

**Minutes of the meeting the Special Purposes Committee held on 1 June 2023 at 1:30 pm. 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
Dr. Ann Mc Garry	Member Performance and Resources Committee	Yes
<b>Members of PSI staff in attendance included:</b>		
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
The Agenda was approved.

### Agenda Item D – Request for approval of the draft Minutes of the meeting of the Special Purposes Committee held on 14 April 2023

Issue
Draft Minutes of the Special Purposes Committee Meeting held on 14 April 2023.
Information
The Chair noted that the draft Minutes of the Committee meeting, held on 14 April 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
<b>Decision Approved:</b> The Committee approved the Minutes of the Special Purposes Committee meeting, held on 14 April 2023, on the proposal of Mr. Rory O'Donnell and seconded by Ms. Geraldine Campbell.

### Agenda Item E - Advisory Committees & Programme Board: Recommendation to Council to re-appoint members to the;

1. Audit and Risk Committee
2. Regulatory and Professional Policy Committee
3. Business Transformation Programme Board

Issue
Advisory Committees and Programme Board: Recommendation to Council to re-appoint members to the; 1. Audit and Risk Committee 2. Regulatory and Professional Policy Committee 3. Business Transformation Programme Board

## Information

The Committee considered the re-appointment of members of the Audit and Risk Committee, the Regulatory and Professional and Policy Committee and the Programme Board. The terms of office of the Committee members are expiring shortly, and all confirmed their willingness to be re-appointed.

Following discussion, the Committee agreed to recommend the following re-appointments to Council, for approval, at its meeting on 22 June 2023:

- The re-appointment of Mr. John Given to the Audit and Risk Committee, following the expiry of his term of office, for a period of two years or until he ceases to be a member of Council, whichever the sooner.
- The re-appointment of Ms. Marie Louisa Power to the Regulatory and Professional Policy Committee, following the expiry of her term of office, for a period of two years or until she ceases to be a member of Council, whichever the sooner.
- The re-appointment of Ms. Grainne Power to the Regulatory and Professional Policy Committee, following the expiry of her term of office, for a period of two years or until she ceases to be a member of Council, whichever the sooner.
- The re-appointment of Mr. Sean Reilly to the Business Transformation Programme Board following the expiry of his term of office, for a period of 6 months or until he ceases to be a member of Council, whichever the sooner.

## Decision Approved and/or Action Requested

**Decision:** The Committee agreed to recommend the following to Council, for approval, at its meeting on 22 June 2023:

- The re-appointment of Mr. John Given to the Audit and Risk Committee, following the expiry of his term of office, for a period of two years or until he ceases to be a member of Council, whichever the sooner.
- The re-appointment of Ms. Marie Louisa Power to the Regulatory and Professional Policy Committee, following the expiry of her term of office, for a period of two years or until she ceases to be a member of Council, whichever the sooner.
- The re-appointment of Ms. Grainne Power to the Regulatory and Professional Policy Committee, following the expiry of her term of office, for a period of two years or until she ceases to be a member of Council, whichever the sooner.
- The re-appointment of Mr. Sean Reilly to the Business Transformation Programme Board following the expiry of his term of office, for a period of 6 months or until he ceases to be a member of Council, whichever the sooner.

on the proposal of Ms. Katherine Morrow and seconded by Ms. Geraldine Campbell.

## Agenda Item F - Disciplinary Committees:

### Recommendation to Council to appoint members to the;

1. Preliminary Proceedings Committee
2. Professional Conduct Committee
3. Health Committee

#### Issue

##### Disciplinary Committees:

##### Recommendation to Council to appoint members to the;

1. Preliminary Proceedings Committee
2. Professional Conduct Committee
3. Health Committee

#### Information

The Committee considered appointments to the Preliminary Proceedings Committee (PPC), The Professional Conduct Committee (PCC) and the Health Committee (HC). A number of vacancies have arisen following the completion of the maximum terms of office of current members of the Committees and the resignation of one member of the PPC.

Following discussion, the Committee agreed to recommend the following appointments to Council for approval at its meeting on 22 June 2023:

- That Ms. Jan Bilton (Lay member) be appointed to the Professional Conduct Committee with effect from 18 September 2023, for a term of four years.
- That Mr. Achal Gupta MPSI (Pharmacist member) be appointed to the Preliminary Proceedings Committee with effect from 22 June 2023, for a term of four years.
- That Ms. Dervla Tierney (Lay member) be appointed to the Health Committee with effect from 26 June 2023, for a term of four years.
- That Mr. Colin Wrafter (Lay member) be appointed to the Health Committee with effect from 18 September 2023, for a term of four years.

#### Decision Approved and/or Action Requested

**Decision:** The Committee agreed to recommend the following to Council, for approval, at its meeting on 22 June 2023:

- That Ms. Jan Bilton (Lay member) be appointed to the Professional Conduct Committee with effect from 18 September 2023 for a term of four years.

On the proposal of Mr. Rory O'Donnell and seconded by Ms. Geraldine Campbell.

