

PSI Council Public Meeting Minutes

Minutes of meeting number 136 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, October 5th, 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
Dr. Cyril Sullivan	Council Member	No
Prof. Laura Sahm	Council Member	Yes
Mr. Martin Higgins	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes
Ms. Dorothy Donovan	Council Member	Yes
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	Yes
Ms. Geraldine Campbell	Council Member	Yes
Mr. Sean Reilly	Council Member	Yes
Ms. Marie Louisa Power	Council Member	No
Dr. Denis O'Driscoll	Council Member	Yes
Mr. Martin Sisk	Council Member	Yes
Mr. Peter Dennehy	Council Member	Yes
Dr. Paula Barry Walsh	Council Member	Yes
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	
Ms. Caroline Murphy	Fitness to Practise and Legal Affairs Manager	
Dr. Cheryl Stokes	Head of Governance & Programme Delivery	
Dr. Lorraine Horgan	Head of Corporate Services	
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
No conflicts of interest were declared.

Decision Approved and/or Action Requested by Council
Council noted the Report.

Agenda Item C – Draft Minutes of Public Council Meeting No. 135

Issue
The draft minutes of Public Council Meeting No.135 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 135 held on June 22nd 2023, on the proposal of Mr. Martin Sisk and seconded by Mr. Rory O'Donnell.

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. In her presentation to Council, the Registrar noted that in July, the Minister for Health announced his intention to establish an Expert Taskforce to support the expansion of the role of pharmacists in Ireland. The Taskforce will consider options to enable pharmacists to extend prescriptions for a range of medicines and medical conditions, where appropriate. The Taskforce will also advise on a comprehensive approach to facilitate pharmacist prescribing, including, but not limited to, empowering pharmacists to assess and prescribe for common minor ailments within a community pharmacy setting and to use their expertise to operate as independent prescribers. She informed Council that the Taskforce had met on three occasions to date. Initial recommendations from the Taskforce will be reported to the Minister for Health by the end of October 2023. Further recommendations will be reported by the end of January 2024.

The Registrar informed Council that on September 12th, she had approved training in respect of Comirnaty® Omicron XBB.1.5 30mcg and Comirnaty® Omicron XBB.1.5 10mcg (For children aged 5-11 years), in compliance with 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 supplying and administering these vaccines, as part of the COVID-19 national vaccination programme. These vaccines will be the primary COVID-19 booster vaccines used in the upcoming Autumn/Winter Vaccination campaign, based on recent recommendations from the National Immunisation Advisory Committee (NIAC).

The Registrar also highlighted the launch of the PSI's Workforce Intelligence Report at the Department of Health on Monday, September 25th, by Mr. Robert Watt, Secretary General of the Department of Health. She noted there had been widespread and largely positive press coverage of both the event and the report's contents.

Questions were invited from Council. Council commented favourably on the Preliminary Proceedings Committee statistics, noting that 83% of its cases had met the KPI for a decision within six months of receipt of a complaint. Council queried if this level of performance was sustainable. The Executive stated that they believed the Committee's performance level was sustainable. Council asked for further information regarding the Preventing Paracetamol-

Related Intentional Drug Overdose Working Group. Council was informed that the aim of the Group was to agree on collaborative measures to prevent paracetamol-related intentional drug overdose, including training on intervention.

Council noted that a governance meeting had taken place between the PSI and the Department of Health in March 2023. Council queried if the issues relating to the role of Supervising Pharmacists had been discussed. The Registrar confirmed it had and that new guidance pertaining to the definition of “whole time charge” was being drafted to support pharmacists undertaking or wishing to undertake a supervising pharmacist role.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item E.2 Update on Q3 implementation of the Service Plan 2023.

Issue

Update on Q3 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 queried if patients with any or a combination of any of the nine protected characteristics identified under equality legislation were being prioritised in the Patient Experience Programme. The Registrar confirmed they were.

Decision Approved and/or Action Requested by Council

Council noted the update.

Agenda Item E.3 – Request for Approval from Council of extension of PSI Communications Strategy to year-end 2024.

Issue

Request for Approval from Council of extension of PSI Communications Strategy to year-end 2024.

