



Minutes for Public Council Meeting No. 84
Thursday 21 September 2017
PSI House, Fenian Street, Dublin 2

The public session of the 84th meeting of the Council of the Pharmaceutical Society of Ireland, established under the Pharmacy Act, 2007 commenced at 10:00am on Thursday, 21st September 2017 at PSI House, Fenian Street, Dublin 2.

Present: Mr. Rory O'Donnell, President, Ms. Nicola Cantwell, Vice-President, Mr. Hugo Bonar, Ms. Mary Rose Burke (from 11:00am onwards), Mr. Fintan Foy, Mr. Graham Knowles, Mr. Shane McCarthy, Mr. Pat O'Dowd, Ms. Muireann Ní Shuilleabháin, Mr. Sean Reilly, Ms. Louisa Power, Ms. Veronica Treacy, Mr. Michael Lyons, Dr. Ailis Quinlan, Ms. Deirdre Larkin, Dr. Paul Gorecki, Asst. Prof. Sheila Ryder and Ms. Joanne Kissane.

PSI Staff: Mr. Niall Byrne, Registrar/Chief Officer, Dr. Cheryl Stokes, Dr. Cora Nestor, Mr. John Bryan, Dr. Lorraine Horgan, Ms. Damhnait Gaughan, Ms. Aoife Mellett, Mr. Conor O'Leary, (in attendance). Other PSI staff members also attended.

Representatives from Mazars (for agenda item F), Mr. Brendan Waters and Ms. Maria Johnson

Public Gallery: The President, Mr. Rory O'Donnell, welcomed the attendees in the public gallery.

A. Apologies

Apologies had been received from Mr. Paul Turpin and Ms. Ann Sheehan.

B. Declaration of Interests

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. Those requirements are also reflected in the Code of Conduct adopted for Council members which requires that Council members *"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."*

C. Draft Minutes of Public Council Meeting No 79

The President noted that the draft minutes of public Council meeting number 83 had previously been circulated to Council members and that no amendments had been received.

Decision: **The Council approved the minutes of the public session of Council meeting number 83, held on the 22nd June 2017 on the proposal of Mr. Hugo Bonar and seconded by Mr. Sean Reilly.**

D. Office of the Registrar

D1. Report of the Registrar

Mr. Niall Byrne, PSI Registrar and Chief Officer addressed Council and gave an overview, by means of a presentation, of the key updates and significant recent developments in the PSI. The Council had previously been circulated with the Registrar's Report which contains high level Departmental and Unit updates, together with key strategy and policy updates.

He informed Council that the PSI's management accounts had been completed up to the end of July. He noted that a tender process, with the assistance of the Office of Government Procurement (OGP) was close to completion for stenography and transcription services, and the OGP was also assisting the PSI with the tender for its Legal Services contract. He also advised Council that progress was being made in the tender process for the outsourcing of the Irish Institute of Pharmacy services, which was currently being finalised.

On the HR front, the Registrar highlighted the recent appointments at the PSI in the Administration and Finance Unit and in the Pharmacy Practice Development Department. The Registrar also noted that workplace wellbeing initiatives were continuing within the organisation and highlighted the workshop on Workplace Wellbeing and Resilience which was recently delivered to staff. He also advised Council that there had been extensive input provided by PSI staff into the workforce planning element of the Comprehensive Resourcing Review Report, which would be discussed in detail later on in the meeting.

The Registrar advised Council that a new print management system had been put in place in August, and a new staff ID and access policy had been implemented at PSI House.

He advised Council that he had participated in a number of meetings on behalf of the PSI, including one with the head of the National Patient Safety Office in July, which covered pharmacy safety issues, *Future Pharmacy Practice in Ireland; Meeting Patient Needs*, and the progress being made on the Patient Safety Bill.

The Registrar noted a meeting with the Irish Medicines Verification Organisation (IMVO) regarding progress towards implementation of the Falsified Medicines Directive (FMD) had also taken place. The Registrar informed Council that he had written to the Department of Health requesting a round table discussion with the HSE, HPRA and the Department, in order to clarify the requirements of the Directive for each statutory body and any further actions required for implementation.

The Registrar indicated that he was pleased to report that the Joint PSI/Medical Council guidance on safe prescribing and dispensing of controlled drugs was being put before Council for approval at today's meeting and would be jointly launched at the National Patient Safety Conference in October. The Registrar cited this as a good example of a cross-regulatory approach to an important regulatory and safety issue.

