

PSI Council Public Meeting Minutes

Minutes of meeting number 119 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 09:00 am on Thursday 16th December 2021. The meeting was held online due to the COVID-19 Public Health Emergency and in accordance with rule 19(2) of the Pharmaceutical Society of Ireland (Council) Rules 2008 (S.I. No. 492 of 2008) and (S.I. 532 of 2020) Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 (Section 29) (Health) (Designation) Order 2020.

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Muireann Ní Shúilleabháin	President	Yes
Mr. Rory O'Donnell	Vice President	Yes
Mr. John Given	Council Member	Yes
Mr. Graham Knowles	Council Member	Yes
Ms. Katherine Morrow	Council Member	Yes
Dr. Shane McCarthy	Council Member	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	Yes
Prof. Brian Kirby	Council Member	No
Ms. Fiona Walsh	Council Member	No
Mr. Mark Jordan	Council Member	Yes
Ms. Joanne Kissane	Council Member	Yes
Ms. Dorothy Donovan	Council Member	For Part
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Ms. Geraldine Campbell	Council Member	Yes
Mr. Seán Reilly	Council Member	Yes
Dr. Paul Gorecki	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Mr. Roy Hogan	Council Member	Yes
Mr. Fintan Foy	Council Member	Yes
Members of PSI staff in attendance online for all or part of the meeting included:		
Mr. Niall Byrne	Registrar	
Dr. Lorraine Horgan	Head of Corporate Services	
Mr. Éanna Ó Lochlainn	Governance and Planning Officer	

Dr. Cheryl Stokes	Head of Governance and Programme Delivery
Dr. Cora Nestor	Head of Strategic Policy & Communication
Ms. Caroline Murphy	Legal Affairs Manager (Acting)
Mr. Brendan Flynn	Finance and Operational Performance Manager (Acting)
Mr. Aidan Flynn	Business Transformation Project Manager
Ms. Malika Hammani	Finance and Operational Performance Manager (Acting – Designate)
Mr. Dan Burns	Professional Standards Officer
Ms. Andrea Boland	Professional Standards Coordinator
Ms. Aoife Mellett	Head of Practitioner Assurance (Acting)

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

Ms. Joanne Kissane declared a conflict of interest for agenda item I.3. Ms. Katherine Morrow declared a conflict for item I.2. Dr. Shane McCarthy and Ms. Ann Sheehan both declared a conflict for item J.2. Ms. Geraldine Campbell, Mr. Graham Knowles and Mr. Sean Reilly declared a conflict for item J. 3 and Ms. Ann Sheehan declared a conflict for item J.4.

Agenda Item C – Draft Minutes of Public Council Meeting No. 118

Issue

The Draft Minutes of Public Council Meeting No. 118 were tabled for approval by Council

Information

The President noted that the draft minutes had been circulated to Council in advance of the meeting, and that no amendments had been received to the minutes as drafted.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the draft minutes of the public session of Council meeting number 118, held on the 25th of November 2021, on the proposal of Ms. Ann Sheehan, and seconded by Mr. Rory O'Donnell.

Agenda Item D – Agreement on the Meeting Agenda

Issue

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

Information

None.

Decision Approved, and/or Action Requested by Council

No items were tabled.

Agenda Item E.1 – Registrar’s Report

Issue

Report from the Registrar, including an update on the PSI’s response to the COVID-19 Public Health Emergency.

Information

The Registrar updated Council on the PSI’s ongoing response to the public health emergency. He noted that a governance meeting had taken place with Department of Health officials and with the President of PSI on 30 November 2021, where it was agreed that the PSI would provide the Department with a position paper on how the PSI believes community pharmacy regulation could operate more effectively in 2022/2023. The Registrar noted there had been some service issues with the new online registrant portal during November/December, which had caused delay and confusion for some registrants completing their continued registration. The Registrar stated the PSI very much regretted that these issues had arisen, the inconvenience caused to some registrants, and that the PSI was working to identify the root causes and put fixes in place.