Information

The Registrar informed Council that the current Communications Strategy was meeting the needs of the organisation and proposed to extend the Communications Strategy to align with the current Corporate Strategy 2021-2024. She invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the extension of the PSI's Communication Strategy to year-end 2024 on the proposal of Mr. Rory O'Donnell and seconded by Mr. John Given.

Agenda Item E.4 – Request for Approval from Council - Motion of Delegation to the Registrar

Issue

(a) Request for Approval from Council - Motion of Delegation to the Registrar regarding section 56(4) and (5) of Pharmacy Act 2007.

(b) Consequential Amendment to the Publications & Disclosure Policy 2022.

Information

Ms. Caroline Murphy addressed Council on the matter of the proposed delegations and rationale for same. Questions were invited from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved:

(a) the Motion of Delegation to the Registrar regarding section 56(4) and (5) of the Pharmacy Act 2007, and,

(b) the consequential amendments to the Publications & Disclosure Policy 2022

on the proposal of Mr. Peter Dennehy and seconded by Mr. Martin Sisk.

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 Project (BTP) Programme Board, presented the Report to Council, a copy of which had been circulated in advance of the meeting. Ms. Power informed Council that a third party had been engaged to conduct an independent assessment of the approach and costs concerning Phase 2 of the BTP, and a report is due to be considered by the Programme Board at the end of the month. 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 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 – Request for Approval from Council of a recommendation to appoint members of Council to PSI Advisory Committees, following expressions of interest.

Issue

Request for Approval from Council of a recommendation to appoint members of Council to PSI Advisory Committees, following expressions of interest.

Information

Following an expressions of interest process and review by the Special Purposes Committee, Council was asked to approve the following appointments of Council members to the PSI Advisory Committees:

- Mr. Rory O'Donnell as the Chair of the Regulatory and Professional Policy Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner. Mr. O'Donnell recused himself for this item.
- Mr. Mark Jordan as a member of the Regulatory and Professional Policy Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner. Mr. Jordan recused himself for this item.
- Ms. Geraldine Crowley as a member of the Regulatory and Professional Policy Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner. Ms Crowley recused herself for this item.
- Prof. Laura Sahm as a member of the Regulatory and Professional Policy Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner. Prof. Sahm recused herself for this item.

- Mr. Martin Higgins as a member of the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner. Mr Higgins rescued himself for this item.
- Dr. Denis O'Driscoll as a member of the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner. Dr. O'Driscoll recused himself for this item.
- Mr. Martin Sisk as a member of the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner. Mr. Sisk recused himself for this item.
- Ms. Emily Kelly as a member of the Performance and Resources Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner. Ms. Kelly recused herself for this item.
- Dr. Cyril Sullivan as a member of the Audit and Risk Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of Mr. Rory O'Donnell as Chair of the Regulatory and Professional Policy Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner on the proposal of Mr. Peter Dennehy and seconded by Dr. Paula Barry Walsh.

Decision Approved: Council approved the appointment of Mr. Mark Jordan as a member of the Regulatory and Professional Policy Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner; Ms. Geraldine Crowley as a member of the Regulatory and Professional Policy Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner; Prof. Laura Sahm as a member the Regulatory and Professional Policy Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner, on the proposal of Mr. Martin Higgins, seconded by Ms. Grainne Power.

Decision Approved: Council approved the appointment of Mr. Martin Higgins as a member of the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner; Dr. Denis O'Driscoll as a member of the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner; Mr. Martin Sisk as a member of the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner; Ms. Emily Kelly as a member of the Performance and Resources Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner, on the proposal of Dr. Ann McGarry, seconded by Mr. Mark Jordan.

Decision Approved:

Council approved the appointment of Dr. Cyril Sullivan as a member of the Audit and Risk Committee for a period of two years or until he ceases to be a member of Council, on the proposal of Mr. John Given and seconded by Ms. Dorothy Donovan.

Agenda Item G.3 – Request for Approval from Council of a recommendation to appoint members, Chairs and Acting Chairs to PSI Disciplinary Committees and a Reserve Panel, following an expressions of interest process.

Issue

Request for Approval from Council of a recommendation to appoint members, Chairs and Acting Chairs to PSI Disciplinary Committees and a Reserve Panel, following an expressions of interest process.