With regard to Professional Development and Learning, the Registrar advised Council that a meeting had been held with the APPEL Board to discuss the operation of the MPharm programme. PSI staff had also given a presentation at an Induction Day for the 2017 National Pharmacy Internship Programme at the Royal College of Surgeons in Ireland.

The Registrar noted that eight EU/TCQR Registration meetings have been held to date in 2017 and that nine European Professional Card (EPC) applications for establishment of service had been processed to date in 2017

The Registrar advised Council that the Preliminary Proceedings Committee (PPC) considered 14 complaints in July and August, with two referrals to the Professional Conduct Committee (PCC), and three to the Health Committee. There were currently, twelve complaints with the PCC. An update in relation to each case was provided at a call-over on the 26th September. He advised Council that two inquiries are scheduled for October.

He noted that currently, seven Inquiries are yet to be heard by the Health Committee. One is scheduled for October. The Registrar Informed Council that he and the Head of Legal Affairs met with the Chairs of the PPC and Health Committees on 26th July.

The Registrar Informed Council that fifty-five Registration inspections had taken place to date in 2017, and one hundred and nineteen routine inspections with nine investigations commenced. There were thirty-eight concerns being reviewed with a view to further action.

The Registrar informed Council that five convictions were secured against a County Carlow pharmacy on the 7th September. Offences involved absence of registered pharmacist and failing to maintain a Controlled Drugs Register. Fines of €6,000 were imposed by the Judge and the pharmacy business agreed to pay €5,000 towards PSI costs, which was a substantial contribution to the PSI's total costs arising from the case.

Mr. Byrne informed Council that an audit of the PSI's Internal Control Framework had been completed with no major findings of concerns arising. The PSI's Annual Report for 2016 had been published on the 25th of July, and the Irish language version was available to view on the PSI website.

The Registrar noted that a new social media strategy and policy was currently being developed with the objective of building an appropriate PSI presence on Twitter and on LinkedIn.

Work on internal compliance with the General Data Protection Regulation was continuing, as is the PSI's liaison with Department of Health on the legislation which will underpin implementation of the Regulation for regulatory bodies such as the PSI.

The Registrar noted that the Comprehensive Resourcing Review Report being conducted by Mazars on behalf of Council had been completed in a very tight timeframe for both Executive and Council. He noted that the contribution of all PSI staff to this critical project had been commendable and he particularly wished to recognise the extensive work carried out by the Head of Operations, Dr. Lorraine Horgan.

The Registrar Informed Council that the PSI's engagement with the European Foundation for Quality Management (EFQM) model was on-going. Despite other pressures and demands, thirty-six staff were intensively engaged in the process, and their work will be presented to the organisation at a Staff Day on 18 October. He said it was envisaged that PSI would make a submission for external assessment against the EFQM model in 2018.

The Registrar Informed Council that a case against the Minister for Health in relation to an amendment to Regulation 5(1)(e) of SI 488/2008 was struck out by agreement of all parties in the Commercial Court on 21 July 2017. Though the PSI was not directly involved in the case, it was now examining the steps necessary to ensure that all retail pharmacy businesses are clear as to their obligations under this regulation.

D2. Corporate Strategy

The Registrar Informed Council that the draft PSI Corporate Strategy for 2018-2020 had been submitted to the Department of Health (DoH). He expected to have feedback from DoH by the end of October. He anticipated that final sign-off of the Strategy by Council would take place at its December meeting. In the meantime, the PSI management team had begun planning for the implementation of the Strategy.

D3. Report to Council on the Implementation of Cross Organisational Objectives from the 2017 Service Plan

The Council had previously been circulated with a paper on the Implementation of Cross-Organisational Objectives from the 2017 Service Plan, which contained a status update on progress against the nine objectives the PSI committed to in its 2017 Service Plan. Mr Byrne highlighted that some projects had concluded, and that the remaining projects were all underway, with a number being carried forward as planned, as part of the new PSI Strategy.

E. Corporate Governance and Public Affairs

E1. Appointments & Re-appointments to PSI Committees

Advisory Committees

Appointments

Mr. Shane McCarthy, Chair of the PSI's Nominations Sub-Group recommended the following appointments and re-appointments to Council, following deliberation by members of the Nominations' Sub-Group:

From the recently appointed PSI Council members, the Sub-Group recommended that Mr. Sean Reilly be appointed to the Administration and Finance Committee; Ms. Veronica Treacy be appointed to the Administration and Finance Committee; Ms. Louisa Power be appointed to the Audit and Risk Committee, and Dr. Ailis Quinlan be appointed to the Professional Development and Learning Committee.