Council queried progress on the implementation of the Falsified Medicines Directive (FMD) and noted there continued to be considerable misunderstanding and difficulties experienced within the community pharmacy sector and queried how this could be addressed. The Registrar confirmed that compliance levels were still low, with decommissioning rates at just under 40%, which was not where it should be. He stated that the PSI was engaging extensively with community pharmacies to ensure that the sector is taking all reasonable steps to comply with FMD requirements, particularly given that the current “use and learn” phase is scheduled to end on 30 March 2022. He said that enforcement action would only apply where a pharmacist or a pharmacy demonstrated that they were deliberately intent on not complying with the directive.

Council queried whether the PSI intended to proactively engage with the Schools of Pharmacy regarding the conduct of pharmacy students. The Registrar confirmed the PSI had done this and that the matter would be followed up at meetings with the three Schools during 2022.

Council expressed concern at the possible significant effects the National Veterinary Prescription System (NVPS), the secure electronic prescription system developed by the Department of Agriculture, as part of its response to the EU Veterinary Medicines Regulation 2019/6, would have on pharmacies, and queried what engagement had taken place between the PSI and the Department regarding the matter. The Executive informed Council that it had met with the Department. Council asked that the concerns expressed regarding the lack of visibility and access

by the pharmacist to the entire prescription be brought to the attention of the Department of Agriculture.

Decision Approved, and/or Action Requested by Council

Council noted the Registrar's Report.

Agenda Item E.2 – Update on Q4 implementation of the Service Plan 2021

Issue

The Registrar updated Council on the implementation of the Service Plan 2021

Information

Council queried if PSI's social media profile had been included as part of the development of the PSI's new website as enhancing PSI's social media presence was included in the current PSI Communications Strategy. Council was informed that this service is not included in the website project. The PSI is supported by Kano Communications, the PSI's public affairs advisors in this area, and the consultants with specific digital and social media expertise.

Decision Approved, and/or Action Requested by Council

Council noted the update.

Agenda Item E.3(a)– Request for Council approval of PSI Service Plan and PSI Budget for 2022 and E.3(b) Recommendation of the Performance and Resources Committee on the PSI Budget 2022

Issue

The Registrar presented the PSI Service Plan and PSI Budget for 2022 to Council for its approval.

The Chair of the Performance and Resources Committee presented the Committee's recommendation for approval of the PSI Budget 2022 to Council.

Information

Copies of the 2022 PSI Service Plan and 2022 PSI Budget had been circulated to Council in advance of the meeting, together with an explanatory memorandum.

A memo recommending the 2022 PSI Budget from the Performance and Resources Committee to Council was circulated in advance of the meeting.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the 2022 PSI Service Plan on the proposal of Mr. Rory O'Donnell and seconded by Mr. Fintan Foy.

Decision Approved: Council approved the 2022 PSI Budget on the proposal of Ms. Joanne Kissane, seconded by Dr. Paul Gorecki.

Agenda Item E.3(c)– Request for Council approval of donation to the Practitioner Health Matters Programme

Issue

Council was asked to approve an annual donation of €10,000 to the Practitioner Health Matters Programme beginning in February 2022.

Information

Following a query, Council was informed that the amount being donated could be reviewed on a regular basis to reflect the level of service the Practitioner Health Matters Programme provided to members of the pharmacy profession.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved an annual donation of €10,000 to the Practitioner Health Matters Programme on the proposal of Ms. Marie Louisa Power, seconded by Mr. Fintan Foy.

Agenda Item E.4 – Motion for approval of bank signatories

Issue

Council was asked to approve the appointment of designated signatories for its account with Allied Irish Banks, and separately with the National Treasury Management Agency, effective from 1 January 2022, or as soon as possible thereafter.

Information

With the impending departures of key personnel from the PSI, the finance team evaluated the current and future account signatory requirements for the PSI's bank accounts and deposits with certain financial institutions.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the designated signatory for the PSI's account with Allied Irish Banks on the proposal of Dr. Paul Gorecki, seconded by Mr. Roy Hogan.

