

PSI Council Public Meeting Minutes

Minutes of meeting number 135 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 2.30 pm on Thursday, June 22nd, 2023.

Agenda Item A - Attendees & Apologies

The Vice President, Ms. Joan Peppard, welcomed the new Council members in attendance, Dr. Cyril Sullivan, Mr. Martin Sisk, Dr. Laura Sahm, Ms. Emily Kelly and Mr. Martin Higgins, to their first PSI Council meeting, following their appointment by the Minister for Health. She also thanked Council members for their support in electing her as Vice-President of the PSI Council and congratulated Ms. Katherine Morrow, who was elected as President of the PSI Council.

Name	Role	Present (Yes/No)
Ms. Katherine Morrow	President	No
Ms. Joan Peppard	Vice President	Yes
Mr. John Given	Council Member	Yes
Mr. Rory O'Donnell	Council Member	Yes
Ms. Emily Kelly	Council Member	Yes
Dr. Cyril Sullivan	Council Member	Yes
Dr. Laura Sahm	Council Member	Yes
Mr. Martin Higgins	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes (online)
Ms. Dorothy Donovan	Council Member	No
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Ms. Geraldine Campbell	Council Member	Yes
Mr. Sean Reilly	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Dr. Denis O'Driscoll	Council Member	No
Mr. Martin Sisk	Council Member	Yes
Mr. Peter Dennehy	Council Member	Yes
Dr. Paula Barry Walsh	Council Member	No
Dr. Ann McGarry	Council Member	Yes
Members of PSI staff and office holders in attendance included:		

Ms. Joanne Kissane	Registrar
Ms. Aoife Mellett	Head of Practitioner Assurance
Mr. Éanna Ó Lochlainn	Corporate Governance & Planning Officer
Dr. Cheryl Stokes	Head of Governance & Programme Delivery
Dr. Lorraine Horgan	Head of Corporate Services
Mr. John Bryan	Head of Community Pharmacy Assurance
Ms. Éilis Crimmins	Quality and Safety Manager
Mr. Dan Burns	Professional Standards Manager
Ms. Malika Hammani	Finance & Support Services Manager
Dr. Shane McCarthy	Chair, Preliminary Proceedings Committee

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

Agenda Item B – Declaration of Interest by Members of Council

Issue
Declaration of interests by members of Council.

Information
The Vice President drew Council 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 by Council
Ms. Grainne Power declared a conflict of interest for agenda item I.5.

The Chair requested that the meeting depart from the agenda running order, as published, and that the following item be taken to facilitate its presentation by the Chair of the Preliminary Proceedings Committee, Dr. Shane McCarthy.

Agenda Item F.1 Annual Report 2021 and 2022 of the Preliminary Proceedings Committee

Issue
Annual Report 2021 and 2022 of the Preliminary Proceedings Committee

Information
Copies of the Reports had been circulated to Council in advance of the meeting. Dr. McCarthy noted that most complaints received by the PSI were made in good faith. He also stated that there had been an increase of 43% in the number of complaints received by the PSI in 2021. He informed Council that PSI's key performance indicator (KPI) required that the complaints process be completed within 6 months of receipt of the complaint. Dr. McCarthy

observed that the KPI was becoming increasingly challenging to meet as complaints were becoming increasingly complex. Only 25% of the cases had met the KPI, which he said was disappointing. Dr. McCarthy invited questions from Council. Council queried if the Committee needed more resources. Dr. McCarthy stated that the Committee's workload was considerable, observing that an efficient case management system could improve the situation. He cautioned against splitting the Committee's caseload, as maintaining consistency of approach in addressing complaints was important. Council noted that the Preliminary Proceedings Committee had been exceptionally well chaired and thanked Dr. McCarthy, whose term of office as Chair would shortly finish, for his service to the PSI. Dr. McCarthy thanked Council for its support during his tenure as Chair.

Decision Approved and/or Action Requested by Council

Council noted the Report.

Agenda Item C – Draft Minutes of Public Council Meeting No. 133

Issue

The Draft Minutes of Public Council Meeting No.133 were tabled for approval by Council.

