

PSI Council Public Meeting Minutes

Minutes of meeting number 139 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 8.30 am on Thursday, December 14th, 2023.

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Katherine Morrow	President	Yes
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
Mr. Martin Sisk	Council Member	No
Dr. Cyril Sullivan	Council Member	Yes
Prof. Laura Sahm	Council Member	Yes
Mr. Martin Higgins	Council Member	Yes (online)
Mr. Mark Jordan	Council Member	No
Ms. Dorothy Donovan	Council Member	No
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	Yes (online)
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	Yes
Mr. Peter Dennehy	Council Member	No
Dr. Paula Barry Walsh	Council Member	Yes
Dr. Ann McGarry	Council Member	Yes
Mr. Richard Hammond S.C.	Council Member	Yes
Members of PSI staff and office holders in attendance included:		
Ms. Joanne Kissane	Registrar & Chief Officer	
Mr. Éanna Ó Lochlainn	Corporate Governance & Planning Officer	
Ms. Damhnait Gaughan	Head of Practitioner Assurance	
Dr. Cheryl Stokes	Head of Governance & Programme Delivery	
Mr. John Bryan	Head of Community Pharmacy Assurance	
Mr. Dan Burns	Head of Strategic Policy, Research and Communication	

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 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

Conflicts of interest were declared by Mr. Rory O'Donnell, Ms. Joan Peppard, Ms. Geraldine Campbell and Ms. Louisa Power for agenda item G.2(b), and Ms. Geraldine Campbell for agenda item G.4

Agenda Item C – Draft Minutes of Public Council Meeting No. 136

Issue

The draft minutes of Public Council Meeting No.136 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 136 held on October 5th 2023, on the proposal of Mr. Rory O'Donnell and seconded by Mr. John Given.

Agenda Item D – Agreement on the Meeting Agenda

Issue

The President invited members of Council to confirm agreement with the agenda and 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

Council agreed with the meeting agenda. 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

Copies of the Report had been circulated to Council in advance of the meeting. During her presentation, the Registrar informed Council that the Minister for Health had accepted the first recommendation of the Expert Taskforce, namely, to empower pharmacists to extend the validity period of certain prescriptions for up to a maximum of 12 months, in accordance with defined criteria, and when in the pharmacist's professional opinion it was safe and appropriate to do so. Council welcomed the Taskforce's recommendations and agreed that this represented a positive outcome for patients.

Council requested that year-end statistics be provided regarding the number of cases considered by the Preliminary Proceedings Committee (PPC) in 2023.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item E.2 Update on Q4 implementation of the Service Plan 2023.

Issue

Update on Q4 implementation of the Service Plan 2023.

Information

The Registrar provided Council with an update on the 2023 Service Plan and the status of each project, noting and providing a rationale where project timelines are delayed.

Decision Approved and/or Action Requested by Council

Council noted the update.

Agenda Item E.3 – Request for Approval of PSI 2024 Service Plan and Budget.

Issue

(a) Request for Approval of the PSI's 2024 Service Plan.

(b) Recommendation of the Performance and Resources Committee on the PSI Budget 2024.

Information

The Registrar informed Council that when considering the 2024 activities to be delivered under the extended Corporate Strategy, a prioritisation exercise of all activities the organisation wanted to complete was carried out. The focus of the 2024 Service Plan is on what the organisation is required to deliver either contractually, based on a policy decision of the Minister, a legislative requirement or a patient safety concern. The Registrar informed Council that the 2024 Service Plan contained 12 priority projects for the organisation.

The Chair of the Performance and Resources Committee, Dr. Ann McGarry, informed Council that the Committee recommended the 2024 Budget to Council for its approval.

Council asked for further detail regarding the operating costs currently being funded from the PSI reserves. The Registrar informed Council that registration fees have remained static since 2014 and that the PSI's operating costs currently exceed its income. She informed Council that the PSI's reserves policy was reviewed on an annual basis and that the Strategic Financing Project is examining the PSI's core funding model.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI's 2024 Service Plan on the proposal of Dr. Cyril Sullivan and seconded by Ms Emily Kelly.

Decision Approved: Council approved the PSI's 2024 Budget on the proposal of Ms. Louisa Power and seconded by Dr. Ann McGarry.