Mr. McCarthy noted it had been impossible to give every Council member a place on their preferred Advisory Committee, given the Nominations Sub Groups' remit to address the gender balance, skills gaps, and competency requirements of each advisory committee.

Decision: The Council approved the appointment of that Mr. Sean Reilly to the Administration and Finance Committee; Ms. Veronica Treacy to the Administration and Finance Committee; Ms. Louisa Power to the Audit and Risk Committee and Dr. Ailis Quinlan to the Professional Development and Learning Committee, on the proposal of Dr. Paul Gorecki and seconded by Ms. Muireann Ní Shuilleabháin.

Mr. McCarthy, also advised Council that following a request to Council members for expressions of interest to chair the Professional Development and Learning (PDL) Committee, or the Pharmacy Practice Development (PPD) Committee, the Nominations' Sub-Group was recommending to Council the appointment of Ms. Ann Sheehan as Chair of the PPD committee, and Mr. Fintan Foy as Chair of the PDL Committee. Mr. McCarthy thanked all Council members who had expressed an interest in both positions.

Decision: The Council approved the appointment of Ms. Ann Sheehan as Chair of the Pharmacy Practice Development (PPD) Committee and Mr. Fintan Foy as Chair of the Professional Development and Learning Committee, on the proposal of Mr. Hugo Bonar, and seconded by Mr. Pat O'Dowd.

Disciplinary Committees

Appointments

Preliminary Proceedings Committee (PPC)

With the regard to the PSI's Disciplinary Committees, Mr. McCarthy informed Council that Mr. John Hillery's status as a Sole Trader on the PPC is due to change over the next few months. He highlighted that in order to ensure that the PPC remains quorate it is necessary to appoint one new Sole Trader to the PPC. The Nominations' Sub-Group recommended that Mr. Joseph Fahy MPSI, be appointed to the PPC for a term of three years.

Decision: The Council approved the appointment of Mr. Joseph Fahy to the Preliminary Proceedings Committee on the proposal of Mr. Fintan Foy, and seconded by Asst. Prof. Sheila Ryder.

Professional Conduct Committee (PCC)

With regard to the PCC Mr. McCarthy informed Council that Ms. Audrey Doyle's status as a Sole Trader on the PCC is due to change within the next month. In order to ensure that the PCC remains quorate it is necessary to appoint one new Sole Trader to the PCC. The Nominations Sub-Group recommended that Ms. Mary Leech MPSI be appointed to the PCC for a term of three years.

Decision: The Council approved the appointment of Ms. Mary Leech to the Professional Conduct Committee, on the proposal of Mr. Pat O'Dowd, and seconded by Mr. Hugo Bonar.

Re-appointments

Preliminary Proceedings Committee (PPC)

With regard to the PPC re-appointments, Mr. McCarthy informed Council that the term of office of Mr. Michael McGrail (Chairperson) is due to expire on 20 October 2017. The Nominations Sub-Group recommended to Council to re-appoint him for a further one-year term.

Mr. McCarthy also noted that the term of office of Ms. Geraldine Hetherton MPSI is due to expire on 20 October 2017. The Nominations Sub-Group recommended to Council to re-appoint her for a further one-year term.

Mr. McCarthy also noted the term of office of Ms. Oonagh O'Hagan MPSI is due to expire on 20 October 2017. The Nominations Sub-Group recommended to Council to re-appoint her for a further one-year term.

Mr. McCarthy also noted that the term of office of Ms. Anne-Marie Taylor is due to expire on 20 October 2017. The Nominations Sub-Group recommended to Council to re-appoint her for a further one-year term.

Mr. McCarthy also noted that the term of office of Ms. Elaine Quinlan is due to expire on 25 October 2017. The Nominations Sub-Group recommended to Council to re-appoint her for a further one-year term.

Decision: The Council approved the re-appointment to the Preliminary Proceedings Committee for a one-year term of Ms. Geraldine Hetherton, Ms. Oonagh O'Hagan, Ms. Anne-Marie Taylor, and Ms. Elaine Quinlan and Mr. Michael McGrail on the proposal of Ms. Louisa Power, and seconded by Dr. Paul Gorecki.