Information

None.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the draft Minutes of the public session of Council meeting number 133, held on April 27th, 2023, on the proposal of Ms. Louisa Power and seconded by Ms. Grainne Power.

Agenda Item D – Agreement on the Meeting Agenda

Issue

The Vice President invited members of Council to give notice of any items they wished to submit under item J, Any Other Business.

Information

None.

Decision Approved and/or Action Requested by Council

No item was tabled for discussion under any other business.

Agenda Item E.1 Registrar's Report.

Issue

The Registrar presented her Report to Council.

Information

A copy of the Report had been circulated to Council in advance of the meeting. In her presentation to Council, the Registrar highlighted the approval by the PSI of the National Immunisation Office (NIO) training in respect of Spikevax® bivalent Original/Omicron BA. 4-5, for the purposes of Regulation 4F(b) of the Medicinal Products (Prescription and Control of Supply) (Amendment)(No.7) Regulations 2020 (S.I. No. 698 of 2020) to facilitate pharmacist vaccinators in supplying and administering this vaccine, as part of the COVID-19 national vaccination and implementation plan.

She also noted that the PSI had been invited to join the Pharmacy eHealth Group, a special advisory committee intended to be used as a forum for cooperation and engagement, aligned with the implementation of the eHealth Strategy for Ireland. She informed Council that the group included representatives from the Department of Health, HSE, IPU and practising pharmacists. She informed Council that the group hoped to advance the delivery of patient-centred pharmacy-related healthcare and promote the adoption of eHealth initiatives by building on existing collegiate collaborations to continually improve patient experience and outcomes. The PSI's role will be to ensure timely consideration of the impact of eHealth initiatives from a legal and regulatory perspective and to be involved in discussions on any enabling legislation that may be required to facilitate their implementation.

The Registrar invited questions from Council. Council queried what the determinants were for conducting virtual pharmacy inspections instead of in-person pharmacy inspections. The Executive responded that enforcement of Section 19 of the Pharmacy Act, which encompasses new opening inspections, were the focus of virtual inspections. Council requested that a "completed year to date" figure be provided for the number of complaints received which had been completed by the Preliminary Proceedings Committee. The Executive agreed to incorporate this in the next edition of the Registrar's Report. Council was informed that the Minister for Health would be meeting with the President and some members of the Executive in July.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item E.2 Update on Q1 implementation of the Service Plan 2023.

Issue

Update on Q2 implementation of the Service Plan 2023.

Information

The Registrar provided Council with an update on the 2023 Service Plan. She invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Council noted the update.

The Chair requested that the meeting depart from the agenda running order, as published, and that the following item be taken to facilitate its presentation by the Chair of the Audit & Risk Committee, Ms Geraldine Campbell.

Agenda Item K.1 – Report to Council from the Audit & Risk Committee

Issue

[Report to Council from the Audit and Risk Committee](#)

Information

Ms. Geraldine Campbell, Chair of the Audit and Risk Committee, presented the Report, a copy of which had been circulated to Council in advance of the meeting. She informed Council that the most recent internal audit report had offered a finding of 'limited assurance' with regard to the PSI's inspection processes, which was a matter of considerable concern to the Committee. The Committee had noted that the shortage of authorised officers and the absence of a modern IT system were contributing factors to the PSI failing to meet its inspection targets. Ms. Campbell invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Council noted the Report.

Agenda Item G.1 – Report to Council from the Business Transformation Project Programme Board

Issue

[Report to Council from the Business Transformation Project Programme Board](#)

Information

Ms. Grainne Power, Chair of the Business Transformation Project Programme Board (BTPB), presented the Report to Council, a copy of which had been circulated before the meeting. Ms. Power informed Council that planning for Phase 2 of the Business Transformation Project continued, and that a substantive update would be provided to Council at its meeting in October. She informed Council that Phase 1.1 remained at red on the BTP Health Card. She invited questions from Council. Council queried how confident the BTPB was that the project would be back on track by October. Ms. Power stated she was confident that Phase 1.1,

which was now almost a year late, would be deployed, but questions remained with regard to the deployment of Phase 2. She noted that each delay was having a significant impact on the organisation. Council asked how much had been spent on the project to date. The Executive provided the figure.