Information

Council was asked to approve the following appointments of pharmacist members of the PSI Disciplinary Committees:

- That Mr. Ronan Sheridan MPSI be appointed to the Health Committee for a term of four years.
- That Ms. Deirdre Butler MPSI be appointed to the Professional Conduct Committee for a term of four years.
- That Mr. Mark McPhillips MPSI be appointed to the Reserve Panel, to fill future vacancies arising. The panel will be in place for a period of four years.

Chairs/Acting Chairs of Disciplinary Committees

- That Ms. Jill Long (currently Acting Chair of the Preliminary Proceedings Committee) be appointed Chair of the Preliminary Proceedings Committee for the remainder of her term on the Committee.
- That Mr. Hugo Bonar (currently a member of the Preliminary Proceedings Committee) be appointed as Acting Chair of the Preliminary Proceedings Committee to replace Jill Long for the remainder of his term on the Committee.
- That Ms. Susan Ahern (currently a member of the Professional Conduct Committee) be appointed Acting Chair of the Professional Conduct Committee for the remainder of her term on the Committee.
- That Mr. John O'Malley (currently Acting Chair of the Health Committee) be appointed Chair of the Health Committee for the remainder of his term on the Committee.
- That Mr. Michael Conor Heaney be appointed as Acting Chair of the Health Committee, for a term of four years.

That the following persons be appointed to the Reserve Panel (to be established for a period of four years) to fill future vacancies arising in the role of Chair/Acting Chair on the Disciplinary Committees:

- Mr. Paul Ard (currently a member of the Professional Conduct Committee),
- Dr. Elaine Byrne,
- Mr. John Naughton (currently a member of the Professional Conduct Committee),
- Mr. David O'Brien (currently a member of the Professional Conduct Committee).

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the following appointments:

- That Mr. Ronan Sheridan MPSI be appointed to the Health Committee for a term of four years.
- That Ms. Deirdre Butler MPSI be appointed to the Professional Conduct Committee for a term of four years.
- That Mr. Mark McPhillips MPSI be appointed to the Reserve Panel, to fill future vacancies arising. The panel will be in place for a period of four years.

Chairs/Acting Chairs of Disciplinary Committees

- That Ms. Jill Long (current Acting Chair of the Preliminary Proceedings Committee) be appointed Chair of the Preliminary Proceedings Committee for the remainder of her term on the Committee.
- That Mr. Hugo Bonar (current member of the Preliminary Proceedings Committee) be appointed as Acting Chair of the Preliminary Proceedings Committee to replace Jill Long for the remainder of his term on the Committee.
- That Ms. Susan Ahern (current member of the Professional Conduct Committee) be appointed Acting Chair of the Professional Conduct Committee for the remainder of her term on the Committee.
- That Mr. John O'Malley (current Acting Chair of the Health Committee) be appointed Chair of the Health Committee for the remainder of his term on the Committee.
- That Mr. Michael Conor Heaney be appointed Acting Chair of the Health Committee.

That the following persons be appointed to the Reserve Panel (to be established for a period of four years) to fill future vacancies arising in the role of Chair/Acting Chair on the Disciplinary Committees:

- Mr. Paul Ard,
- Dr. Elaine Byrne,
- Mr. John Naughton,

- Mr. David O'Brien.

on the proposal of Mr. John Given and seconded by Mr. Peter Dennehy.

Agenda Item G.4. – Request for Approval from Council of a recommendation to appoint a Council member to the Health Committee.

Issue

Request for Approval from Council of a recommendation to appoint a Council member to the Health Committee.

Information

Ms. Emily Kelly recused herself for this item. A vacancy had arisen for a Council member on the Health Committee, following which a call for expressions of interest was issued to Council members in August.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of Ms. Emily Kelly to the Health Committee for a term of four years, or until the expiry of her term of office on Council, whichever the sooner, on the proposal of Mr. Mark Jordan and seconded by Dr. Ann McGarry.

Agenda Item G.5 – Request for Approval from Council of a recommendation on the Action Plan Arising from the Performance Review of Council.

Issue

Request for Approval from Council of a recommendation on the Action Plan Arising from the Performance Review of Council.