Decision Approved: Council approved the designated signatory for the PSI's account with the National Treasury Management Agency on the proposal of Dr. Paul Gorecki, seconded by Mr. Roy Hogan.

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

Issue

Mr. Graham Knowles, Chair of the Performance and Resources Committee, informed Council that a copy of the Report to Council had been circulated to Council in advance of the meeting.

Information

Mr. Knowles invited questions from Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council

[Agenda Item F.2 – Strategic Financing Review: Request for Council approval of recommendations on future policy approach on accumulated income and expenditure reserves](#)

Issue

Council was asked to approve the recommendations of the Performance and Resources Committee on future policy regarding accumulated income and expenditure reserves of the PSI.

Information

The Committee recommended the consolidated reserves approach – legal reserve ring-fenced (hybrid). It was noted that a new reserves policy would need to be developed for presentation to Council in Q1 2022 to reflect the new approach. Council noted that both the PSI House building reserve and the PSI's legal reserve appeared to be high. The Executive informed Council that the legal reserve ceiling had been set following external expert advice, which Council had previously approved. With regard to the PSI House reserve, the Executive informed Council that the building was ageing and that a stock condition survey was due to be carried out.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the recommendation of the Performance and Resources Committee to adopt the consolidated reserves approach - legal reserve ring-fenced (hybrid), on the proposal of Mr. Paul Turpin, seconded by Ms. Dorothy Donovan.

[Agenda Item F.3 – Request for Council approval of Management Accounts to 30 September](#)

Issue

Request for Council approval of Management Accounts to 30 September

Information

Council was asked to approve the Management Accounts to 30 September 2021 on the recommendation of the Performance and Resources Committee.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Management Accounts to 30 September 2021 on the proposal of Ms. Joanne Kissane, seconded by Dr. Shane McCarthy.

Agenda Item F.4 – Request for Council approval of the PSI Employee Handbook

Issue

Request for Council approval of the PSI Employee Handbook

Information

Council was asked to approve the new PSI Employee Handbook on the recommendation of the Performance and Resources Committee.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the PSI Employee Handbook on the proposal of Ms. Joanne Kissane, seconded by Ms. Katherine Morrow.

Agenda Item F.5 – Request for Council approval of re-appointments to the Disciplinary Committees

Issue

Request for Council approval of re-appointments to the PSI's Disciplinary Committees

Information

The proposed reappointments were before Council for its consideration to ensure that the composition of the Disciplinary Committees remain in compliance with the provisions of the Pharmacy Act 2007.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the reappointment of Ms. Susan Ahern BL, Mr. Colm Devine MPSI, Dr. Sabine Eggers MPSI, Mr. Timmy Frawley, Ms. Rebecca Kilfeather MPSI, Mr. Frank Moriarty MPSI and Mr. David O'Brien to the Professional Conduct Committee, when their current terms expire on 31 December 2021, for a further term of five years which will bring these members up to the maximum term permissible of eight years on the proposal of Ms. Marie Louisa Power, and seconded by Dr. Shane McCarthy.

Decision Approved: Council approved the reappointment of Mr. Martin Hynes MPSI, Ms. Claire Millrine and Ms. Sinead Ryan MPSI to the Health Committee when their current terms expire on 31 December 2021, for a further term of five years which will bring these members up to the maximum term permissible of eight years on the proposal of Ms. Katherine Morrow, seconded by Ms. Joanne Kissane.

Agenda Item G.1 – Audit and Risk Committee Report to Council

Issue

Dr. Paul Gorecki, the Chair of the Audit and Risk Committee, informed Council that a copy of the Report to Council had been circulated to Council in advance of the meeting.

Information

Dr. Gorecki 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.2 – Request for Council approval of the PSI’s Risk Management Framework

Issue

Request for Council approval for the PSI’s Risk Management Framework

Information

A copy of the Risk Management Framework had been circulated to Council in advance of the meeting.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the PSI’s Risk Management Framework on the proposal of Mr. Paul Turpin, seconded by Ms. Ann Sheehan.