E2. Report from the Chairpersons' Forum

The President, addressed Council stating that Council members had been circulated with a report from the Chairpersons' Forum following its meeting on September 11th, 2017. The President noted that the Forum had discussed a range of issues including: the timeline for the discussion by the Administration and Finance Committee, and the Chairpersons' Forum respectively, of Mazars' draft Comprehensive Resourcing Review Report; the possibility of forming a working group to consider the PSI's input into a new Pharmacy Act; training for Council members and the implementation of the recommendations of the CIPFA report, which the President noted, was now almost complete. The President informed Council that the Forum had also discussed the possibility of functions in relation to section 45 of the Pharmacy Act being delegated from Council. However, on consideration of advice received from Senior Counsel, that would not be possible under the current Pharmacy Act.

Ms. Joanne Kissane welcomed that a review of the Pharmacy Act 2007 was being mooted and highlighted the need for the PSI to be determined and proactive in this regard. There were issues such as the difficulty in recruiting Sole Traders to Disciplinary Committees, and the PSI's remit in regulating hospital pharmacies, under the current Act, which should be addressed in a new Pharmacy Act. The Registrar agreed that this was an important issue for the PSI. He said the Department of Health was aware of the need for reform of the Pharmacy Act 2007. He also advised Council that any reform should not be piecemeal, but a balanced assessment should be made of what had gone well under the current Act, what hadn't gone well, and what the current Act was silent on. He indicated that the PSI would make a substantive submission to the Department on the matter, and that Council's input would be welcome. The Vice-President queried if for the avoidance of replication of work already done, a position paper had been written. The Registrar said that a draft position paper was currently being worked on, but it was not yet at a level appropriate for circulation to Council. Ms. Mary Rose Burke advised Council to manage their expectations of getting any primary legislation enacted under the current Oireachtas and advised Council that a "big bang" approach to legislative reform may not be possible in the current political climate. Mr. Graham Knowles suggested that a new governance structure for the PSI should be included as an item in any discussion on the proposed new Pharmacy Act.

Decision: Council agreed with the recommendation from the Chairpersons' Forum that expressions of interest should be sought from Council members to sit on a Pharmacy Act Working Group.

E4. Report from the Audit and Risk Committee

Mr. Pat O'Dowd, Chair of the Audit and Risk Committee, advised Council members that they had been circulated with the Report of the Audit and Risk Committee, and that one Committee meeting had been held since the last Council meeting. Mr O'Dowd informed Council that the Committee had reviewed the Internal Audit Report into the PSI's Internal Control Framework, and that the Committee had noted there were no findings of significant importance. He invited questions from Council. Council was satisfied with the report, and had no questions.

F. Comprehensive Resourcing Review

F.1. Presentation by Mazars of findings and recommendations.

For the benefit of new Council members, the Registrar introduced the item by setting out the context in which the Review was commissioned by Council on January 26th, 2017, to scope out the resources and core funding required to enable the PSI to carry out its statutory functions and to deliver on its strategic and operational mandate to the requisite standard. He emphasised that meeting the remit to the requisite standard, was the key driver for the Review, and was central to the scale and ambition of the PSI's draft Corporate Strategy for 2018-2020. The Registrar thanked the Mazars' team for their work. The Registrar noted there had been two previous registration fee reviews in 2010 and 2013, which had reduced registration fees by 10% and 5% respectively. He noted staffing levels within the PSI had not changed substantially until around 2012 despite the PSI having commenced its active operational regulatory remit following the enactment of the Pharmacy Act in 2007. He believed this reflected well on the organisation as it commenced its new functions from 2008, but was not sustainable in the long term and issues were now becoming apparent. He noted that the PSI had accumulated substantial reserves, and that the best use(s) of this resource should be considered by Council at the appropriate time.