Decision Approved and/or Action Requested by Council

Council noted the Report.

Agenda Item H.1 – Report to Council from the Performance and Resources Committee

Issue

Report to Council from the Performance and Resources Committee

Information

Dr. Ann McGarry, Chair of the Performance and Resources Committee, thanked her predecessor, Mr. Paul Turpin, for his hard work and commitment in chairing the Performance and Resources Committee. She presented the Report to Council, a copy of which had been circulated before the meeting, and invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item H.2 – Request for Approval from Council of Management Accounts to March 31st 2023.

Issue

Request for Approval from Council of the Management Accounts to March 31st 2023.

Information

A copy of the Management Accounts to March 31st 2023 had been circulated to Council before the meeting. Dr. McGarry invited questions from Council. Council had no questions

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Management Accounts to March 31st 2023 on the proposal of Mr. Rory O'Donnell and seconded by Ms. Marie Louisa Power.

Agenda Item H.3 – Request for Approval from Council of Revised Treasury Management Policy

Issue

Request for Approval from Council of Revised Treasury Management Policy

Information

A copy of the Revised Treasury Management Policy had been circulated to Council in advance of the meeting. Questions were invited from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: The revised Treasury Management Policy was approved by Council on the proposal of Mr. Peter Dennehy, seconded by Mr. John Given.

[Agenda Item I.1 - Report to Council from the Regulatory and Professional Policy Committee](#)

Issue

Report to Council from the Regulatory and Professional Policy Committee

Information

Ms. Grainne Power, deputising for the Chair of the Regulatory and Professional Policy Committee, Ms. Katherine Morrow, presented the Report, a copy of which had been circulated to Council in advance of the meeting. She invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Council noted the Report.

[Agenda Item I.2 – Request for Approval from Council of Workforce Intelligence Report and Survey Analysis Report \(part of the Emerging Risks to Future Pharmacy Workforce project\).](#)

Issue

Request for Approval from Council of the Workforce Intelligence Report and Survey Analysis Report (part of the Emerging Risks to Future Pharmacy Workforce project).

Information

Ms. Grainne Power deputising for the Chair of the Regulatory and Professional Policy Committee, Ms. Katherine Morrow presented the Report to Council, a copy of which had been circulated in advance of the meeting. Questions were invited from Council. Council welcomed the Report and complimented members of the PSI's Professional Standards Team, and the wider Practitioner Assurance business area, on their work in compiling it. Council stated that whilst the PSI was content to commission the Report, it should be noted that many of the recommendations and actions in the Report did not fall within PSI's regulatory remit. It was highlighted that significant engagement had taken place throughout the project through the Working Group established, and that commitment to delivery had been obtained by the owners of the actions in the Report. Arising from this, Council suggested that the term 'partner' might therefore be more appropriate to the term 'stakeholder', when communicating the outputs of the Report. Council queried how mandatory workforce data

acquisition would work. The Executive informed Council that the data acquisition would be embedded in the PSI's online continued registration process and was something that other Regulators had the power to do. It is expected that such a requirement will be put in place for all the health and social care professions which will provide data to inform Government policy making and strategic workforce planning for the health system in the future. Council suggested that the timeframe outlined for the introduction of a regulatory framework for Pharmacy Technicians should be medium instead of long term. The Executive stated it believed the timeframe outlined in the Report was realistic, and that this had been agreed with the Department of Health, as the action owner.

Decision Approved and/or Action Requested by Council

Decisions Approved: Council approved the Workforce Intelligence Report and Survey Analysis Report (part of the Emerging Risks to Future Pharmacy Workforce project) on the proposal of Mr. Rory O'Donnell, seconded by Ms. Geraldine Campbell.

Agenda Item 1.3 – Request for Approval from Council of IOP ePortfolio Review Policy.

Issue

Request for Approval from Council of IOP ePortfolio Review Policy.

Information

Ms. Grainne Power deputising for the Chair of the Regulatory and Professional Policy Committee, Ms. Katherine Morrow, presented the IOP ePortfolio Review Policy to Council, a copy of which had been circulated in advance of the meeting. Council was informed that there were no material changes to the ePortfolio Review Policy.