Agenda Item F.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 Programme Board, confirmed that it had been agreed by the Programme Board, that the current supplier for the BTP project would be retained under contract for Phase 2 of the Business Transformation Programme and that further discussion in relation to this would take place in the private Council meeting due to commercial sensitivity. She invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

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

Issue

Report to Council from the Special Purposes Committee.

Information

Ms. Katherine Morrow, the Committee Chair, 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 G.2 - PSI Council Strategy Sub-Group

Issue

Request for Approval from Council of;

(a) Request for Approval of the Terms of Reference of the Strategy Sub-Group

(b) Request for Approval of the appointment of Council members to the Strategy Sub-Group.

Information

Mr. Rory O'Donnell, Ms. Marie Louisa Power, Ms. Joan Peppard, Ms. Geraldine Campbell, and Ms. Grainne Power recused themselves from the meeting for item G.2(b), as each was being proposed for the Strategy Sub-Group membership.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Terms of Reference of the Strategy Sub-Group on the proposal of Dr. Ann McGarry and seconded by Ms. Geraldine Campbell.

Decision Approved: Council approved the appointment of Mr. Rory O'Donnell, Ms. Marie Louisa Power, Ms. Joan Peppard, Ms. Geraldine Campbell and Ms. Grainne Power to the Strategy Sub-Group on the proposal of Dr. Cyril Sullivan and seconded by Mr. John Given.

Agenda Item G.3 – Request for Approval from Council of a Code of Conduct for Disciplinary Committee Members

Issue

Request for Approval from Council of a Code of Conduct for Disciplinary Committee Members.

Information

Mr. Rory O'Donnell, Ms. Marie Louisa Power, Ms. Joan Peppard, Ms. Geraldine Campbell, and Ms. Grainne Power returned to the meeting. A draft copy of the Code had been circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Code of Conduct for Disciplinary Committee Members on the proposal of Dr. Paula Barry Walsh and seconded by Ms. Joan Peppard.

Agenda Item G.4. – Request for Approval of the Reappointments to the Advisory Committees

Issue

Request for Approval from Council of Reappointments to the Advisory Committees.

Information

Ms. Geraldine Campbell recused herself from the meeting for this item. The terms of office of Ms. Campbell and Mr. Peter Dewhurst, Chair and member of the Audit & Risk Committee, expired in December 2023.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the reappointment of Ms. Geraldine Campbell as Chair of the Audit & Risk Committee for a term of two years or until the expiry of her term of office on Council, whichever the sooner, and Mr. Peter Dewhurst as an external member of

the Audit & Risk Committee, for a term of three years, on the proposal of Prof. Laura Sahm and seconded by Ms. Louisa Power.

Agenda Item G.5 – Request for Approval of Appointments/Reappointments to the Disciplinary Committees.

Issue

Request for Approval from Council of Appointments/Reappointments to the Disciplinary Committees.

Information

Ms. Geraldine Campbell returned to the meeting. A memo containing a short biography of each appointee and re-appointee had been circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved,

- the reappointment of Mr. Derek Fehily, MPSI, to the Preliminary Proceedings Committee, following the expiry of his current term of office, for a term of one year;
- the appointment of Mr. Mark McPhillips from the Pharmacy Owner Reserve Panel to the Preliminary Proceedings Committee for a term of four years;
- the appointment of Mr. John Lombard from the Reserve Panel, due to expire in December 2023, to the Preliminary Proceedings Committee for a term of four years;
- the reappointment of Ms. Teresa Blake to the Professional Conduct Committee following the expiry of her current term of office for a further term of four years.
- the reappointment of Ms. Jillian Van-Turnhout to the Health Committee, following the expiry of her current term of office, for a further term of four years;
- the appointment of Ms. Terry Shipperley from the Reserve Panel, due to expire in December 2023, to the Health Committee for a term of four years;
- the appointment of Mr. John Horan from the Reserve Panel, due to expire in December 2023, to the Health Committee for a term of four years,

on the proposal of Dr. Denis O'Driscoll and seconded by Mr. John Given.

Agenda Item G.6 – Request for Approval of Appointment to the Business Transformation Programme Board.

Issue

Request for Approval from Council of Appointment to the Business Transformation Programme Board.

