purposes Committee	President
3:10pm	M	SPC Meeting dates for 2024	President
3:15pm	N	AOB	

*We anticipate the meeting should end at approximately: 3.30pm*

*Next Meeting Date: TBA*

## ***The President***

## **APPENDIX A**

### ***Pharmacy Act 2007 Schedule 1, Section 9: Disclosure of certain interests***

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

- (a) an arrangement to which the Council is a party or a proposed such arrangement, or
- (b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

- (a) shall at the meeting, disclose that fact and the extent of the interest,
- (b) may not influence or seek to influence a decision to be made in relation to the matter,
- (c) shall absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,
- (d) may not vote on a decision relating to the matter, and
- (e) may not take part in any further deliberation of the Council or any of its committees relating to the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member’s course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.