- That Mr. Achal Gupta MPSI (Pharmacist member) be appointed to the Preliminary Proceedings Committee with effect from 22 June 2023 for a term of four years.

On the proposal of Mr. Paul Turpin and seconded by Ms. Geraldine Campbell.

- That Ms. Dervla Tierney (Lay member) be appointed to the Health Committee with effect from 26 June 2023 for a term of four years.

On the proposal of Ms. Katherine Morrow and seconded by Ms. Geraldine Cambell.

- That Mr. Colin Wrafter (Lay member) be appointed to the Health Committee with effect from 18 September 2023 for a term of four years.

On the proposal of Mr. Paul Turpin and seconded by Ms. Geraldine Campbell.

### Agenda Item G – Standing Orders of Council

#### Issue

#### Standing Orders of Council

#### Information

The Committee reviewed the updated Standing Orders of Council. The Committee discussed the updates and the notional location of Council meetings when meetings are held in a hybrid manner. The Committee noted the time required for an item of AOB to be considered for inclusion on the Council Agenda. They noted that a minimum of three days would be appropriate to properly consider any items for discussion. The Committee also noted that Council Development Days could be more appropriately described as Training and Learning days, given the agenda/content. The Standing Orders are located on Council Members' iPads and are included in the induction programme for new Council members. Following discussion, the Committee agreed to recommend the updated Standing Orders of Council to Council for approval at its meeting on 22 June 2023.

#### Decision Approved and/or Action Requested

**Decision:** Following discussion, the Committee agreed to recommend the updated Standing Orders of Council to Council for approval at its meeting on 22 June 2023 on the proposal of Mr. Rory O'Donnell and seconded by Mr. Paul Turpin.

### Agenda Item H – Code of Conduct for Disciplinary Committee Members

#### Issue

#### Code of Conduct for Disciplinary Committee Members

#### Information

The Committee reviewed the Code of Conduct for Disciplinary Committee Members. The Code of Conduct has been prepared in consultation with colleagues from Fitness to Practice and Legal Affairs. The Committee noted that Hybrid Disciplinary Committee meetings are sometimes necessary to facilitate pharmacist members to attend, particularly

for shorter meetings. It was also noted that training is occasionally sparsely attended as pharmacist members have difficulty getting locum cover. The Committee was advised that the upcoming EOI for the Committees explicitly outline the time required to be dedicated to Disciplinary Committee work. The Committee asked that the introduction to the Code be updated but were otherwise happy with the amendments to the document. The Committee were happy to proceed with the Code of Conduct for Disciplinary Committee Members. There will be a consultation process with the Chairs and Acting Chairs of the Disciplinary Committees, following which the Code of Conduct for Disciplinary Committee Members will return to the Special Purposes Committee for recommendation to Council.

### Decision Approved, and/or Action Requested

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

## Agenda Item I – Action Plan for Performance Review of Council

### Issue

Action Plan for Performance Review of Council

### Information

The Committee reviewed each of the actions from the Performance Review of Council. There are nine actions in total, and the Committee agreed on a number of actions following their discussion.

- The Committee discussed the induction of new members to the Council and how that could be updated to help embed new members to Council. It was agreed to introduce a buddy system whereby current members of Council would act as mentors for new members in the first instance. There would also be a follow-up induction session once members had been on Council for a number of months to reinforce the information from the original induction.
- The Committee was updated on the upcoming meeting between the Minister for Health, the Registrar and the incoming President.
- The Committee was updated on the information concerning the time commitment for Committee and Council members when applying for these positions. This information is, for example, clearly laid out in the information booklet for the upcoming EOI for Disciplinary Committee members.
- The Committee was updated on the planned Culture Audit. An organisation-wide survey will be disseminated in the summer, and PSI plan to apply for accreditation under the EFQM framework in 2024 as part of the Strategy/Service Plan. The Culture Audit will form part of this work later in 2023/4.
- The Committee was advised that benchmarking against other bodies concerning the Registrar's evaluation process will be carried out. PSI will reach out to ACESA to assist.

- The Committee discussed the value of assessing annually, the training needs for Committees along with self-evaluation and induction for members joining Committees and or Council.

#### Decision Approved, and/or Action Requested

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

### Agenda Item G – Standing Item: Culture Audit

#### Issue

Standing Item: Culture Audit

#### Information

The Committee discussed moving the Culture Audit agenda standing item from the Special Purposes Committee agenda to the Performance and Resources Committee agenda. HR, People and Organisation Development will lead the Culture Audit and report to the Performance and Resources Committee. Both the Special Purposes Committee and the Audit and Risk Committee will be kept updated on the progress of the Culture Audit. The Committee were happy to recommend the change.

#### Decision Approved, and/or Action Requested

**Action:** Culture Audit will move to the Performance and Resources Committee agenda and will no longer be a standing item on the Special Purpose Committee agenda.

### Agenda Item O – AOB

#### Issue

There was no AOB

#### Information

N/A

#### Decision Approved and/or Action Requested

N/A

The meeting concluded at 15:15.

Signed by

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date