Information

Council was asked to appoint an external non-Council member with significant technology and business transformation expertise to the Programme Board. A memo containing a short biography of Mr. Eddie O’Loughlin had been circulated to Council members in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of Mr. Eddie O’Loughlin to the Business Transformation Programme Board on the proposal of Dr. Cyril Sullivan and seconded by Ms. Grainne Power.

Agenda Item G.7 – Request for Approval from Council of the Revised Standing Orders of Council

Issue

Request for Approval from Council of the Revised Standing Orders of Council

Information

A copy of the Revised Standing Orders of Council had been circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the revised Standing Orders of Council on the proposal of Dr. Ann McGarry and seconded by Ms. Geraldine Campbell.

Agenda Item G.8 – Request for Approval of the Performance Appraisal Process of the Registrar

Issue

Request for Approval of the Performance Appraisal Process of the Registrar

Information

Council requested that a number of changes be made to the process as tabled.

1. It agreed that the President should seek feedback from the Special Purposes Committee in December, and not January of each year, as had been suggested, in relation to the objectives for the Registrar as part of the annual objective-setting process.
2. Council discussed whether the requirement to have bi-weekly meetings between the President and the Registrar to discuss progress against objectives and matters arising required documenting and, if so, whether this was excessive on a bi-weekly basis.

Decision Approved and/or Action Requested by Council

Decision Approved: Council requested that the Performance Appraisal Process of the Registrar be returned to the Special Purposes Committee for further consideration in light of the above comments. The process, as tabled, was not approved by Council.

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

Issue

Report to Council from the Performance & Resources Committee

Information

A copy of the Report had been circulated to the Council in advance of the meeting. Dr. Ann McGarry, Chair of the Committee, 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 of the Revised Reserves Policy.

Issue

Request for Approval from Council of the Revised PSI Reserves Policy.

Information

Some members of Council suggested that a less conservative reserves investment policy might be appropriate in the current high-inflation economic climate. It was agreed that the Performance and Resources Committee would consider the above and whether changes are required to the Treasury Management Policy as part of its annual review.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the revised PSI Reserves Policy on the proposal of Mr. John Given and seconded by Mr. Martin Higgins.

Agenda Item H.3 - Request for Approval of the Management Accounts to September 30th 2023.

Issue

Request for Approval from Council of the Management Accounts to September 30th 2023.

Information

Copies of the Management Accounts to September 30th, 2023, had been circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Management Accounts to September 30th, 2023, on the proposal of Dr. Cyril Sullivan and seconded by Dr. Paula Bary Walsh.

Agenda Item H.4 - Request for Approval of a Statement on the PSI's Approach to Online Continued Registration and Payment Methods.

Issue

Request for Approval of a Statement on the PSI's Approach to Online Continued Registration and Payment Methods.

Information

A copy of the statement referred to was not provided to Council.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved that a statement on the PSI's approach to online continued registration and payment methods be issued to registrants on the proposal of Mr. Rory O'Donnell and seconded by Dr. Cyril Sullivan.

Agenda Item H.5 - Request for Approval of New Bank Signatories and Related Motions.

Issue

Request for Approval from Council of new Bank Signatories and Related Motions.

Information

Due to recent changes in personnel in the PSI, the Executive had reviewed the current and future account signatory requirements for the PSI's accounts and investments with financial institutions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the new bank signatories and related motions on the proposal of Ms. Louisa Power and seconded by Dr. Cyril Sullivan.

Agenda Item H.6 - Request for Approval of a 3-year Fixed-Term Contract Post of Advanced Practice Coordinator to be Funded from the PSI's Reserves.

Issue

Request for Approval from Council of a 3-year Fixed-Term Contract Post of Advanced Practice Coordinator to be Funded from the PSI's Reserves

Information

Council queried if the request for approval of the post was pre-emptive, in anticipation of sanction by the Department, and were informed that it was. Council queried if current staff members could be deployed to this role but were informed that this would not be possible following extensive capacity planning and considering anticipated deliverables for 2024. Council was informed that the post had not previously been referenced in the PSI's target operating model.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved a 3-year Fixed-Term Contract Post of Advanced Practice Coordinator to be Funded from the PSI's Reserves on the proposal of Prof. Laura Sahm and seconded by Ms. Emily Kelly Cyril.

