

**Minutes of the meeting of the Special Purposes Committee held on 10 February 2022,
at 02:00 pm. The meeting was convened online due to the COVID-19 Public Health
Emergency**

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 Graham Knowles	Chair of the Performance and Resources Committee	Yes
Ms Joanne Kissane	Chair of the Regulatory and Professional Policy Committee	Yes
Dr Paul Gorecki	Chair of the Audit and Risk Committee	Yes
Members of PSI staff in attendance included:		
Dr Lorraine Horgan	Interim Registrar	
Dr Chery Stokes	Acting Head of Corporate Services	
Mr Éanna Ó Lochlainn	Acting Head of Governance and Programme Delivery	
Ms Aoife Mellett	Head of Practitioner Assurance (for part)	
Ms Caroline Murphy	Fitness to Practise and Legal Affairs Manager (for part)	
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 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

No conflicts of interest were declared.

Agenda Item C – Approval of the Agenda

Issue

Approval of the Agenda

Information

The Chair noted that Mr Rory O'Donnell had indicated that he would like to raise an item under AOB.

Decision Approved, and/or Action Requested

Action: Item will be raised under AOB.

Agenda Item D – Approval of Minutes of Special Purposes Committee Meeting on the 2 December 2021

Issue

Draft Minutes of the Special Purposes Committee Meeting held on the 2 December 2021

Information

The Chair noted that the draft Minutes of the Committee meeting held on 2 December 2021 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 2 December 2021. The Minutes were proposed by Mr Graham Knowles and seconded by Mr Rory O'Donnell.

Agenda Item E – Approval for the Terms of Reference of the Special Purposes Committee

Issue

Request for Approval of the Terms of Reference of the Special Purposes Committee for onward submission to Council for its Approval

Information

The revised Terms of Reference (ToR) for the Special Purposes Committee were circulated prior to the meeting. The amendments to the ToR were discussed at the SPC meeting on 2 December 2021. The Committee approved the revised ToR's for onward submission to Council at its meeting on 3 March.

Decision Approved, and/or Action Requested

Decision Approved: The Committee approved the revised Terms of Reference of the Special Purposes Committee for recommendation to the Council for approval at their meeting on 3 March 2022, on the proposal of Mr Graham Knowles and seconded by Mr Rory O'Donnell.

Agenda Item F - Recommendation to Council of appointment of Chair of the Performance and Resources Committee

Issue

Recommendation to Council of appointment of Chair of the Performance and Resources Committee

Information

The Committee discussed the submissions received following a call for expressions of interest, from Council members, for Chair of the Performance and Resources Committee. Two submissions were received. The Committee discussed the skills and competencies of the candidates as set out in their applications. The Committee agreed to recommend to Council the appointment of Mr Paul Turpin as Chair of the Performance and Resources Committee. The Chair thanked the current Chair of the Committee, Mr Graham Knowles, for his excellent work as Chair of the Performance and Resources Committee over the past number of years.

Decision Approved, and/or Action Requested

Decision Approved: The Committee agreed to recommend to Council for approval, at its meeting on 3 March 2022, the appointment of Mr Paul Turpin as Chair of the Performance and Resources Committee on the proposal of Dr Paul Gorecki and seconded by Ms Joanne Kissane.

Agenda Item G - Council Procedures: Hearings regarding Sanctions and Public Notice/Publication: Consideration of matters raised by five Council members

Issue

Council Procedures: Hearings regarding Sanctions and Public Notice/Publication: Consideration of matters raised by five Council members

Information

The Committee considered the correspondence and the meetings that had taken place between the President, Registrar and five Council members regarding concerns they had in relation to the implementation of the Council Procedures: Hearings regarding Sanctions and Public Notice/Publication (the Procedures), which were agreed by Council on 7 October 2021.

Decision Approved, and/or Action Requested

Decision Approved: Following consideration of the matters raised both in correspondence and during the meetings with the five Council members, the President and the Interim Registrar, the Committee agreed to recommend to Council to retain the current Procedures. The Committee recommended that a review be carried out in the autumn following a longer implementation period. In making this decision, the Special Purposes Committee considered that:

1. When Council approved the Procedures on 7 October 2021, Council members had sufficient time to highlight any concerns they had with the proposed Procedures. The Committee noted that Council raised no issues concerning the implementation of the Procedures at that time. Additionally, Council discussed a review of the implementation of the Procedures, and the President had committed to reviewing the Procedures the following autumn, following their implementation.
2. The Procedures have only been in place for a short period, and no issues have been identified concerning how they are operating in practice. The Committee acknowledged that the Procedures had streamlined the Fitness to Practise process, ensuring Council received written submissions on time in advance of the private meetings of Council.
3. The Conflict Resolution Procedure for Council and Advisory Committees outlines circumstances where a prior decision of Council can be re-examined:
 - Where new information has emerged that was not available when the original decision was made;
 - Where the Council has become aware of an error in previous information that was relied upon in making the decision;
 - Where a Council member did not feel able to present his or her case in a proper manner at the time that the Council made its decision.

The Committee agreed that none of these circumstances had been met and therefore considered that the decision of Council stood.

The decision was proposed by Mr Graham Knowles and seconded by Dr Paul Gorecki.

Agenda Item H – 2022 Council development and training plans

Issue

2022 Council development and training plans

Information

The Committee was advised that the Council meeting on 24 March was initially in the diary as a short meeting followed by Council training. The Committee was advised that there will now be a number of substantive items on the agenda, including papers on the Pharmacy Act Reform Project, Community Pharmacy Regulatory Model and Hospital Pharmacy Regulatory Reform. The Committee was informed that training on 24 March would include a review of Council Performance and Chairpersons training, to be provided by Caroline Conroy from La Touche Training.

Decision Approved, and/or Action Requested

None.

Agenda Item I – Report on Skills and Competency Audit of Council

Issue

Report on Skills and Competency Audit of Council

Information

The Committee was provided with the Report from the Skills and Competency Audit of the Council. Lionheart Consulting carried out the audit on behalf of the PSI to help identify skills and competencies required on Council arising from upcoming vacancies on Council. The Committee was advised that the President had met with Lionheart Consulting to discuss the results and that the output from the report informed the recommendations made to the Public Appointments Service, with regard to competencies required on Council. The Committee discussed the findings of the report and the ideal skills and competencies required to sit on a Council/Board of a regulatory agency. The Committee noted that experience at a senior executive or non-executive Chair and CEO level would be valuable. The Committee agreed that experience in cyber security and accountancy and a broad understanding of governance would also be desirable in the current environment.

Decision Approved, and/or Action Requested

None.

Agenda Item J – AOB

Issue

AOB

Information

Succession planning regarding Chair of the Audit & Risk Committee was discussed by the Committee.
The Chair and Committee thanked Mr Graham Knowles for his excellent service and work while chairing the Performance and Resources Committee as this was his last SPC meeting.

Decision Approved, and/or Action Requested

None

The meeting concluded at 3:30 pm.

Signed by:

Chair

Date