Decision Approved and/or Action Requested by Council

Decisions Approved: Council approved the IOP ePortfolio Review Policy, on the proposal of Mr. John Given, seconded by Ms. Marie Louisa Power.

Agenda Item 1.4 – Request for Approval from Council of Report on Development of CPD Model for Pharmaceutical Assistants.

Issue

Request for Approval from Council of the Report on Development of CPD Model for Pharmaceutical Assistants.

Information

Ms. Grainne Power deputising for the Chair of the Regulatory and Professional Policy Committee, Ms. Katherine Morrow, presented the Report on Development of CPD Model for Pharmaceutical Assistants, a copy of which had been circulated in advance of the meeting. Council queried if the Pharmaceutical Assistants had been briefed on the contents of the Report. The Executive confirmed they had, through representatives of the Pharmaceutical Assistants Association ('PAA').

Decision Approved and/or Action Requested by Council

Decisions Approved: Council approved the Report on Development of CPD Model for Pharmaceutical Assistants on the proposal of Mr. Martin Higgins, seconded by Dr. Laura Sahm.

Agenda Item I.5 – Request for Approval from Council of the Specialist Surveyor Report into the compliance of community pharmacies with the published PSI guidance on the safe supply of non-prescription medicinal products containing codeine.

Issue

Request for Approval from Council of the Specialist Surveyor Report into the compliance of community pharmacies with the published PSI guidance on the safe supply of non-prescription medicinal products containing codeine.

Information

Ms. Grainne Power recused herself from the meeting for this item. Ms. Marie Louisa Power deputising for the Chair of the Regulatory and Professional Policy Committee, Ms. Katherine Morrow, presented the Report to Council, a copy of which had been circulated in advance of the meeting. Council noted that of the 100 pharmacies surveyed 19 of the pharmacies surveyed refused to sell any codeine based non-prescription pharmacy only medicines (POMs). Council also noted that of the 100 pharmacy sales surveyed, 21 were compliant with the guidelines only to some degree. Council requested that the draft Report provide more than just the top line results, and that nuances relating to the issue should be set out in the Report summary.

Decision Approved and/or Action Requested by Council

Decisions Approved: Council approved the Specialist Surveyor Report into the compliance of community pharmacies with the published PSI guidance on the safe supply of non-prescription medicinal products containing codeine, on the proposal of Mr. Martin Sisk, seconded by Mr. Martin Higgins.

Agenda Item J.1 – Report to Council from the Special Purposes Committee

Issue

Report to Council from the Special Purposes Committee

Information

Ms. Grainne Power returned to the meeting. Mr. Rory O'Donnell, deputising for the Chair of the Special Purposes Committee, presented the Report to Council, a copy of which had been circulated in advance of the meeting. Questions were invited from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item J.2 – Request for Approval by Council of Appointments to Advisory Committees and Business Transformation Programme Board.

Issue

Request for Approval by Council of Appointments to Advisory Committees and Business Transformation Programme Board.

Information

Mr. John Given, Ms. Marie Louisa Power, Ms. Grainne Power and Mr Sean Reilly all recused themselves during the discussions relating to their re-appointment.

Council was asked to approve;

1. The re-appointment of Mr. John Given to the Audit and Risk Committee, following the expiry of his term of office, for a period of two years or until he ceases to be a member of Council, whichever the sooner.
2. The re-appointment of Ms. Marie Louisa Power to the Regulatory and Professional Policy Committee, following the expiry of her term of office, for a period of two years or until she ceases to be a member of Council, whichever the sooner.
3. The re-appointment of Ms. Grainne Power to the Regulatory and Professional Policy Committee, following the expiry of her term of office, for a period of two years or until she ceases to be a member of Council, whichever the sooner.
4. The re-appointment of Mr. Sean Reilly to the Business Transformation Programme Board following the expiry of his term of office, for a period of 6 months or until he ceases to be a member of Council, whichever the sooner.

