

Minutes of the meeting of the Special Purposes Committee held on 7 April 2022, at 2:00 pm. The meeting was convened online 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
Dr Paul Gorecki	Chair of the Audit and Risk Committee	Yes
Members of PSI staff in attendance included:		
Dr Lorraine Horgan	Interim Registrar	
Dr Chery Stokes	Acting Head of Corporate Services	
Mr Éanna Ó Lochlainn	Acting Head of Governance and Programme Delivery	
Ms Ruth Bailly	Business Planning and Information Governance Executive	

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 President 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 Committee.
Decision Approved and/or Action Requested
No conflicts of interest were declared.

Agenda Item C – Approval of the Agenda

Issue

Approval of the Agenda

Information

The Agenda was approved

Decision Approved and/or Action Requested

Decision Approved: The agenda for the meeting was approved

Agenda Item D – Approval of Minutes of Special Purposes Committee Meeting on 10 February 2022

Issue

Draft Minutes of the Special Purposes Committee Meeting held on 10 February 2022

Information

The Chair noted that the draft Minutes of the Committee meeting held on 10 February 2022 had been circulated to Committee members in advance of the meeting, and one amendment had been received. The Committee agreed to the amendment.

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the Minutes of the Special Purposes Committee meeting held on 10 February 2022. The Minutes were proposed by Mr Rory O'Donnell and seconded by Dr Paul Gorecki.

Agenda Item E – Recommendation to Council of appointment of Chair of the Audit and Risk Committee

Issue

Recommendation to Council of appointment of Chair of the Audit and Risk Committee

Information

Following a call for expressions of interest for the Chair of the Audit and Risk Committee, one expression of interest was received from Ms Geraldine Campbell. The Committee reviewed the application and agreed to recommend to Council the appointment of Ms Campbell as Chair of the Audit and Risk Committee.

Decision Approved and/or Action Requested

Decision Approved: The Committee agreed to recommend to Council for approval, at its meeting on 28 April 2022, the appointment of Ms Geraldine Campbell as Chair of the Audit and Risk Committee, proposed by Ms Joanne Kissane and seconded by Mr Paul Turpin

Agenda Item F - Recommendation to Council of appointment of member(s) to the Audit and Risk Committee

Issue

Recommendation to Council of appointment of member(s) to the Audit and Risk Committee

Information

Following a call for expressions of interest for the membership of the Audit and Risk Committee, one expression of interest was received from Mr Graham Knowles. The Committee reviewed the application and agreed to recommend to Council the appointment of Mr Graham Knowles as a member of the Audit and Risk Committee.

Decision Approved and/or Action Requested

Decision Approved: The Committee agreed to recommend to Council for approval, at its meeting on 28 April 2022, the appointment of Mr Graham Knowles as a member of the Audit and Risk Committee, proposed by Dr Paul Gorecki and seconded by Ms Joanne Kissane.

Agenda Item G - Discussion on Process for Exit Interviews for outgoing members of Council

Issue

Discussion on the process for Exit Interviews for outgoing members of Council

Information

The Committee considered the memo prepared and circulated prior to the meeting. The Committee agreed that exit interviews were an excellent idea and would be best carried out by an external provider using a standard questionnaire issued to departing Council members. It was agreed that exit interviews would not be mandatory but would be encouraged to capture insights departing Council members may have on the organisation. As Council members leave at different times, and in order to respect anonymity, reporting on feedback would be done annually. When reporting on the feedback from the exit interviews, there should be a broad analysis of the themes which emerge so that the results can be thoroughly examined, and an overview of how to address these would be agreed upon during the exit interview analysis process.

Decision Approved and/or Action Requested

Decision Approved: The Committee agreed to recommend the commencement of an Exit Interview process to Council at its meeting on 28 April.

Agenda Item H – Discussion on Succession Planning for Chairs of Advisory Committees to Council

Issue

Discussion on Succession Planning for Chairs of Advisory Committees to Council.

Information

The Committee discussed the paper circulated prior to the meeting on Succession Planning for Chairs of Advisory Committees to Council. The Committee noted the suggestion of creating a deputy chair for Committees or the running of expressions of interest one year prior to a vacancy for a chair arising so that a new Chair would have time to shadow the current Chair. The Committee noted the level of commitment required from the Chair of each Committee. It was noted that all Council members may attend any of the Advisory Committee meetings as observers but would not be counted for the purposes of the quorum and therefore would not be involved in making decisions of the Committee. Council members could attend meetings to understand the work of the Committee(s), this would be encouraged, and Council members could be mentored to help them understand the function and work of Committee chairs. This may encourage more Council members to respond to any future EOIs. The Committee felt that the position of deputy chair might suggest that the deputy would automatically become Chair when in fact, it would be necessary to run an EOI. It was agreed that running the EOI well before the end of each of the current Chair's term of office was to be welcomed so there could be a proper handover, but it was noted that this may not always be possible. The Committee suggested that a short survey be carried out to identify the barriers to applying to chair a Committee. Once this has been completed, the SPC could discuss the results before a final memo is brought to Council for recommendation.

Decision Approved and/or Action Requested

Action Approved: The Committee agreed that a short survey is carried out to identify the barriers to Council members applying to be Chair of Advisory Committees.

Agenda Item I – Discussion on proposed arrangements for Council meetings (hybrid/face-to-face meetings)

Issue

Discussion on proposed arrangements for Council meetings (hybrid/face to face meetings)

Information

The Committee discussed the outputs from the session with Dr Tom Ward of the IPA at the Council Training and Development Day on 24 March. The Committee noted the discussion on returning to onsite meetings versus online meetings and hybrid meetings, which took place on the training day. Following discussion, the Committee agreed to recommend to Council to return to onsite Council meetings from June. It was noted that the expectation was that all Council members would attend in person but that, by exception, participation online would be facilitated. The Committee agreed to recommend to Council that Advisory Committee meetings remain online for the moment, with one meeting annually taking place onsite. The Advisory Committee Chair would agree on the date of the onsite meeting. Further engagement will take place with the chairs of the Disciplinary Committees

to discuss the return to onsite meetings. It was agreed that these arrangements would be reviewed at the Council Training and Development Day in October.

Decision Approved and/or Action Requested

Decision Approved: The Committee agreed to recommend the following to Council for approval at its meeting on 28 April:

- 1) Council would return to onsite meetings in June.
- 2) Advisory Committees would continue to meet online, with one meeting taking place onsite annually.
- 3) Further discussion will take place with the Chairs of the Disciplinary Committees to discuss the return of onsite meetings.
- 4) All the arrangements would be reviewed at the Council development day in October.

Agenda Item J – Any Other Business

Issue

AOB

Information

The Chair and Committee members thanked Dr Paul Gorecki for his excellent service and work while chairing the Audit and Risk Committee alongside his contributions to the PSI Council over the last eight years, as this was his last SPC meeting.

Decision Approved and/or Action Requested

There was no decision or action arising from AOB

The meeting concluded at 3:10 pm.

Signed by:

Chair

Date