

Minutes of the meeting the Special Purposes Committee held on the June 3rd, 2022, at 10:00am. The meeting was convened on-line due to the COVID-19 Public Health Emergency

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. Joanne Kissane	Chair of the Regulatory and Professional Policy Committee	Yes
Ms. Geraldine Campbell	Chair of the Audit and Risk Committee	Yes
Members of PSI staff in attendance included:		
Dr. Lorraine Horgan	Interim Registrar	
Dr. Cheryl Stokes	Acting Head of Corporate Services	
Mr. Éanna Ó Lochlainn	Acting Head of Governance and Programme Delivery	

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

One item was tabled for discussion under item J, Any Other Business

Agenda Item D – Request for approval of the draft Minutes of the meeting of the Special Purposes Committee held on 7 April 2022

Issue

Draft Minutes of the Special Purposes Committee Meeting held on the 7th of April 2022

Information

The Chair noted that the draft minutes of the Committee meeting held on the 7th of April 2022, 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 7th of April 2022, on the proposal of Mr. Rory O'Donnell, seconded by Mr. Paul Turpin.

Agenda Item E - Request for approval of Next Steps for recruitment of new Registrar

Issue

Request for approval of next steps for recruitment of a new Registrar

Information

Dr. Lorraine Horgan recused herself from the meeting for this item. The Committee was informed the recruitment of a new Registrar was, due to the non-availability of the Public Appointment Service (PAS) at this time, and following tender, being undertaken by a recruitment consultancy, who would liaise directly with the President regarding the matter. The Committee discussed the composition of the interview panel.

Decision Approved, and/or Action Requested

Decision Approved: The Committee approved the composition of the interview panel for candidates for the post of PSI Registrar as follows;

- Mr. Muiris O'Connor, Assistant Secretary of the Department of Health (as requested by the Department of Health).
- The President of the PSI Council.
- Mr. Rory O'Donnell, in his capacity as a member of Council.
- An independent panel Chair, to be selected by the President in discussion with the recruitment consultancy acting on the PSI's behalf in the matter,

on the proposal of Mr. Paul Turpin, seconded by Ms. Geraldine Campbell.

Agenda Item F - Overview of Terms of Office of Disciplinary Committees

Issue

Overview of Terms of Office of Disciplinary Committees

Information

Dr. Lorraine Horgan re-joined the meeting. The Committee was updated on the status of each of the three disciplinary committees with regard to a number of disciplinary committee members whose terms of office were nearing their completion. The Committee was informed that expressions of interest exercise would be sought for non-pharmacist members of the disciplinary committees in Q3 2022. It was noted that the current Chair of the Health Committee was due to complete her term of office as a member of Council in 2023.

Decision Approved, and/or Action Requested

The Committee asked for clarity from the Executive on whether or not the Chair of the Health Committee would be eligible to continue in this role, following her completion of her term office as a member of Council. The Executive agreed to provide clarity on this at the next Committee meeting.

Agenda Item G - Council training and Development Planning

Issue

Council training and development planning

Information

The Committee discussed a range of options for the Council Planning and Development Day which is due to take place in October.

Decision Approved, and/or Action Requested

The Committee requested the Executive approach Dr, Barbara Fasolo, Associate Professor of Behavioural Science in the Department of Management at the London School of Economics to invite her to present to Council at its planning and development in March.

The Committee also agreed that there should be a horizon scanning session with regard to current and future developments in pharmacy practice, with particular emphasis on how these were likely to impact on the core competency framework for pharmacists.

The Committee agreed there would also be value in having a session on being an effective board member.

Agenda Item H – Succession Planning for Chairs of Advisory Committees

Issue

Succession Planning for Chairs of Advisory Committees

Information

The Committee noted there would shortly be an intake of three new public interest members of the PSI Council, pending appointment by the Minister for Health, each with strong skillsets, from which the PSI's Advisory Committees would benefit. The Committee agreed that the non-attendance of some Advisory Committee members at committee meeting, continued to be an issue and that this would need to be addressed in one to one conversations.

Decision Approved, and/or Action Requested

The Committee agreed the matter succession planning for the Advisory Committees would need to be discussed again at its meeting in September.

Agenda Item I – Request for approval of dates for the Special Purposes Committee meetings in September and November 2022

Issue

Request for approval of dates for the Special Purposes Committee meetings in September and November 2022

Information

None.

Decision Approved, and/or Action Requested

Following discussion the Committee agreed Tuesday, September 20th (1pm to 3.30pm) as the date of its next meeting, followed by Thursday, November 17th (1.30pm to 3.00pm).

Agenda Item J – Any Other Business

Issue

Any Other Business

Information

A member of the Committee queried the need for a hustings to be convened in advance of the election of a new President or Vice-President of the PSI Council for the 2022/2023 term.

Decision Approved, and/or Action Requested

Following discussion, the Committee agreed that the Presiding Officer would poll Council members, and be guided by the preference of the majority of Council members, with regard to the matter.

The meeting concluded at: 11:40.

Signed by

Chair

Date