

**Agenda for the Special Purposes Committee Meeting  
2 December 2021, at 2.00pm**

**Location: Remote access online due to COVID-19 Public Health Emergency**

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

<u>Indicative Time</u>	<u>Item Descriptor and Presenter</u>		
2.00pm	A	Apologies	President
2:01pm	B	Declaration of Interests (See Appendix A)	President
2:02pm	C	Approval of the draft Minutes of the meeting of the Special Purposes Committee held on 20 September 2021, 14 October 2021	President
2:05pm	D	Recommendation to Council, for its approval, of the appointment of Council members to: 1. Advisory Committees 2. Disciplinary Committees	President
2:25pm	E	Recommendation to Council, for its approval, of the re-appointment of Council members to: 1. Advisory Committees 2. Disciplinary Committees	President
2:35pm	F	Succession Planning for Chairs of Advisory Committees	President
2:50pm	G	Review of the Terms of Reference of the Advisory Committees	President
3:05pm	H	Skills Matrix: Competencies required for new Council members	President
3:20pm	I	Scheduling of Council Meetings 2022	President
3:35pm	J	Scheduling of Special Purposes Committee Meetings 2022	President
3:50pm	K	Any other Business	President

***We anticipate the meeting should end at approximately: 4.00pm***

***Next Meeting Date:***

***The President,  
Chair of the Special Purposes Committee***

## **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.