

**Minutes of the meeting the Special Purposes Committee held on 20 September 2022,  
at 1:00pm. The meeting was convened on-line**

**Agenda Item A - Attendees & Apologies**

Name	Role	Present (Yes/No)
Ms. Muireann Ní Shúilleabháin	President, and Chair of the Committee	Yes
Mr. Rory O'Donnell	Vice-President	Yes
Mr. Paul Turpin	Chair of the Performance and Resources Committee	Yes
Ms. Joanne Kissane	Chair of the Regulatory and Professional Policy Committee	Apologies
Ms. Geraldine Campbell	Chair of the Audit and Risk Committee	Yes
<b>Members of PSI staff in attendance included:</b>		
Dr. Lorraine Horgan	Interim Registrar	
Dr. Cheryl Stokes	Acting Head of Corporate Services	
Ruth Baily	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

##### 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 6 June 2022

##### Issue

Draft Minutes of the Special Purposes Committee Meeting held on the 6 June 2022

##### Information

The Chair noted that the draft minutes of the Committee meeting held on the 6 June 2022, had been circulated to Committee members in advance of the meeting. One amendment was made to the draft minutes. The word “Pharmacist” was removed on page three from Agenda Item E, line six from the Decision Approved and/ or Action Requested paragraph.

#### Decision Approved, and/or Action Requested

**Decision Approved:** The Committee approved the minutes of the Special Purposes Committee meeting held on 6 June 2022, proposed by Mr. Paul Turpin, and seconded by Ms. Geraldine Campbell.

#### Agenda Item E - Recruitment of new Registrar: Update

##### Issue

Recruitment of new Registrar: Update

### Information

The Chair advised the Committee that following a recruitment process that a new Registrar has been identified and will be appointed following ratification by Council at its meeting on 6 October. The identification of the appointee will not be disclosed until then. The Committee acknowledged the work of the Interim Registrar during her time in post since the beginning of the year. The Chair confirmed the new Registrar was expected to be in post by the beginning of 2023.

### Agenda Item F - Appointment of Council members to Advisory Committees following Expression of Interest Process

#### Issue

Appointment of Council members to Advisory Committees following Expression of Interest process

#### Information

The Committee discussed the appointment of Council members to the Advisory Committees, following an Expression of Interest Process (EOI).

The Committee considered the applications submitted by Paula Barry-Walsh, Peter Dennehy and Ann McGarry, the current membership of the Advisory Committees and the expiry of the terms of office of members of the Advisory Committees. Following discussion, the Committee agreed to recommend the following appointments to Council for approval:

That Dr. Paula Barry Walsh be appointed to the Audit and Risk Committee.

That Mr. Peter Dennehy be appointed to the Regulatory and Professional Policy Committee.

That Dr. Ann McGarry be appointed to the Performances and Resources Committee.

#### Decision Approved, and/or Action Requested

##### Decision Approved:

The Committee agreed to recommend the following appointments to Council for approval at its meeting on 6 October:

- That Dr. Paula Barry Walsh be appointed to the Audit and Risk Committee for a

term of two years or until such time as she ceases to be a member of Council, whichever the sooner.

- That Mr. Peter Dennehy be appointed to the Regulatory and Professional Policy Committee for a term of two years or until such time as he ceases to be a member of Council, whichever the sooner.
- That Dr. Ann McGarry be appointed to the Performance and Resources Committee for a term of two years or until such time as she ceases to be a member of Council, whichever the sooner.

### Agenda Item G - Succession Planning for Advisory Committees

#### Issue

#### Succession Planning for Advisory Committees

#### Information

The Committee noted that the terms of office of three Committee members will finish at the end of December. The members had all served two terms of office on the respective Committees. The Chair also noted that a number of Committee Chairs had indicated that they would be open to standing down in the new year as their terms on Council end in June and this would help with succession planning for the Committees. It was further noted that the Business Transformation Programme Board expires in December having been in place for its full term of four years. The terms of the Programme Board Chair along with the External Board member and a further Board member would all end at this point, having served their full four year terms.

There will be a further EOI for those Committee members whose terms of office have been completed so that they may express an interest in which Committee they may now wish to serve on.