Agenda Item G.3 – Request for Council approval of the appointment of External Auditors

Issue

Request for Council approval of the appointment of External Auditors

Information

In anticipation of the conclusion of the current services agreement for Accounting, Audit and Financial Advisory Services, the PSI undertook a procurement process under the auspices of the Office of Government Procurement (OGP) to award a new contract for the provision of these services. The Audit and Risk (A&R) Committee considered the recommendation of the Registrar to award the contract to Crowe Ireland for the provision of Accounting, Audit and Financial Advisory Services for submission to Council for approval at its meeting on 16 December 2021.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the appointment of Crowe Ireland as the PSI’s External Auditors on the proposal of Ms. Joanne Kissane, seconded by Ms. Ann Sheehan.

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

Issue

Report to Council from the Business Transformation Project Programme Board

Information

Council was informed that a number of technical issues had arisen regarding payment by some registrants of their continued registration fees via the PSI’s new online portal. The Programme

Board also noted that, for various reasons, the initial response from PSI was not as timely as would be desirable. However, it was estimated that 85% of registrants had not encountered any difficulty. Council queried how many registrants had completed a feedback form and were informed by the Executive that as of early November 2021, 233 had done so. Council asked if similar problems were likely to occur during the registration cycle next year and were informed that the systems now in place to address the technical issues mean that these same issues should not recur.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

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

Issue

Ms. Joanne Kissane, the Chair of the Regulatory and Professional Policy Committee, informed Council that a copy of the Report to Council had been circulated to Council in advance of the meeting.

Information

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 I.2 – Request for Council approval of the IOP 2022 Workplan

Issue

Request for Council approval of the IOP 2022 Workplan

Information

Ms. Katherine Morrow recused herself from the meeting for this agenda item. A copy of the Workplan had been circulated to Council in advance of the meeting. Council was informed that the Executive had held meetings with the Department of Health and representatives from the Health Service Executive to identify expected training needs for 2022. A prioritisation exercise was completed, and the draft Work Plan was updated to include the topics identified.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the IOP workplan on the proposal of Ms. Ann Sheehan, seconded by Mr. Fintan Foy.

Agenda Item I.3 – Request for Council approval of the Annual Reports from the Schools of Pharmacy

Issue

Request for Council approval of the Annual Reports from the Schools of Pharmacy

Information

Ms. Joanne Kissane recused herself from the meeting for this agenda item. Ms. Katherine Morrow returned to the meeting. Mr. Paul Turpin informed Council on behalf of the Regulatory and Professional Policy Committee that following its meeting on 26 November 2021, the Committee recommended that the annual reports received from each of the three Schools of Pharmacy for 2020/21 academic year be approved by Council.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Annual Reports from the Schools of Pharmacy on the proposal of Ms. Katherine Morrow, seconded by Ms. Ann Sheehan.

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

Issue

Ms. Muireann Ní Shúilleabháin, Chair of the Special Purposes Committee, informed Council that a copy of the Report to Council had been circulated to Council in advance of the meeting.

Information

Ms. Joanne Kissane returned to the meeting. Ms. Ní Shúilleabháin 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 Council approval of the re-appointment of members of PSI Advisory Committees.

Issue

Request for Council approval of the re-appointment of members for a further term to the: (a) Audit and Risk Committee (b) Performance and Resources Committee (c) Regulatory and Professional Policy Committee

Information

Dr. Shane McCarthy and Ms. Ann Sheehan recused themselves from the meeting for this agenda item.

The terms of office of Ann Sheehan on the Regulatory and Professional Policy Committee, Shane McCarthy on the Performance and Resources Committee and Niamh O'Regan on the Audit and Risk Committee expired on the 11th of December 2021. Each was eligible for re-appointment and confirmed their willingness to be re-appointed in discussions with the Chair of the relevant Committee.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the following re-appointments to the PSI Advisory Committees.

