

Minutes of the meeting the Special Purposes Committee held on 14 April 2023 at 10:00 am. 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. Geraldine Campbell	Chair of the Audit and Risk Committee	Yes
Ms. Katherine Morrow	Chair of the Regulatory and Professional Policy Committee	Yes
Members of PSI staff in attendance included:		
Ms. Joanne Kissane	Registrar	
Dr. Cheryl Stokes	Head of Governance and Programme Delivery	
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

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
One item was added for discussion under AOB. This was approved by the Chair.

Agenda Item D – Request for approval of the draft Minutes of the meeting of the Special Purposes Committee held on 16 February 2023

Issue
Draft Minutes of the Special Purposes Committee Meeting held on 16 February 2023.
Information
The Chair noted that the draft Minutes of the Committee meeting, held on 16 February 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
Decision Approved: The Committee approved the Minutes of the Special Purposes Committee meeting, held on 16 February 2023, on the proposal of Mr. Rory O'Donnell and seconded by Mr. Paul Turpin.

Agenda Item E - Advisory Committees: Recommendation to Council to appoint members to the Audit and Risk Committee

Issue
Advisory Committees: Recommendation to Council to appoint members to the Audit and Risk Committee
Information
Following an expression of interest process, the Committee considered the appointment of an external member of the Audit and Risk Committee. There is currently one vacancy on the Committee following the resignation of an external member of the Committee.
Following discussion, the Committee agreed to recommend the following appointment to

Council, for approval, at its meeting on 27 April 2023:

- That Ms Ciara Lynch be appointed to the Audit and Risk Committee for a term of three years.
- That a panel of five members be established arising from the expression of interest process, for future appointments to the Audit and Risk Committee.
- The panel will consist of the following.
 1. Michael Blighe
 2. Leonie Clarke
 3. Sinead Curry
 4. Anna Donnegan
 5. Kathleen Lombard

Decision Approved and/or Action Requested

The Committee agreed to recommend the following to Council, for approval, at its meeting on 27 April 2023:

- That Ms Ciara Lynch be appointed to the Audit and Risk Committee for a term of three years; and,
- That a panel of five members be established arising from the expression of interest process, for future appointments to the Audit and Risk Committee, on the proposal of Ms. Katherine Morrow and seconded by Ms. Geraldine Campbell.

Agenda Item F - Disciplinary Committees:

Process for the Appointment of Chairs/Acting Chairs to the Disciplinary Committees

Issue

Disciplinary Committees:

Process for the Appointment of Chairs/Acting Chairs to the Disciplinary Committees

Information

The terms of office of the Chairs of the Preliminary Proceedings Committee (PPC) and the Health Committee (HC) will expire in June 2023. Currently the process to appoint Chairs and Acting Chairs to the Disciplinary Committees is carried out internally via an expression of interest (EOI) process, amongst serving Disciplinary Committee members, as a vacancy arises.

The Committee discussed a change to the current process, for consideration by Council, which would involve an external EOI being carried out via the PSI and State Boards

website. Current members of the Disciplinary Committees would be eligible to apply via the EOI if they so wished.

The Committee is also recommending that a panel would be created, following the EOI process, for future vacancies arising for Chairs and Acting Chairs.

Should Council agree to the new arrangements there will be a short time during which the Chair of both the PPC and HC would be vacant while the new process is put in place. The Committee agreed that during this time Acting Chairs would chair the meetings, as required, on a rotational basis.

Decision Approved and/or Action Requested

Decision: The Committee agreed to recommend the proposed new process for the appointment of Chairs and Acting Chairs of Disciplinary Committees to Council, for its approval, at its meeting on 27 April 2023.

Agenda Item G – Standing Item: Culture Audit

Issue

Standing Item: Culture Audit

Information

The Committee agreed that this agenda item would remain as a standing item on the agenda and that a Culture Audit would commence in quarter four of 2023.

Decision Approved, and/or Action Requested

Action: There was no action arising from this agenda item.

Agenda Item O – AOB

Issue

It was noted that some of the manifestos of the candidates for the PSI elections did not align with the role of elected members of the PSI Council.

Information

The Committee noted the content of the election manifestos of some of the candidates for the election to the PSI Council on 19 April. The Committee noted that the Council serves the public interest and some of the manifestos are offering/promising items which are beyond the scope/remit of the Council or Council members.

Decision Approved and/or Action Requested

Decision: The role and responsibilities of Council members and the requirement to act at all times in the public interest to be given significant attention as part of the induction process for new Council members.

The meeting concluded at 11:30.

Signed by

Chair

Date