A number of points were agreed.

The Chair will speak to the retiring members of the Committees to ascertain if the following Committee members are happy to continue as follows:

- Mr Fintan Foy to remain on the Performance and Resources Committee until the end of his term on Council.
- Mr Fintan Foy to remain as Chair of the Business Transformation Project Programme Board until the end of his term on Council.
- Mr Sean Reilly remain on the Business Transformation Project Programme Board until the end of June.
- Mr Enda Kyne be approached to see if he would be willing to sit as the External Member on the Business Transformation Project Programme Board for a further two years.

It was noted that for the Business Transformation Project Programme Board to continue past its original remit of four years, updated Terms of Reference (ToR's) would have to be

approved by Council at its December meeting.

There was a discussion on expanding the number of members on the Business Transformation Board and this could be accounted for in the new ToR's.

### Decision Approved, and/or Action Requested

**Decision:** The following decisions were agreed by the Committee:

The Chair will speak to the retiring members of the Committees to ascertain if the following Committee members are happy to continue as follows:

- That Mr Fintan Foy to remain on the Performance and Resources Committee until the end of his term on Council.
- That Mr Fintan Foy to remain as Chair of the Business Transformation Project Programme Board until the end of his term on Council.
- That Mr Sean Reilly remain on the Business Transformation Project Programme Board until the end of June.
- That Mr Enda Kyne be approached to see if he would be willing to sit as the External Member on the Business Transformation Project Programme Board for a further two years.

### Agenda Item H – Council Development Day Agenda

#### Issue

#### Council Development Day Agenda

#### Information

The Interim Registrar outlined the proposed draft agenda for the Council Development Day which will be held on 20 October. The morning session will consist of three sessions.

1. 2021-2023 Corporate Strategy: mid-term review, this will be a facilitated session with Council following a similar session with the Wider Management Team.
2. 2023 Service Plan – proposed areas of focus for consideration by Council for the 2023 Service Plan following the review of the Strategy.
3. EDI-informed strategy development – session to be delivered by Geraldine Campbell. The session will focus on incorporating EDI and a human rights based approach into strategy development.

The afternoon Fitness to Practise Session will focus on The Public Interest Test. A new Publications and Disclosure Policy is in development and will come to the SPC for review at its meeting in November before going to Council at its December meeting. It is hoped that the Session at the Development Day will be facilitated by Caroline Conroy from La Touche Training.

The Chair asked if former Council members, who finished their terms during the Covid-19 pandemic, could be invited back to the PSI at the end of the Council Development Day for a small tea/coffee reception in the Canteen. This was agreed by the Committee.

#### **Decision Approved, and/or Action Requested**

The Committee noted the draft agenda and agreed the content of the draft agenda.

#### **Agenda Item I – Disciplinary Committee Panel – Overview of terms of office of Disciplinary Committee members**

##### **Issue**

[Disciplinary Committee Panel – Overview of terms of office of Disciplinary Committee members](#)

##### **Information**

Following the previous meeting in June, the Committee was updated on the terms of office of members of the Disciplinary Committee members where there had been an anomaly. Additionally, the Chair noted that an EOI for the Chairs of the Disciplinary Committees would have to be held in the new year as the terms of office of the current chairs will be coming to an end.

#### **Decision Approved, and/or Action Requested**

There were no decisions or actions for this item

#### **Agenda Item J – Any Other Business**

##### **Issue**

The link between the Chairs and the Disciplinary Committees to Council.

##### **Information**

The Committee had a discussion on the link of the chairs of the Disciplinary Committees to Council and any reporting mechanism. It was noted that the Chairs could join the Special Purposes Committee meeting at the meeting in November. If it were not possible for the Chairs to join the meeting on 17 November, the possibility of a standalone meeting was discussed and agreed with the Committee members.

#### **Decision Approved, and/or Action Requested**

**Decision:** To invite the Disciplinary Committee chairs to the SPC Meeting on 17 November.

**The meeting concluded at: 14:05.**

**Signed by**

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**Chair**

\_\_\_\_\_  
**Date**