The Review was proposing 21.5 new posts within the organisation. Eight of these posts were already in operation on a temporary or agency basis or proposed and were therefore funded in the current budget. The Registrar told Council that he believed the 21.5 new posts were needed. He highlighted a number of payroll national comparators, namely the Health Products Regulatory Authority with an expenditure of 69% of income on payroll costs, and HIQA, with an expenditure of 74% of income on payroll costs (both as per 2016 annual report data), which compared with the PSI's 2016 reported expenditure of 43% of income, on payroll cost. What the Review was proposing was that this figure would increase to 59% by 2020 based on the projections of PSI income spent on payroll costs. The Registrar accepted that such inter-organisational comparators always came with a health warning, in terms of comparing like with like, he nonetheless believed that they were instructive in this instance. He noted that one of the international comparators used in the Review, the Pharmaceutical Society of New Zealand (PSNZ), had a payroll cost of 47% of income, but observed that PSNZ did not have

any field-working staff. The Registrar also noted that the Organisation for Economic Co-operation and Development (OECD), had highlighted that small regulators suffer decreasing economies of scale. The Registrar concluded his remarks by stating that future resourcing was a significant issue for the PSI, and that direction on this issue was needed from Council and that certainty on future resource availability was required by the Executive. He highlighted that any element of the Review not delivered, would mean the PSI could only operate on an “as is” basis, thereby limiting the PSI’s ability to plan within a three-year strategic time-frame.

Ms. Deirdre Larkin queried if all the proposed new posts were intended to commence in January 2018. The Registrar informed Council that this would not be the case – posts would be phased, in keeping with operational priorities, available HR capacity and with the need to seek approval from the Department of Health.

F2. Draft Report for Consideration

The President invited Mr. Brendan Waters, partner at Mazars, and Ms. Maria Johnson, Mazars’ project manager on the Comprehensive Resourcing Review, to address Council.

Mr. Waters stated that first and foremost the Report should be viewed as an enabler, which sought to project the PSI’s future funding requirements required in order to ensure continued trust in pharmacy regulation in Ireland. He emphasised to Council that the financial model and associated projections set out in the Report should not be viewed as a budget. He noted that the model was based on the current registration fee structure.

Mr. Waters invited his colleague Ms. Maria Johnson to address Council on the substantive detail of the report. Ms. Johnson provided Council members with an overview of the work undertaken to deliver the report. To develop the strategic workforce plan element of the final report, Mazars undertook an activity analysis of the PSI’s current “as is” arrangements and based on the current organisational structure. Workforce supply and demand analyses were also undertaken. The resulting findings and recommendations based on these analyses were set out in the Report. Ms. Johnson reiterated that the posts proposed for the PSI’s “to be” structure were also with a view to seek to underpin the requirements of the draft PSI Corporate Strategy 2018-2020. Areas she highlighted as needing additional resource, included business transformation management, knowledge management, and business analysis. She warned against the dangers of modelling new IT infrastructure builds on outdated processes as this would hamper process streamlining in the future. She advised Council that a holistic approach to ICT upgrading and process reform was optimal, but this would require financial investment.

In her presentation to Council, Ms. Johnson highlighted that the total cost of the new posts recommended in the Report amounted to €971,926. She also highlighted that the total cost of the regrading of the proposed current posts amounted to €8,423. This brought the total of the Report’s recommendations to €980,349. She advised Council that the projected operating model gave rise to a deficit in each financial year to 2022, after providing for funding from reserves for specific projects. Ms. Johnson highlighted to Council that, based on its review, Mazars was suggesting that the PSI had three options to fund its strategic plan and core mandate: (1) release cash from the PSI’s

accumulated reserves, (2) mortgage PSI House, or (3) seek an increase in PSI registration fees. Ms. Johnson informed Council, that were the PSI to opt for a registration fee increase, an increase of 6.92% would be required to fund the recommendations based on the Mazars projections.

Ms. Johnson invited questions from Council.

Mr. Shane McCarthy, offered to address Council in his capacity as Chair of the PSI's Administration and Finance Committee and as the Committee had dedicated significant time to a prior and detailed review of the Mazars report. The President agreed to this. Mr McCarthy noted that the PSI was currently operating with an operational deficit of €323,000 per annum. He highlighted a number of issues the Administration and Finance Committee had with the benchmarking used in the Report, particularly the equivalence of some of the Irish organisations used as comparators, noting that the Health and Social Care Professionals Regulator (CORU) and the Nursing and Midwifery Board of Ireland (NMBI) might have been more appropriate choices. Ms Johnson replied that as both CORU and NMBI were currently funded in part by the State and due to the different stages they were at in terms of development, these organisations had not been deemed appropriate comparators. Mr. McCarthy stated he had concerns about some aspects of the methodology used to gather data from staff to underpin the need for new posts. Ms. Johnson confirmed that all feedback from staff had been validated by Mazars. The President interjected to confirm that Council was not questioning the honesty of staff. Mr. McCarthy confirmed that this had not been his intention. Mr. McCarthy went on to suggest there were anomalies in the Report. He highlighted that the Report was advocating that a procurement expert should be employed, noting that to date in 2017 the PSI had put out 12 contracts to tender, with a value of €135,000. He questioned the rationale for the employment of a procurement specialist by the PSI, in this context. Ms. Johnson replied that in her view a specialist procurement one-year fixed-term contract post at Executive Officer level would be needed should the Report recommendations be accepted by Council, as the time spent on procurement across the organisation was substantial, and the procurement post would assist with efficiency in this area and facilitate the development of more effective processes and templates. She advised Council that the recommendation was not based on the PSI's previous record of procurement.