Ms. Ann Sheehan to the Regulatory and Professional Policy Committee for a term of two years, or until she ceases to be a member of Council, whichever the sooner;

Dr. Shane McCarthy to the Performance and Resources Committee for a term of two years, or until he ceases to be a member of Council, whichever the sooner; and

Ms. Niamh O'Regan to the Audit and Risk Committee for a further term of 3 years,

on the proposal of Mr Fintan Foy, and seconded by Dr. Paul Gorecki.

Agenda Item J.3 – Request for Council Approval of the Appointment of Council members to the PSI's Advisory and Disciplinary Committees.

Issue

Request for Council approval of the appointment of Council members to the PSI's Advisory and Disciplinary Committees

Information

Ms. Geraldine Campbell, Mr. Graham Knowles, and Mr. Sean Reilly recused themselves from the meeting for this item. Dr. Shane McCarthy and Ms. Ann Sheehan returned to the meeting. Council was informed that the Special Purposes Committee had reviewed expressions of interest submitted by Council members and wished to make a number of recommendations for appointment to Council for its approval.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the following appointments:

That Geraldine Campbell be appointed to the Audit and Risk Committee for a term of two years, or until she ceases to be a member of Council, whichever the sooner.

That Geraldine Campbell be appointed to the Preliminary Proceedings Committees for a term of four years or until she ceases to be a member of Council, whichever the sooner.

That Graham Knowles be appointed to the Preliminary Proceedings Committee from the 15th of May 2022 for a term of four years or until he ceases to be a member of Council, whichever the sooner.

That Sean Reilly be appointed to the Professional Conduct Committee for a term of four years or until he ceases to be a member of Council, whichever the sooner

on the proposal of Ms. Dorothy Donovan and seconded by Mr. Roy Hogan.

Agenda Item J.4 – Request for Council approval of the re-appointment of the Chair of the Health Committee

Issue

Request for Council approval of the re-appointment of the Chair of the Health Committee

Information

Mr. Graham Knowles, Mr. Sean Reilly, and Ms. Geraldine Campbell returned to the meeting. Ms. Ann Sheehan recused herself from the meeting for this agenda item. Ms. Ann Sheehan's term as Chair of the Health Committee expires on the 31st of December 2021.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the re-appointment of Ms. Ann Sheehan as Chair of the Health Committee until her term of office on Council expires on 17th June 2023, on the proposal of Mr. Graham Knowles, seconded by Dr. Shane McCarthy.

Agenda Item J.5 – Update on Appointment of the Interim Registrar/Chief Officer and recruitment of new Registrar/Chief Officer

Issue

Update on the Appointment of the Interim Registrar/Chief Officer and recruitment of a new Registrar/Chief Officer

Information

The President noted that the Council had, on 25 November 2021, appointed Dr. Lorraine Horgan as Interim Registrar with effect from 1 January 2022. The President also updated Council on the progress regarding the recruitment of a new Registrar.

Decision Approved, and/or Action Requested by Council

The update was noted by Council.

Agenda Item K.1 – Preliminary Proceedings Committee Annual Report 2020

Issue

Preliminary Proceedings Committee Annual Report 2020

Information

Dr. Shane McCarthy informed Council that the Committee had dealt with 37 complaints in 2020. On questioning from Council, Dr. McCarthy emphasised the importance the Committee ascribed to following through on all complaints received, irrespective of the motivation which might lie behind

them, a principle which he pointed out was enshrined in the legislation and noting that a core function of any regulatory body was to listen to, and protect, the public.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item L.1 – Any Other Business

Issue

Any Other Business

Information

The President thanked Mr. Niall Byrne, who is stepping down as Registrar at the end of the month, for his calm, inclusive, and listening leadership during challenging times. Mr. Byrne thanked the President and acknowledged the contribution from both PSI colleagues and Council members to the various initiatives which PSI had progressed during his term of office.

Decision Approved, and/or Action Requested by Council

None

The Meeting concluded at 12:45

President

Date