

Minutes of the meeting the Special Purposes Committee held on 16 February 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
Members of PSI staff in attendance included:		
Ms. Joanne Kissane	Registrar (apologies)	
Dr. Cheryl Stokes	Head of Governance and Programme Delivery	
Ms. Ruth Baily	Business Planning and Information Governance Executive	
Mr. John Bryan	Head of Community Pharmacy Assurance (for part)	
Ms. Caroline Murphy	Fitness to Practice and Legal Affairs Manager (for Part)	

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 19 January 2023

Issue

Draft Minutes of the Special Purposes Committee Meeting held on 19 January 2023.

Information

The Chair noted that the draft Minutes of the Committee meeting held on 19 January 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

Decision Approved: The Committee approved the Minutes of the Special Purposes Committee meeting, held on 19 January 2023, on the proposal of Mr. Rory O'Donnell and seconded by Ms. Geraldine Campbell.

Agenda Item E - Corporate Strategy: Proposal to extend for a further year.

Issue

Corporate Strategy: Proposal to extend for a further year

Information

The Corporate Strategy 2021-2023 concludes at the end of this year and preparatory work for the development of the next strategy should ordinarily commence shortly. The Committee reviewed a memo proposing to extend the strategy for an additional year, to the end of 2024. The memo outlined the risks and benefits of the proposal along with the analysis from the development of the current strategy in relation to the environment in which the PSI is operating. The Committee noted that the current strategy was very

ambitious and that the PSI had reacted well to the pressures of the Covid-19 pandemic. The Committee reflected that there will be a number of changes to the membership of the Council in June and that by waiting to develop a new strategy until 2024 will allow input from new Council members. Following discussion, the Committee agreed to recommend to Council the extension of the current corporate strategy for an additional year.

Decision Approved and/or Action Requested

The Committee agreed to recommend to Council, at their meeting on 2 March 2023, the extension of the current corporate strategy for one year on the proposal of Mr. Rory O'Donnell and seconded by Mr. Paul Turpin.

Agenda Item F - Advisory Committees: Recommendation to Council to appoint a Chair of the Performance and Resources Committee

Issue

Advisory Committees:
Recommendation to Council to appoint a Chair of the Performance and Resources Committee

Information

Following an expression of interest process, the Committee considered the appointment of a Chair of the Performance and Resource Committee. The term of office of the current Chair of the Performance and Resources Committee will expire on 17 June 2023.

Decision Approved and/or Action Requested

Decision: The Committee agreed to recommend the following appointment to Council, for approval at its meeting on 2 March 2023:

- That Ms. Ann McGarry be appointed as Chair of the Performance and Resources Committee for a term of two years, or until she ceases to be a member of Council, whichever the sooner.

Proposed by Ms. Geraldine Campbell and seconded by Ms. Katherine Morrow

Agenda Item G - Programme Board: i. Recommendation to Council to appoint a Chair of the Programme Board ii. Recommendation to Council to appoint a member of the Programme Board

Issue

Programme Board:

- i. Recommendation to Council to appoint a Chair of the Programme Board
- ii. Recommendation to Council to appoint a member of the Programme Board

Information

Following an expression of interest process, the Committee considered the appointment of one member and a Chair of the Programme Board. The terms of office of a number of members of the Programme Board, including the Chair will expire in June.

Decision Approved and/or Action Requested

Decision: The Committee agreed to recommend the following appointment to Council, for approval at its meeting on 2 March 2023:

- That Ms. Grainne Power be appointed as Chair of the Programme Board for a term of two years, or until she ceases to be a member of Council, whichever the sooner.

Proposed by Mr. Paul Turpin and seconded by Ms. Katherine Morrow.

- That Ms Paula Barry Walsh be appointed to the Programme Board for a term of two years, or until she ceases to be a member of Council, whichever the sooner.

Proposed by Ms. Geraldine Campbell and seconded by Mr. Rory O'Donnell

Agenda Item H – Disciplinary Committees: Benchmarking against other regulators

Issue

Disciplinary Committees: Benchmarking against other regulators

Information

The Committee discussed remuneration for members of the Disciplinary Committees. It was noted that Council members on the Committees do not receive additional payment for their roles on Disciplinary Committees. The Committee discussed whether similar regulators paid Council members to sit on Disciplinary Committees or for reading time. PSI surveyed other regulators and noted that the PSI were not an outlier as most other regulators did not remunerate Council members who also sat on Disciplinary Committees and that no regulators paid Committee members for reading time. The Committee further discussed the Disciplinary Committee KPI's along with the possibility of the Preliminary Proceedings Committees sitting in Sub-Committees in order to increase the throughput of cases.

Decision Approved and/or Action Requested

Action: There were no decisions or actions arising from this agenda item. The Committee agreed to discuss again at a future meeting, the Preliminary Proceedings Committee sitting in Sub-Committees, Council members sitting on Disciplinary Committees and remuneration.

Agenda Item I – Disciplinary Committees: Succession planning for Chairs

Issue

Disciplinary Committees: Succession planning for Chairs

Information

The Committee discussed the Succession planning for Chairs of the Disciplinary Committees. The Committee noted that the terms of two of the Chairs of the Disciplinary Committee will end in June, the Health Committee and the Preliminary Proceedings Committee. The Committee discussed the current process for appointing Chairs/Acting Chairs of Disciplinary Committees. The Committee discussed proposing a change to the current process of carrying out an expression of interest (EOI) process amongst the Committees only and instead carrying out an external EOI process followed by an interview/meeting with a representative from the SPC and a member of the Executive. The Committee also noted that there are currently Acting Chairs on both Committees who could apply through the external EOI process, if a revised process was approved by Council. A discussion paper will be drafted to outline the amendments to the current appointment process and circulated to the Committee before the next SPC meeting.

Decision Approved, and/or Action Requested

Action: Discussion paper to be circulated prior to the next SPC meeting.

Agenda Item I – Proposed agenda for Council training day in March

Issue

Proposed agenda for Council training day in March

Information

The Committee reviewed the draft agenda for the Council training and development day, which will be held on 23 March. The Committee discussed the issue of publication and the consistency of the Councils decisions around the same and requested that some additional time be added to the day to focus on this. Learnings following publication were also discussed. The Committee was happy with the agenda for the day.

Decision Approved, and/or Action Requested

Action: The agenda for the training and development day will be circulated to Council in due course.

Agenda Item I – Exit interview questions for Council members

Issue

Exit interview questions for Council members

Information

The Committee reviewed the proposed questions for Council exit interviews. The Committee is in favour of exit interviews, the interviews will be administered/conducted by Lisa Manselli of Crafting Vistas. The Committee felt that some pertinent topics were missing and overall, there were too many questions. The Committee agreed to email suggested questions to the Chair by Friday 24 February.

Decision Approved, and/or Action Requested

Action: Committee members to forward questions for the proposed exit interviews to the Chair by Friday 24 February.

Agenda Item I – Standing Item: Culture Audit

Issue

Standing Item: Culture Audit

Information

The Committee agreed that this agenda item would remain as a standing item on the agenda and that a Culture Audit would take place in quarter four of 2023.

Decision Approved, and/or Action Requested

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

Agenda Item O – AOB

Issue

Additional Committee meeting to be scheduled in April

Information

The Committee discussed holding an additional Committee meeting in April prior to the Council meeting on 27 April. The Committee agreed to hold the meeting on Thursday 13 April.

Decision Approved and/or Action Requested

Decision: The Committee agreed to hold an additional meeting on Thursday 13 April.

The meeting concluded at 15:40.

Signed by

Chair

Date