

PSI Council Public Meeting Minutes

Minutes of meeting number 132 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced online and in-person at PSI House at 08:30 am on Thursday, 23rd March 2023.

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	No
Mr. Graham Knowles	Council Member	Yes
Ms. Katherine Morrow	Council Member	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	Yes
Prof. Brian Kirby	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes (online)
Ms. Dorothy Donovan	Council Member	Yes (online)
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	Yes
Mr. Roy Hogan	Council Member	No
Mr. Fintan Foy	Council Member	No
Mr. Peter Dennehy	Council Member	Yes
Dr. Paula Barry Walsh	Council Member	Yes
Dr. Ann McGarry	Council Member	Yes
Ms. Avril Ryan	Council Member	Yes
Members of PSI staff in attendance for all or part of the meeting included:		
Ms. Joanne Kissane	Registrar	
Mr. Éanna Ó Lochlainn	Governance and Planning Officer	
Dr. Cheryl Stokes	Head of Governance and Programme Delivery	
Ms. Malika Hammani	Business Support and Finance Manager	
Ms. Louise Canavan	Communication and Engagement Officer	
Mr. John Bryan	Head of Community Pharmacy Assurance	
Ms. Aoife Mellett	Head of Practitioner Assurance	

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.

Agenda Item C – Draft Minutes of Public Council Meeting No. 131

Issue

Request for Council approval of the draft Minutes of the public Council meetings No. 131.

Information

The Minutes had been circulated to Council members, in advance of the Council meeting, and two amendments were requested.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the draft Minutes of public Council meeting number. 131, convened on March 2nd 2023, as amended, on the proposal of Ms. Grainne Power and seconded by Dr. Paula Barry Walsh.

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 G, Any Other Business.

Information

No items were tabled for discussion.

Agenda Item E.1(a) Presentation of the PSI 2022 Annual Report and Financial Statements

Issue

The Registrar presented the PSI 2022 Annual Report and Financial Statements to Council.

Information

Copies of the 2022 Annual Report and Financial Statements had been circulated to Council, in advance of the meeting. The Registrar, Ms. Joanne Kissane, presented an overview of the Annual Report to Council highlighting the organisation's achievements in 2022, for which she thanked all staff and Council members for their contributions. The Registrar expressed particular thanks to Ms. Malika Hammani, Ms. Louise Canavan, and Ms. Therese Anglim for their hard work in preparing the draft Annual Report and Financial Statements for publication. She invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

The Presentation was noted by Council.

Agenda Item E.1(b) Report to Council from the PSI Audit & Risk Committee

Issue

The Chair of the Audit & Risk Committee presented the Committee's Report to Council, incorporating its recommendation regarding approval of the PSI 2022 Annual Report and year-end Financial Statements.

Information

The Committee Chair, Ms. Geraldine Campbell, informed Council that the Audit and Risk Committee considered the draft financial statements to be complete, consistent with the information known to the Committee and reflective of appropriate accounting standards and principles. The Committee noted the findings in the External Audit Management Letter and PSI management's response. She informed Council that the Committee had approved the 2022 Annual Financial Statements and the External Audit Management Letter and was recommending their approval to Council.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item E.1(c) Request for Approval by Council of the PSI 2022 Annual Report incorporating the 2022 Financial Statements and the External Auditor’s Management Letter

Issue

Request for Approval by Council of the PSI 2022 Annual Report incorporating the 2022 Financial Statements and the External Auditor’s Management Letter.

Information

Copies of the draft 2022 Annual Report incorporating the 2022 Financial Statements and the External Auditor’s Management Letter were circulated to Council for their approval.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the draft PSI 2022 Annual Report incorporating the 2022 Financial Statements and the External Auditor’s Management Letter on the proposal of Ms. Marie Louisa Power and seconded by Mr. Peter Dennehy.

Agenda Item E.1(d) – Request for Approval of Letter of Representation to the External Auditor for signature on behalf of Council

Issue

Request for Approval of Letter of Representation to the External Auditor for signature on behalf of Council.

Information

A copy of the draft Letter of Representation to the External Auditor for signature on behalf 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 PSI 2022 Annual Report incorporating the 2022 Financial Statements, the External Auditor’s Management Letter, and the Letter of Representation to the External Auditor, for signature on behalf of Council by the President, on the proposal of Prof. Brian Kirby and seconded by Mr. Paul Turpin.

Agenda Item F.1 - Report to Council from the Audit & Risk Committee

Issue

Report to Council from the Audit & Risk Committee.

Information

The Report to Council from the Audit & Risk Committee had been circulated to Council in advance of the meeting and already presented for item E.1(b). Ms. Geraldine Campbell, Committee Chair, 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 - Request for Approval of the updated Internal Audit Charter

Issue

Request for Approval of the updated Internal Audit Charter.

Information

A copy of the PSI's updated Internal Audit Charter had been circulated to Council in advance of the meeting. Ms. Geraldine Campbell, Committee Chair, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI's updated Internal Audit Charter on the proposal of Mr. Rory O'Donnell and seconded by Mr. Peter Dennehy.

Agenda Item F.3 - Request for approval of the updated Protected Disclosure Policies

Issue

Request for approval of the updated Protected Disclosure Policies.

Information

Copies of the PSI's Protected Disclosure Policies had been circulated to Council in advance of the meeting. Ms. Geraldine Campbell, Committee Chair, invited questions from Council. Council queried if Council members were now covered by the revised policies and subject to the Protected Disclosures (Amendment) Act 2022. Council was informed that the amended legislation had expanded the definition of 'worker' and office holders, such as Council members, were now included in the definition.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the updated Protected Disclosure Policies on the proposal of Ms. Katherine Morrow and seconded by Ms. Grainne Power.

Agenda Item G- Any Other Business

Issue

Any Other Business

Information

No had been tabled for discussion under item D.

Decision Approved and/or Action Requested by Council

None.

The Meeting concluded at 09:10 am

President

Date