Mr. Graham Knowles noted there had been a change in the figures for the cost of new posts and post re-grades which had been submitted by Mazars for scrutiny by the Administration and Finance Committee relative to the figures now being presented to Council. Ms. Johnson informed Mr. Knowles that the figures submitted to the Administration and Finance Committee had not included pension payments arising from the new posts and upgrades, but the figures now being presented to Council, were correct. Ms. Mary Rose Burke noted that this was a material change. Mr. Shane McCarthy expressed concern that in total there was a difference of c. €185,000 per annum, between the figures which had been presented in the draft report to the Administration and Finance Committee, and the figures being presented to Council.

Referring to the proposed merger of the Pharmacy Practice Development Department (PPD) and the Corporate Governance and Public Affairs Department, mooted in the Report, Mr. Sean Reilly queried if this was a tantamount to downgrading of PPD. He also noted the proposed "to be" structure, appeared to be changing the PSI from a CEO led organisation, to a Committee led organisation which

would create problems with reporting lines. The Registrar assured Mr. Reilly that the PPD Department was not being down-graded, rather that the diagram presented by Mazars was about grouping posts. He also stated categorically that, as Registrar, he would continue to lead the PSI. Mr Reilly suggested that given the scale of the report, Council needed more time to assess its recommendations.

Mr. McCarthy expressed concern that it appeared the post re-grades advocated in the Report would be done without the benefit of any external competition. The Registrar assured Mr. McCarthy that all current public service norms would apply to the post re-grades, and that any such changes required the prior sanction from the Department of Health. Mr. McCarthy was concerned that what was being advocated in the Report amounted to 42.2% increase in payroll costs over a period of five years, and that this left a very limited envelope for discretionary spending by the PSI. Mr. McCarthy stated he continued to have concerns about the comparators used in the Report and wished to offer Council his own comparator between NMBI which supervised 65,000 nurses on a payroll cost of €2.9million per annum, and the PSI which supervised 6,000 pharmacists on a payroll cost of €4.8 million per annum. He noted the Pharmaceutical Society of Northern Ireland had one staff member per every 177 pharmacists, the PSI currently had one staff member per every 125 pharmacists, a figure which would reduce to 95 pharmacists under the “to be” model being advocated in the Report. Mr. Hugo Bonar cautioned Council that there were significant differences between the PSI and the organisations which Mr. McCarthy was alluding to, in terms of their respective inspection and enforcement operational remits.

Mr. Brendan Waters stated that he believed Council had a clear choice to make between the PSI managing the risk of not carrying out all its duties as outlined in its statutory remit, or, managing the cost of meeting all of its duties as outlined in its statutory remit. He believed a greater level of professional management resources needed to be brought to bear on the activities which were currently ongoing in the PSI, and this would, inevitably, require additional resources.

The President thanked Mr. Waters and Ms. Johnson. They then left the meeting. The President asked Mr. McCarthy in his role as Chair of the Administration and Finance Committee, if the Committee would recommend the Report to Council. Mr. McCarthy advised the President that the Administration and Finance Committee could neither accept or reject the Report in its entirety.

Mr. Hugo Bonar advised Council not to limit its view of the Report to the financial aspects but rather to consider as its starting point the new Corporate Strategy. From there, a funding model should be put in place to support the Strategy. Mr Fintan Foy said the amount of time Council had been given to consider the Report was not optimal, but expressed support for Mr. Bonar’s view.

