

**Agenda for Public Council Meeting No.132**  
**08:30am Thursday, March 23rd 2023**  
**Location: PSI House.**

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

<u>Indicative Times</u>	<u>Item and Presenter</u>		
08:30am	A	Apologies	President
08:32am	B	<p><b>Declaration of Interests (please refer to Appendix A)</b></p> <p>Paragraph 9 of Schedule 1 to the Pharmacy Act 2007, deals with the necessary disclosure of certain interests by members of the Council and by members of its various committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that they “be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.”</p> <p>A copy of paragraph 9 of Schedule 1 to the Act, relating to the disclosure of certain interests is therefore included as Appendix A and all members of the Committee are strongly advised to familiarise themselves with its contents.</p>	President
08:33am	C	Request for approval of the Draft Minutes of Public Council meetings No. 131.	President
08:34am	D	Agreement on the Meeting Agenda.	President

<b>E. Updates and Items from the Registrar</b>			
08:35am	E.1	(a) Presentation of the PSI 2022 Annual Report and Financial Statements.	Registrar
		(b) Report to Council from the Audit and Risk	G. Campbell

		<p><b>Committee incorporating its recommendation regarding approval of the PSI 2022 Annual Report and year-end Financial Statements</b></p> <p><b>(c ) Request for approval by Council of the PSI 2022 Annual Report incorporating the 2021 Financial Statements and the External Auditor's Management Letter.</b></p> <p><b>d) Request for approval of the Letter of Representation to the External Auditors for signature on behalf of Council.</b></p>	<p><b>President</b></p> <p><b>President</b></p>
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<b>F. Audit and Risk Committee</b>			
<b>08:55am</b>	<b>F.1</b>	<b>Report to Council from the Audit and Risk Committee (referenced above on the agenda)</b>	<b>G. Campbell</b>
<b>09:00am</b>	<b>F.2</b>	<b>Request for approval of the updated Internal Audit Charter</b>	<b>G. Campbell</b>
<b>09:05am</b>	<b>F.3</b>	<b>Request for approval of the updated Protected Disclosure Policies</b>	<b>G. Campbell</b>

<b>G. Any Other Business</b>			
<b>09:15am</b>	<b>G.1</b>	<b>As tabled under item D.</b>	<b>President</b>

**Ms. Joanne Kissane, Registrar and Chief Officer**

**We anticipate the Council meeting will finish at approximately 9:20am.**

**Council is next scheduled to convene in public on Thursday, 27<sup>th</sup> April 2023.**

## **APPENDIX A**

### ***Pharmacy Act 2007 Schedule 1, Section 9: Disclosure of certain interests***

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

- (a) an arrangement to which the Council is a party or a proposed such arrangement, or
- (b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

- (a) shall at the meeting, disclose that fact and the extent of the interest,
- (b) may not influence or seek to influence a decision to be made in relation to the matter,
- (c) shall absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,
- (d) may not vote on a decision relating to the matter, and
- (e) may not take part in any further deliberation of the Council or any of its committees relating to the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member’s course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.