



Minutes of the meeting the Special Purposes Committee held on 14 September 2023 at 14:00 pm. The meeting was convened on-line.

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Katherine Morrow	President and Chair of the Committee	Yes
Ms. Joan Peppard	Vice-President	Yes
Dr. Ann Mc Garry	Chair of the Performance and Resources Committee	Yes
Ms. Geraldine Campbell	Chair of the Audit and Risk Committee	Yes
Members of PSI staff in attendance included:		
Ms. Joanne Kissane	Registrar	
Dr. Cheryl Stokes	Head of Governance and Programme Delivery	
Ms. Ruth Bailly	Business Planning and Information Governance Executive	

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

Agenda Item B – Declaration of Conflicts of Interest

Issue
Declaration of interests by members of the Special Purposes Committee.
Information
Under item B of the Council Agenda, the Chair drew Committee members' attention to their obligations under paragraph 9 of Schedule 1 to the Pharmacy Act 2007, which deals with the necessary disclosure of certain interests by members of the Council.
Decision Approved and/or Action Requested
No conflicts of interest were declared.

Agenda Item C – Approval of Meeting Agenda

Issue
Approval of Meeting Agenda

Issue
Information
None

Decision Approved and/or Action Requested
The Agenda was approved.

Agenda Item D – Request for approval of the draft Minutes of the meeting of the Special Purposes Committee held on 1 June 2023

Issue
Draft Minutes of the Special Purposes Committee Meeting held on 1 June 2023.

Information
The Chair noted that the draft Minutes of the Committee meeting, held on 1 June 2023, had been circulated to Committee members in advance of the meeting and that no amendments had been received.

Decision Approved and/or Action Requested
Decision Approved: The Committee approved the Minutes of the Special Purposes Committee meeting, held on 1 June 2023, on the proposal of Ms. Geraldine Campbell and seconded by Dr. Ann McGarry.

Agenda Item E - Appointments to Disciplinary Committees and the Establishment of a Panel to Fill Future Vacancies

Issue
Appointments to Disciplinary Committees and the Establishment of a Panel to Fill Future Vacancies

Information
The Committee considered vacancies arising on the Disciplinary Committees as follows: <ol style="list-style-type: none">1. A Council member on the Health Committee2. Chair of the Preliminary Proceedings Committee3. Acting Chair of the Professional Conduct Committee4. Chair of the Health Committee5. Two pharmacy owner vacancies arising in September in relation to the Professional Conduct Committee and the Health Committee. Note: The Reserve Panel that is currently in operation until the end of 2023 to fill upcoming vacancies on the Disciplinary Committees has been exhausted with regard to pharmacy

owners.

Council Member on the Health Committee

No expressions of interest were received from Council members, and the President agreed to approach individual Council members to try to fill the vacancy and for any recommendation to be ratified by the Committee by email.

Decision Approved and/or Action Requested

Decision: The Committee agreed to recommend the following to Council for approval at its meeting on 5 October 2023:

Pharmacy Owners

- That Mr. Ronan Sheridan be appointed to the Health Committee for a term of four years;
- That Ms. Deirdre Butler be appointed to the Professional Conduct Committee for a term of four years;
- That Mr. Mark Phillips be appointed to the Reserve Panel to fill future vacancies arising. The Reserve Panel will be established for a period of four years,

on the proposal of Dr. Ann McGarry and seconded by Ms. Geraldine Cambell.

Chairs/Acting Chairs of the Disciplinary Committees

- That Ms. Jill Long be appointed as Chair of the Preliminary Proceedings Committee for the remainder of her term on the Committee;
- That Mr. Hugo Bonar be appointed as Acting Chair of the Preliminary Proceedings Committee for the remainder of his term on the Committee;
- That Ms. Susan Ahern be appointed as Acting Chair of the Professional Conduct Committee for the remainder of her term on the Committee;
- That Mr. John O'Malley be appointed as Chair of the Health Committee for the remainder of his term on the Committee;
- That Mr. Michael Conor Heaney be appointed as Acting Chair of the Health Committee, for a term of four years,

on the proposal of Dr. Ann McGarry and seconded by Ms. Geraldine Cambell.

That the following individuals be appointed to the Reserve Panel to fill future vacancies arising in the role of Chair/Acting Chair on the Disciplinary Committees:

- Mr. Paul Ard
- Dr. Elaine Byrne
- Mr. John Naughton

- Mr. David O'Brien

Council Member on the Health Committee

As no expressions of interest were received from Council members, the Committee agreed that the President should approach individual Council members to try and fill the vacancy and for any recommendation to Council be ratified by the Committee by email.

Agenda Item F - Appointments to Advisory Committees and the Business Transformation Programme Board

Issue

**Disciplinary Committees:
Appointments to Advisory Committees and the Business Transformation Programme Board**

Information

The Committee considered appointments to the Advisory Committees and the Business Transformation Programme Board. All Council members are expected to sit on at least one Advisory Committee. A number of vacancies have arisen following the completion of the maximum term of office of two current members of the Advisory Committees, the appointment of new members of Council and the appointment of a new President.

