

Agenda for Public Council Meeting No. 85

08:30am Thursday 7 December 2017

Location: PSI House, Fenian Street, Dublin 2

Colour code: Red—for decision; Green—for discussion; Blue—for information

**Indicative
Times**

- | | | |
|----------------|----------|---|
| 08:30am | A | Apologies |
| 08:35am | B | <p>Declaration of Interests</p> <p>Paragraph 9 of Schedule 1 to the Pharmacy Act 2007, deals with the necessary disclosure of certain interests by members of the Council and by members of its various committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that they “be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.”</p> <p>A copy of paragraph 9 of Schedule 1 to the Act, relating to the disclosure of certain interests is therefore included and all members of the Council must familiarise themselves with its contents.</p> |
| 08:40am | C | Draft Minutes of Public Council Meeting No. 84 (President) |
| 08:45am | D | <p><u>Office of the Registrar</u></p> <ol style="list-style-type: none"> 1. Report of the Registrar (Registrar) 2. Approval of Proposed Memorandum of Understanding with the Pharmaceutical Society of Northern Ireland (Registrar) <p>Corporate Strategy, Service Plan and Budget</p> <ol style="list-style-type: none"> 3. Approval of PSI Corporate Strategy 2018-2020 and implementation overview (Registrar) 4. Service Plan and Budget 2018 (Registrar) 5. Recommendation from the Administration and Finance Committee on the 2018 Budget (S. McCarthy) 6. Overview of IT Transformation Project (Registrar) |
| 09:40am | E | <p><u>Corporate Governance and Public Affairs</u></p> <p>Chairpersons Forum</p> <ol style="list-style-type: none"> 1. Report from the Chairpersons’ Forum (President) 2. Closed Sessions Policy (President) |

Nominations Sub-Group

3. **Approval of Appointments to PSI Committees (S. McCarthy)**
4. **Approval of the Terms of Reference for the Nominations Sub-Group (P. Turpin)**

Audit and Risk Committee

5. **Report from the Audit and Risk Committee (P. O'Dowd)**
6. **Approval of Updated Risk Management Policy and Guidelines (P. O'Dowd)**
7. **Approval of the Appointment of the PSI's External Auditors (P. O'Dowd)**

Corporate Governance

8. **Approval of the Updated Corporate Governance Framework (President)**
9. **Approval of a Resolution Procedure for Seeking Professional Advice (President)**
10. **Annual Review of Conflict Resolution Policy (President)**
11. **Annual Review of Resolution Procedure for possible breach of the Code of Conduct for Council and Advisory Committee members (President)**

10:30am F

Administration and Finance

1. **Report from the Administration and Finance Committee (S. McCarthy)**
2. **Approval of the Management Accounts to 30 September 2017 (S. McCarthy)**

11:45am G

Professional Development and Learning

1. **Report from the Professional Development and Learning Committee (F. Foy)**
2. **Quarterly update on CPD implementation model, and Irish Institute of Pharmacy (IloP) services delivery (F. Foy)**
3. **Approval of the draft IloP Annual Work Programme (F. Foy)**

12.00pm H

Registration and Qualification Recognition

1. **Report from the Registration and Qualification Recognition Committee (G. Knowles)**
2. **Approval of Language Competence Standards (G. Knowles)**
3. **Approval of the Registration and Qualification Recognition Terms of Reference (G. Knowles)**

12:20pm I

Pharmacy Practice Development Committee

1. **Report from the Pharmacy Practice Development Committee (A. Sheehan)**
2. **Approval of Guidelines on the Storage of Medicinal Products (A. Sheehan)**

12:40pm J

Inspection and Enforcement

1. **Report from the Inspection and Enforcement Committee (H. Bonar)**
2. **Approval of the Inspection and Enforcement Committee Terms of Reference (H. Bonar)**
3. **Recent Focus Group Meetings (R. McDonnell / N. Earley)**

12.55pm K

Council Business

1. Council members' time. *

***NB:** Please advise Éanna Ó Lochlainn in advance of your intentions to speak during this agenda item.

Mr. Niall Byrne
Registrar/Chief Officer

The meeting should end approximately at 1.00pm
Next Council Meeting: 18 January 2018

APPENDIX A

Pharmacy Act 2007

Schedule 1, Section 9: Disclosure of certain interests

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

(a) an arrangement to which the Council is a party or a proposed such arrangement, or

(b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

(a) shall at the meeting, disclose that fact and the extent of the interest,

(b) may not influence or seek to influence a decision to be made in relation to the matter,

(c) shall absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,

(d) may not vote on a decision relating to the matter, and

(e) may not take part in any further deliberation of the Council or any of its committees relating to the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member’s course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.