

**Minutes of meeting the Special Purposes Committee of the held on 8th April 2021, at 2:00 pm. The meeting was convened online due to the COVID-19 Public Health Emergency**

**Agenda Item A - Attendees & Apologies**

<b>Name</b>	<b>Role</b>	<b>Present (Yes/No)</b>
Ms Joanne Kissane	President	Yes
Mr. Michael Lyons	Vice President	Yes
Mr. Graham Knowles	Chair of the Performance and Resources Committee	No
Ms. Veronica Treacy	Chair of the Audit and Risk Committee	Yes
Ms. Muireann Ní Shúilleabháin	Chair of the Regulatory and Professional Policy Committee	Yes
<b>Members of PSI staff in attendance included:</b>		
Mr. Niall Byrne	Registrar	
Dr. Cheryl Stokes	Head of Corporate Governance & Public Affairs	
Mr. Éanna Ó Lochlainn	Governance & Planning Officer	

**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 Special Purposes Committee.**

**Information**

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.

### Decision Approved, and/or Action Requested

No conflicts of interest were declared

## Agenda Item C – Approval of Minutes of Special Purposes Committee Meeting 11<sup>th</sup> February 2021

### Issue

Draft Minutes of the Special Purposes Committee Meeting held on Thursday 11<sup>th</sup> February 2021.

### Information

The Chair noted that the draft minutes of the Committee meeting held on Thursday 11<sup>th</sup> February 2021, 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 Thursday 11<sup>th</sup> February 2021, on the proposal of Ms. Veronica Treacy and seconded by Ms. Muireann Ní Shúilleabháin.

## Agenda Item D - Recommendation to Council for approval of the interim appointment of a Council member to the Business Transformation Programme Board, following receipt of expressions of interest.

### Issue

Recommendation to Council for approval of the interim appointment of a Council member to the Business Transformation Programme Board, following receipt of expressions of interest.

### Information

Due to the long-term leave of absence of one of the Programme Board's current members, expressions of interest were sought from Council members to fill the vacancy. One expression of interest was received from Mr. Paul Turpin.

### Decision Approved, and/or Action Requested

**Decision Approved:** The Committee agreed to recommend to Council, for approval at its meeting on 22nd April 2021, that Mr. Paul Turpin be appointed to the Business Transformation Programme Board, on the proposal of Ms. Muireann Ní Shúilleabháin, seconded by Mr. Michael Lyons.

### Agenda Item E - Recommendation to Council on the publication of Agendas, Reports to Council and Minutes of meetings of the Special Purposes Committee.

#### Issue

Recommendation to Council on the publication of Agendas, Reports to Council and Minutes of meetings of the Special Purposes Committee.

#### Information

The Committee discussed the publication of the Special Purposes Committee Report to Council, meeting agendas, and approved minutes on the PSI website, in line with the current practice for the Performance and Resources Committee and the Regulatory and Professional Policy Committee.

#### Decision Approved, and/or Action Requested

**Decision Approved:** The Committee agreed to recommend to Council, for approval at its meeting on 22<sup>nd</sup> April 2021, that Agendas, Reports to Council, and approved Minutes of meetings of the Special Purposes Committee be published on the PSI website, on the proposal of Ms. Veronica Treacy, seconded by Ms. Muireann Ní Shúilleabháin.

### Agenda Item F - Process of the Appointment of Chairs of the Disciplinary Committees

#### Issue

Process of the Appointment of Chairs of the Disciplinary Committees

#### Information

The Committee discussed the process for the appointment of chairs of the PSI's Disciplinary Committees and agreed that there should be no change to current practice, namely that responsibility for supervising the appointment process and making recommendations on appointments to Council, rests solely with the Performance and Resources Committee as stated in its terms of reference. The Registrar informed the

Committee that the matter of adopting statutory Rules to govern such appointments was under consideration; however, the adoption of any new Rules was unlikely to happen before summer 2022.

#### **Decision Approved, and/or Action Requested**

The Committee agreed that there be no change to the current process.

### **Agenda Item G – Any Other Business**

#### **Issue**

Terms of Office of external members of the Audit & Risk Committee.  
Notice from the Chair of the Audit & Risk Committee.

#### **Information**

It was brought to the Committee's attention that there was currently an anomaly between the term of office of external members of the Audit & Risk Committee as stated in the Audit & Risk Committee's terms of reference and the Pharmaceutical Society of Ireland (Council) Rules 2008.

Ms. Veronica Treacy, Chair of the Audit & Risk Committee, informed the Committee of her intention not to seek re-election to the PSI Council. The Chair of the Audit & Risk Committee would therefore become vacant from June.

#### **Decision Approved, and/or Action Requested**

The Committee agreed that there should be no change to the three-year term of office for external non-Council Audit & Risk Committee members as this term is recommended in the Code of Practice for the Governance of State Bodies. The rationale for the anomaly should be referenced in the PSI's Corporate Governance Framework and the Council rules amended in due course to reflect the change.

The Committee thanked Ms. Treacy for her service to both Council and the Audit & Risk Committee and agreed that expressions of interest be sought from eligible members of the Council for the role of Chair of the Audit & Risk Committee, following the Council election at the end of April.

**The meeting concluded at 3:15 pm.**

**Signed by:**

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**Chair**

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**Date**