Decision Approved and/or Action Requested by Council

Decisions Approved: Council approved:

1. The re-appointment of Mr. John Given to the Audit and Risk Committee, following the expiry of his term of office, for a period of two years or until he ceases to be a member of Council, whichever the sooner;
2. The re-appointment of Ms. Marie Louisa Power to the Regulatory and Professional Policy Committee, following the expiry of her term of office, for a period of two years or until she ceases to be a member of Council, whichever the sooner;
3. The re-appointment of Ms. Grainne Power to the Regulatory and Professional Policy Committee, following the expiry of her term of office, for a period of two years or until she ceases to be a member of Council, whichever the sooner;

4. The re-appointment of Mr. Sean Reilly to the Business Transformation Programme Board following the expiry of his term of office, for a period of 6 months or until he ceases to be a member of Council, whichever the sooner;

on the proposal of Dr. Laura Sahm, seconded by Ms. Geraldine Campbell.

Agenda Item J.3 – Request for Approval by Council of Appointments to PSI Disciplinary Committees

Issue

Request for Approval from Council of Appointments to PSI Disciplinary Committees

Information

Mr. John Given, Ms. Marie Louisa Power, Ms. Grainne Power and Mr Sean Reilly all returned to the meeting.

Council was asked to approve;

1. That Ms. Jan Bilton (Lay member) be appointed to the Professional Conduct Committee to replace Martin J. Duffy, with effect from September 18th 2023, for a term of four years.
2. That Mr. Achal Gupta MPSI (Pharmacist member) be appointed to the Preliminary Proceedings Committee to replace Breda Heneghan MPSI, with effect from June 22nd 2023, for a term of four years.
3. That Ms. Dervla Tierney (Lay member) be appointed to the Health Committee to replace Pat O’Byrne with effect from June 26th 2023, for a term of four years.
4. That Mr. Colin Wrafter (Lay member) be appointed to the Health Committee to replace Mary Fennessy with effect from September 18th 2023, for a term of four years.

Decision Approved and/or Action Requested by Council

Decisions Approved: Council approved:

1. That Ms. Jan Bilton (Lay member) be appointed to the Professional Conduct Committee to replace Martin J. Duffy, with effect from September 18th 2023, for a term of four years;
2. That Mr. Achal Gupta MPSI (Pharmacist member) be appointed to the Preliminary Proceedings Committee to replace Breda Heneghan MPSI, with effect from June 22nd 2023, for a term of four years;
3. That Ms. Dervla Tierney (Lay member) be appointed to the Health Committee to replace Pat O’Byrne with effect from June 26th 2023, for a term of four years;

4. That Mr. Colin Wrafter (Lay member) be appointed to the Health Committee to replace Mary Fennessy with effect from September 18th 2023, for a term of four years;

on the proposal of Ms. Marie Louisa Power, seconded by Dr. Ann McGarry.

Agenda Item J.4 – Request for Approval by Council of Revised Standing Orders of Council.

Issue

Request for Approval by Council of draft Revised Standing Orders of Council.

Information

A copy of the draft revised Standing Orders of Council had been circulated in advance of the meeting. Some members of Council highlighted the concerns raised in the Governance Ireland Report regarding what was perceived as drift in the Special Purpose Committee remit, away from its original conception as an Advisory Committee to be convened at the request of the President when he/she required advice on a specific matter, stating that it had now become a policy driver within organisation. Some Council members expressed disappointment that the proposed requirement to give three days advance notice of items to be tabled under any other business was prescriptive, and would prevent the Council from responding at pace to unforeseen events, making it less effective. Some Council members noted that the three days' notice requirement was standard practice in other organisations and was to facilitate time to gather relevant information for consideration by Council. It was agreed that approval of the revised Standing Orders be postponed to enable the newly elected President and Vice-President time to consider the matter. It was agreed that members of Council should outline their concerns in an email and send it to Dr. Cheryl Stokes, within a timeframe of a month and the Special Purposes Committee would consider the comments at its next meeting.

Decision Approved and/or Action Requested by Council

Council agreed to postpone the approval of the Revised Standing Orders of Council pending further discussion.

Agenda Item K.1 Any Other Business

Issue

Any Other Business

Information

No item had been tabled for discussion under item D.

Decision Approved and/or Action Requested by Council

None.

The Meeting concluded at 18:20

President

Date