The Committee considered the expressions of interest received to fill the following vacancies:

1. Chair of the Regulatory and Professional Policy Committee
2. Membership of the Regulatory and Professional Policy Committee
3. Membership of the Performance and Resources Committee
4. Membership of the Audit and Risk Committee
5. Membership of the Business Transformation Programme Board

One expression of interest was received for membership of the Business Transformation Programme Board (PB); however, the individual was unable to sit on both an Advisory Committee and the PB. Due to the requirement for Council members to sit on an Advisory Committee, the individual concerned is being recommended for appointment to an Advisory Committee.

Decision Approved and/or Action Requested

Decision: The Committee agreed to recommend the following to Council for approval at its meeting on 5 October 2023:

- That Mr. Rory O’ Donnell be appointed as Chair of the Regulatory and Professional Policy Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner.

On the proposal of Ms. Geraldine Campbell and seconded by Ms. Joan Peppard.

- That Mr. Mark Jordan be appointed to the Regulatory and Professional Policy Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner;
- That Ms. Geraldine Crowley be appointed to the Regulatory and Professional Policy Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner;
- That Dr. Laura Sahm be appointed to the Regulatory and Professional Policy Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner;
- That Mr. Martin Higgins be appointed to the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner;
- That Dr. Denis O’Driscoll be appointed to the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner;
- That Mr. Martin Sisk be appointed to the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner;
- That Ms. Emily Kelly be appointed to the Performance and Resources Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner;
- That Dr. Cyril O’Sullivan be appointed to the Audit and Risk Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner,

on the proposal of Dr. Ann McGarry and seconded by Ms. Joan Peppard.

The Committee also agreed to give the upcoming vacancy on the PB further consideration at its next meeting.

Agenda Item G – Governance Ireland-Performance Review Action Plan and Recommendations

Issue

Governance Ireland-Performance Review Action Plan and Recommendations

Information

The Committee reviewed the Governance Ireland – Performance Review Action Plan and Recommendations. The Committee discussed the performance appraisal process of the Registrar and the benchmarking exercise from other bodies in relation to how the process is carried out. The Registrar declared a conflict of interest for the discussion on the Registrar's performance appraisal process and excused herself from the meeting for this discussion item.

Decision Approved and/or Action Requested

Decision: Following discussion, the Committee agreed to recommend the Governance Ireland – Performance Review Action Plan and Recommendations to Council for approval at its meeting on 5 October 2023 and, based on the discussion, to bring a revised performance appraisal process back to the Committee at its next meeting, on the proposal of Ms. Geraldine Campbell and seconded by Dr. Ann McGarry.

Agenda Item H- Standing Orders of Council

Issue

Standing Orders of Council

Information

The Committee reviewed the updated Standing Orders of Council and the feedback received from Council members. Eleven members of Council submitted comments; eight were happy with the Standing Orders as they were, and three gave feedback on a number of matters, including remote attendance at Council meetings and the agenda item of any other business. The Committee discussed the submissions and agreed to three further amendments to the Standing Orders of Council and for the revised version to be considered by the Committee at its next meeting.

Decision Approved, and/or Action Requested

Action: The Committee agreed to bring Standing Orders back to the meeting on 14 November for final review with the aim of recommending them to Council for consideration at its meeting on 15 December for approval.

Agenda Item I – Overview of the Proposed Agenda for the Council Training and Development Day in October

Issue

Overview of the Proposed Agenda for the Council Training and Development Day in October

Information

The Committee discussed the proposed agenda for the Council Training and Development Day on 19 October, which had been circulated to the Committee in advance of the meeting. The Committee was advised that there would be a facilitated session on Service Plan 2024, with the proposed draft outline circulated in advance of the meeting. Capacity planning for 2024 will also be noted during this discussion. A session on kindness in regulation had been proposed, and a speaker approached to lead the discussion. The role of the board session would be led by Denis Murphy, who workshopped the subject at the CLEAR Conference, which will focus, in particular, on onboarding new Board/Council members. Tom Ward from the IPA will discuss the culture of the Board at his session, and finally, Auxilian, who have been awarded the contract to develop the IT Strategy, will facilitate an IT workshop. SPC discussed the running order of the sessions to maximise the value from the day for Council members and approved the content of the agenda

Decision Approved, and/or Action Requested

Action: The agenda will be finalised and approved before being circulated to Council members for the meeting.

Agenda Item J – Outputs from the Exit Interview Process for Outgoing Council Members

Issue

Outputs from the Exit Interview Process for Outgoing Council Members

Information

The Committee were joined by Lisa Manselli to review the outputs from the exit interview process for outgoing Council members. A copy of the report had been circulated to the Committee in advance of the meeting. She advised the Committee that the exit interviews were well received and noted that the interviews were broadly positive and that the ongoing Council development work, the work that had been carried out with Better Boards and the handover from the previous Registrar to the current Registrar were viewed by former Council members as positive. No crises were brought up, just gentle suggestions for improvement. Former members noted the risk appetite of the organisation and suggested that PSI could be a more agile organisation if it were happy to pilot and trial new initiatives to move faster and create more value for the organisation. The Committee discussed the report in the context of Council development days and how these could be further enhanced, and how some of the outputs from the report could be used to develop the agendas for the development days in 2024.

Decision Approved, and/or Action Requested

Action: Use the report to inform the Council training and development agendas for 2024

Agenda Item K – AOB

Issue
There was no AOB

Information
N/A

Decision Approved and/or Action Requested
N/A

The meeting concluded at 16:20.

Signed by

Chair

Date