Agenda Item H.7 - Request for Approval of PSI's Climate Action Roadmap 2022-2023.

Issue

Request for Approval from Council of the PSI's Climate Action Roadmap 2022-2023.

Information

Council noted that the number of actions contained in the roadmap was challenging and queried whether they had been costed. Council was informed they had not been costed. Council requested that the plan in its entirety be costed, rather than done per action, in a piecemeal fashion.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI's Climate Action Roadmap 2022-2023 on the proposal of Dr. Cyril Sullivan and seconded by Mr. Sean Reilly.

Agenda Item I.1 – Report to Council from the Performance & Resources Committee.

Issue

Report to Council from the Audit & Risk Committee

Information

A copy of the Report had been circulated to the Council in advance of the meeting. Ms. Geraldine Campbell, Chair of the Committee invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item I.2 – Request for Approval from Council of the Revised Data Protection and Breach Management Policy and CCTV Policy

Issue

Request for Approval of Revised:

(a) Data Protection and Breach Management Policy

(b) CCTV Policy

Information

Copies of the revised policies had been circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the revised Data Protection and Breach Management Policy on the proposal of Ms. Louisa Power and seconded by Mr. Rory O'Donnell.

Decision Approved: Council approved the revised CCTV Policy on the proposal of Dr. Cyril Sullivan and seconded by Ms. Joan Peppard.

Agenda Item J.1 – Report to Council from the Regulatory and Professional Committee.

Issue

Report to Council from the Regulatory and Professional Committee.

Information

A copy of the Report had been circulated to the Council in advance of the meeting. Mr. Rory O'Donnell, Chair of the Committee, invited questions 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 of the Report on the Review of the CPD Model for Pharmacists

Issue

Request for Approval from Council of the Report on the Review of the CPD Model for Pharmacists

Information

A copy of the Report was circulated to the Council in advance of the meeting and the Chair of the Regulatory and Professional Policy(RPP) Committee summarised for the Council the key deliverables of the review, the methodology of the development of the report and the recommendations made. Council was assured of the role of the RPP in monitoring the delivery of this project, and informed of the discussions and considerations arising as it made its way to the Council.

The Council considered the report and presentation, and the Chair and Executive addressed a number of questions, and clarifications arising from this, including details around the status and purpose of the report. It was noted that the RPP committee recommended the acceptance and approval the report and recommendations. The concept of taking a holistic view of pharmacists' CPD needs, the requirements of future-proofing the practice of pharmacy, and the opportunity arising in the context of further development of the scope of practice of pharmacy, arose in the discussions. Council noted that further information would need to be considered in relation to certain steps that would be necessary to fully implement the recommendations of the report, including the inclusion of risk sampling. Council expressed the view that the Report and recommendations would provide be a timely starting point which would facilitate the further development of the current CPD model, and that it should be approved on that basis.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Report on the Review of the CPD Model for Pharmacists on the proposal of Mr. Richard Hammond S.C. and seconded by Prof. Laura Sahm.

Agenda Item J.3 - Request for Approval of the Irish Institute of Pharmacy's Annual Workplan 2024.

Issue

Request for Approval from Council of the Irish Institute of Pharmacy's Annual Workplan 2024.

Information

Copies of the Workplan 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: Council approved the Irish Institute of Pharmacy's Annual Workplan 2024 on the proposal of Mr. Richard Hammond S.C. and seconded by Dr. Cyril Sullivan.

Agenda Item J.4 - Request for Approval of a Change to the Third Country Qualification Recognition Process Application Fee Waiver Policy.

Issue

Request for Approval from Council of a Change to the Third Country Qualification Recognition (TCQR) Process Application Fee Waiver Policy.

Information

The PSI had recently received applications under the TCQR process from International Protection applicants. It was proposed that the application fee be waived to align it with the PSI's TCQR application fee waiver policy for applicants holding Refugee or Temporary Protection status.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Change to the Third Country Qualification Recognition Process Application Fee Waiver Policy on the proposal of Ms. Louisa Power and seconded by Prof. Laura Sahm.

Agenda Item K - Any Other Business

Issue

Any Other Business

Information

No items had been tabled under agenda item D.

Decision Approved and/or Action Requested by Council

None.

The Meeting concluded at 12:15 pm.

President

Date