The Registrar put to Council that it needed to make a decision with regard to four items which he viewed as business critical for the purposes of developing the 2018 budget and service plan and a 3-year implementation plan to underpin the new Corporate Strategy. They were:

1. That all posts currently funded in the 2017 budget would continue to be funded in 2018.

2. That the process and associated business case submission to the Department of Health in relation to the proposed re-grading to civil service grades of 7 existing posts proceed.
3. That the process to submit a business case to the Department of Health in relation to two new proposed 3-year fixed-term contract posts of Business Transformation Manager and Business Analyst proceed and that these are to be funded from the income and expenditure reserve.
4. That the PSI proceed with the process to submit a business case to the Department of Health in relation to the creation of the following new posts considered by the Registrar to be critical to the proper discharge of PSI functions to the required standard and to the delivery of the Corporate Strategy:
 - i. Head of Standards and Performance (Principal Officer grade)
 - ii. Head of Policy (0.5 WTE) (Chief I Pharmacist grade)
 - iii. Investigator x 1 (Engineer Level II grade)
 - iv. Registration Manager (Assistant Principal Officer grade)
 - v. Qualification Recognition and Management of Conditions Officer (Higher Executive Officer grade)

The Registrar stated that, in his view and as supported by the Mazars analysis, the PSI was currently under-resourced and now was the time to address this critical issue. He was advocating that Council agree to roll-over the PSI's 2017 budget deficit into 2018. If Council could not agree to this, then the PSI would have to continue to function in its "as is" form which would, of necessity, put the achievement of the new Strategy at risk.

Mr. Fintan Foy expressed the view that the Registrar's request was reasonable. Mr. Sean Reilly expressed the view that the profession would be reluctant to fund the proposed changes through an increase in registration fees, given the existence of the PSI's cash reserves, which currently appeared to be benefiting no-one. Ms. Mary Rose Burke cautioned Council not to use the PSI in its current incarnation as a reference point, as the organisation was only now emerging from a period of Government imposed austerity. She noted however, that greater consideration needed to be given in the Report to lean thinking and freeing up resources. Mr. Hugo Bonar advised Council that a balance needed to be struck between funding the Report recommendations in their entirety, and what could be funded in the short term to move the organisation forward. On that basis, he urged Council to accept the Registrar's proposals. He said Council could agree to review the matter again in 2019, and assess what progress had been made within the organisation, following sanctioning of the Registrar's four requests. Mr. Graham Knowles suggested making the five new permanent posts fixed-term contracts, to prevent the organisation from locking into a long-term liability. If this were the case he would be supportive of the proposals. Mr. Knowles also queried if the proposed additional payroll expenditure was included in the amount allocated by the PSI for 2018, as being underwritten from its cash reserves. The Registrar, and the Head of Operations, Dr. Lorraine Horgan, both confirmed to Mr Knowles that the deficit amount for 2018 would not exceed the amount agreed by Council for 2017. Mr. Knowles also suggested that Council now needs to consider the new corporate strategy in the context of the available resourcing to deliver on the strategy.

The President asked Council to vote by means of a show of hands on each of the four items requested by the Registrar. The result was as follows.

Item 1. Approved by Council

Item 2. Approved by Council

Item 3. Approved by Council

Item 4. Approved by Council on the proviso that the contracts were for a term of two years and the posts would be reviewed again in 2019.

Decision: Council agreed at this time not to accept the Comprehensive Resourcing Review Report in its entirety, as Council needed more time to consider all the Report's findings.

Decision: As an interim measure, Council agreed to sanction the following four recommendations as proposed by the Registrar:

1. That all posts currently funded in the 2017 budget would continue to be funded in 2018.
2. That the process and associated business case submission to the Department of Health in relation to the proposed re-grading to civil service grades of 7 existing posts proceed.
3. That the process to submit a business case to the Department of Health in relation to two new proposed 3-year fixed-term contract posts of Business Transformation Manager and Business Analyst proceed and that these are to be funded from the income and expenditure reserve.
4. That the PSI proceed to submit a business case to the Department of Health in relation to the creation of the following new posts for 2 year contracts from appointment, which would be reviewed again in 2019:
 - i. Head of Standards and Performance (Principal Officer grade)
 - ii. Head of Policy (0.5 WTE) (Chief I Pharmacist grade)
 - iii. Investigator x 1 (Engineer Level II grade)
 - iv. Registration Manager (Assistant Principal Officer grade)
 - v. Qualification Recognition and Management of Conditions Officer (Higher Executive Officer grade)

Council adjourned for lunch at 13:30 and reconvened at 14:00.

