



Minutes of the meeting the Special Purposes Committee held on 17 January 2024 at 12:30 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
Mr. Rory O'Donnell	Chair of the Regulatory and Professional Policy Committee	Yes
Members of PSI staff in attendance included:		
Ms Joanne Kissane	Registrar – Apologies, Conflicted as outlined below	
Ms Aoife Mellett	Head of Governance and Programme Delivery	
Dr. Cheryl Stokes	Head of Corporate Services	
Ms. 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

The Registrar declared a conflict for the meeting and did not attend. No other 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 16 November 2023

Issue
Draft Minutes of the Special Purposes Committee Meeting held on 16 November 2023.
Information
The Chair noted that the draft Minutes of the Committee meeting, held on 16 November 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
<u>Decision Approved:</u> The Committee approved the Minutes of the Special Purposes Committee meeting, held on 16 November 2023, on the proposal of Mr. Rory O'Donnell and seconded by Dr. Ann McGarry.

Agenda Item E - Review Performance Appraisal Process for Registrar

Issue
Review Performance Appraisal Process for Registrar
Information
The Committee discussed the Performance Appraisal Process for the Registrar, which had been discussed during the private section of the Council meeting on 14 December 2023. The Committee discussed how the outcomes from the objective setting and performance review process should be communicated to Council and it was agreed that going forward it should be on the private Council agenda as opposed to at a closed session of the Council. The Committee discussed the proposed process and the feedback from Council and agreed that a review of the draft objectives set and input into the performance appraisal process should be discussed by the Committee with a high-level report going to Council. The Committee agreed that it should be a transparent process, so that if Council members feel that

anything has been missed, this can be discussed by all members of Council and if considered necessary, included as part of the objective setting or performance review outcomes. The Committee agreed that the references to the *Performance Appraisal Form*, as part of the process should be removed and included in one line at the end of the document, by way of a catch-all and that the template form should be included as an appendix to the memo, as requested by Council. The Committee agreed, based on the discussions, to review the updated performance appraisal process at its meeting on 14 February, before recommending it to Council for approval.

Decision Approved and/or Action Requested

Action: The Committee agreed to update the process and to bring the agenda item back for final approval at the Special Purposes Committee meeting on 14 February.

Agenda Item F - Registrar Objectives for 2024

Issue

Registrar Objectives for 2024

Information

The Committee discussed the Registrars Objectives for 2024. The Committee noted the work that will be undertaken this year to develop a new corporate strategy and how the Registrar will support the delivery of this work, through both the Council Strategy Sub-Group and the Council. The need to reflect the amount of work this will entail for the Registrar was discussed. The Committee also discussed the priority projects for the year, as outlined in the Service Plan, noted the reporting mechanism to the Advisory Committees and noted the business as usual work and its importance to the organisation. The continued important work of relationship building with external organisations, in particular the Department of Health, along with the leadership role of the Registrar was discussed and agreed by the Committee. The Committee agreed a number of small changes to the draft objectives, which should be discussed and agreed by the President and the Registrar and will be in place for 2024.

Decision Approved and/or Action Requested

Action: Following discussion, the President will agree the changes to the Registrars objectives with the Registrar and present a high-level report to the Council at its next meeting.

Agenda Item G – Terms of Reference of the Special Purposes Committee

Issue

Terms of Reference of the Special Purposes Committee

Information

The Committee discussed the revised Terms of Reference (ToR's) for the Special Purposes Committee. A number of small updates had been made to the ToR's since they were last reviewed. The Committee discussed the number of meetings that should be held and agreed that a minimum of two per year would be appropriate and as required or requested by the President. This change would be reflected in the updated ToR's. The Committee approved the updated ToR's.

Decision Approved and/or Action Requested

Decision: The Committee agreed to recommend the updated ToR for approval to Council at its meeting on 7 March on the proposal of Ms. Geraldine Campbell and seconded by Ms. Joan Peppard.

Agenda Item H – AOB

Issue

The President updated the meeting on the outputs in relation to Council training and development requests/needs from the closed session of the Council Development Day. Council requested that fitness to practice/governance training be held at the beginning or end of the day so that those who have already attended the training could arrive or leave late/early. The President outlined that Council members had requested that training using recent cases, considered by Council, be used at a high level to ensure consistency of decision making. There was also a discussion on scheduling training in kindness/compassion in regulation and reaching out to colleagues from the Nursing and Midwifery Board of Ireland and the Veterinary Council as they have already done a lot of work in this area. It was noted that Pat O'Mahony, Chair of the Taskforce established by the Minister for Health, will deliver a session on the work of the Taskforce at the Council Development Day in March.

Information

The meeting concluded at 13:10.

Signed by

Chair

Date