Information

Ms. Emily Kelly returned to the meeting. Governance Ireland reviewed the performance of Council and its Advisory Committees, which was presented by Governance Ireland to Council as part of the Council Training and Development Day in March.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the recommendations on the Action Plan arising from the Performance Review of Council on the proposal of Prof. Laura Sahm and seconded by Mr. John Given.

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, 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 June 30th 2023.

Issue

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

Information

A copy of the Management Accounts to June 30th had been circulated to Council in advance of the meeting. Dr. McGarry, Chair of the Performance and Resources Committee, drew Council's attention to the note in its Report to Council regarding the Committee's concern about the approval of expenditure on certain confidential matters. Council shared the Committee's concern, given Dr. McGarry's comments, and requested the Executive provide further information to it to discharge its fiduciary duty.

Decision Approved and/or Action Requested by Council

Decision Approved: Council agreed to defer consideration of the Management Accounts to the private session of the Council meeting as the Executive confirmed that an overview of those identified costs regarding the confidential items in the management costs could be provided to Council at its private meeting.

Agenda Item H.3 – Request for Approval from Council of extension of HR Strategy to year-end 2024.

Issue

Request for Approval from Council of extension of HR Strategy to year-end 2024.

Information

A copy of the current HR Strategy 2021-2023 was circulated to Council in advance of the meeting. Dr. McGarry, Chair of the Performance and Resources Committee, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: The extension of the HR Strategy to year-end 2024 was approved by Council on the proposal of Mr. John Given and seconded by Mr. Martin Sisk.

Agenda Item H.4 – Request for Approval from Council of revised PSI Procurement Policy.

Issue

Request for Approval from Council of revised PSI Procurement Policy.

Information

Copies of the revised PSI Procurement Policy were circulated to Council in advance of the meeting. Dr. McGarry, Chair of the Performance and Resources Committee, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: The Request for Approval from Council of the revised PSI Procurement Policy was approved by Council on the proposal of Ms. Geraldine Crowley and seconded by Mr. John Given.

Agenda Item I.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 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 the updated Risk Management Framework.

Issue

Request for Approval from Council of the updated Risk Management Framework.

Information

A copy of the Risk Management Framework had been circulated to Council in advance of the meeting. Ms. Geraldine Campbell, Chair of the Audit and Risk Committee, invited questions from Council. Council discussed the role of the Audit and Risk Committee, which is to provide assurance to all the PSI's stakeholders, including Council.

Decision Approved and/or Action Requested by Council

Decision Approved: The Request for Approval from Council of the updated Risk Management Framework was approved by Council on the proposal of Mr. John Given and seconded by Dr. Ann McGarry.

Agenda Item I.3 - Request for Approval from Council of the updated Corporate Governance Framework.

Issue

Request for Approval from Council of the updated Corporate Governance Framework.

Information

A copy of the Corporate Governance Framework had been circulated to Council in advance of the meeting. Ms. Geraldine Campbell, Chair of the Audit and Risk Committee, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: The Request for Approval from Council of the updated Corporate Governance Framework was approved by Council on the proposal of Dr. Ann McGarry and seconded by Mr. John Given.

Agenda Item I.4 - Request for Approval from Council of the updated Gifts and Hospitality Policy.

Issue

Request for Approval from Council of the updated Gifts and Hospitality Policy.

Information

A copy of the Gifts and Hospitality Policy had been circulated to Council in advance of the meeting. Ms. Geraldine Campbell, Chair of the Audit and Risk Committee, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: The Request for Approval from Council of the updated Gifts and Hospitality Policy was approved by Council on the proposal of Mr. Martin Sisk and seconded by Dr. Ann McGarry.

Agenda Item J.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, Interim Chair of the Regulatory and Professional Policy Committee, 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 J.2 – Request for Approval from Council of IOP Practice Review Policy.

Issue

[Request for Approval from Council of IOP Practice Review Policy.](#)

Information

Ms. Grainne Power, Interim Chair of the Regulatory and Professional Policy Committee, presented the IOP Practice 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 Policy.

Decision Approved and/or Action Requested by Council

Decisions Approved: Council approved the IOP Practice Review Policy on the proposal of Ms. Geraldine Crowley and seconded by Dr. Paula Barry Walsh.

Agenda Item J.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 10:40 am.

President

Date