G. Professional Development and Learning

G1. Report from the Professional Development and Learning Committee.

Due to pressure on Council's time, Asst. Prof. Sheila Ryder, Acting Chair of the Professional Development and Learning Committee, agreed that the Report from the Professional Development and Learning Committee, which had been circulated to Council members before the meeting, be taken as read.

G.2 Quarterly update on the CPD implementation model, and the Irish Institute of Pharmacy (IloP) services delivery.

Asst. Prof. Sheila Ryder, Acting Chair of the Professional Development and Learning Committee advised Council that it had been circulated with two policy papers in advance of the meeting, namely the Irish Institute of Pharmacy's (IloP) Review Policy, and the Extenuating Circumstances Policy, which was similar to the ePortfolio Extenuating Circumstances Policy. Ms. Veronica Treacy queried whether similar to the ePortfolio Extenuating Circumstances Policy, a random cohort of submitters would be sampled in its implementation. Ms. Damhnait Gaughan, Head of the Education and Registration Department confirmed to Council that this would be the case. Ms. Joanne Kissane queried what the size of the cohort would be. Ms. Gaughan advised that it amount to c. 2% of registrants.

G3. Approval of draft Practice Review Policy

Asst. Prof. Sheila Ryder, Acting Chair of the Professional Development and Learning Committee advised Council that it had been circulated with a draft Practice Review Policy paper in advance of the meeting. She invited questions from Council members. None were forthcoming.

Decision: The Council approved the draft Practice Review Policy on the proposal of Ms. Joanne Kissane, and seconded by Mr. Pat O'Dowd.

H. Pharmacy Practice Development

H1. Report from the Pharmacy Practice Development Committee

Due to pressure on Council's time, Mr. Pat O'Dowd, Interim Chair of the Pharmacy Practice Development Committee, agreed that the Report of the Pharmacy Practice Development Committee, which had been circulated to Council members before the meeting, be taken as read.

H2. Joint PSI/Medical Council Guidance on Prescribing Controlled Drugs.

Mr Conor O'Leary, Acting Head of the Pharmacy Practice Development Department outlined the history of the joint initiative with the Medical Council on the prescribing of controlled drugs (CDs). This was an item of common concern for both professions, and their respective regulatory bodies. New regulations relating to the prescription of CDs had become law on May 4th, 2017. The guidance had been developed over a number of months, with 400 responses received during the course of a consultation with pharmacists. Mr O'Leary noted that the Medical Council approved the guidelines

at its meeting on the 13th and 14th of September 2017. The Vice-President noted that the Guidance had been well received by the profession.

Decision: The Council approved the PSI/Medical Council Guidance on Prescribing Drugs, on the proposal of Ms. Muireann Ní Shuilleabháin, and seconded by Mr. Shane McCarthy.

I. Registration and Qualification Recognition

I1. Report from the Registration and Qualification Recognition Committee

Due to pressure on Council's time, Mr. Graham Knowles, Chair of the Registration and Qualification Recognition Committee, agreed that the Report of the Registration and Qualification Recognition Committee, which had been circulated to Council members before the meeting, be taken as read.

J. Administration and Finance

J1. Administration and Finance Committee

Mr. Shane McCarthy, Chair of the Administration and Finance Committee, gave a verbal update to the Council on the meeting of the Administration and Finance Committee which had taken place on the 13th of September and which reconvened on the 19th. In addition to the management accounts to 30 June 2017 and the Mazars report, both of which were tabled for consideration by Council, Mr. McCarthy advised Council that the current delivery of the PSI's annual procurement plan had been discussed by the Committee.

J2. Approval of Management Accounts to 30 June 2017

The Management Accounts were considered by Council and accepted.

Decision: The Council approved the PSI Management Accounts to 30 June 2017, on the proposal of Ms. Mary Rose Burke, and seconded by Ms. Joanne Kissane.

K. Inspection and Enforcement

K1. Report from the Inspection and Enforcement Committee

Due to pressure on Council's time, Mr. Hugo Bonar, Chair of the Inspection and Enforcement Committee, agreed that the Report of the Inspection and Enforcement Committee, which had been circulated to Council members before the meeting, be taken as read.

L. Council Business

L1. Council Members' Time

No requests from Council members to discuss any items of business were tabled.

The meeting ended at 14:25pm.

President

Date