

**Minutes of the meeting the Special Purposes Committee held on 17 November 2022,
at 1:30pm. The meeting was convened on-line**

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. Geraldine Campbell	Chair of the Audit and Risk Committee	Yes
Members of PSI staff in attendance included:		
Dr. Lorraine Horgan	Interim Registrar	
Aoife Mellett	Head of Practitioner Assurance	
Caroline Murphy	Fitness to Practise and Legal Affairs Manager	
Ruth Baily	Business Planning and Information Governance Executive	
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 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

The agenda was approved

Agenda Item D – Request for approval of the draft Minutes of the meeting of the Special Purposes Committee held on 20 September 2022

Issue

Draft Minutes of the Special Purposes Committee Meeting held on 20 September 2022

Information

The Chair noted that the draft minutes of the Committee meeting held on 20 September 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 20 September 2022, proposed by Mr. Rory O'Donnell, and seconded by Ms. Geraldine Campbell.

Agenda Item E - For review: Updated draft Publication and Disclosure Policy

Issue

For review: Updated draft Publication and Disclosure Policy

Information

The Committee was brought through the updated Publication and Disclosure Policy. The original policy was published in 2016. The updated draft policy reflects the changes in legislation since 2016 including the Regulated Professions Act. When updating the policy PSI consulted other regulators and has taken legal advice, which was included in the papers circulated prior to the meeting. The policy is a public-facing document and the current policy is published on the PSI website. The Committee thanked the Fitness to Practise and Legal Affairs Manager for the clear manner in which the papers were laid out and presented. The Committee reviewed and discussed the updated policy and agreed to bring it to Council on 15 December for approval.

Decision Approved, and/or Action Requested

The Committee recommended that the draft Publications and Disclosures Policy go to Council as an approval item for its meeting on 15 December.

[Agenda Item F - Appointments to the Disciplinary Committees](#)
[Reappointment to the Preliminary Proceedings Committee \(PPC\) of Ms. Fiona Rowland](#)
[Appointment to the Preliminary Proceedings Committee \(PPC\) of Mr. James Begg](#)
[Appointment to the Professional Conduct Committee \(PCC\) of Dr. Conor McCrystal](#)
[Recommendation for approval of extension of term of office of the Chair of the Health Committee](#)

Issue

Appointments to the Disciplinary Committees
[Reappointment to the Preliminary Proceedings Committee \(PPC\) of Ms. Fiona Rowland](#)
[Appointment to the Preliminary Proceedings Committee \(PPC\) of Mr. James Begg](#)
[Appointment to the Professional Conduct Committee \(PCC\) of Dr. Conor McCrystal](#)
[Recommendation for approval of extension of term of office of the Chair of the Health Committee](#)

Information

The Committee considered appointments to the Disciplinary Committees.

Following discussion, the Committee agreed to recommend the following appointments to Council for approval:

That Ms. Fiona Rowland be reappointed to the Preliminary Proceedings Committee.

That Ms. Ann Sheehan's term of office as Chair of the Health Committee be extended to 17 June 2022, the date upon which her term of office as a Council member expires.

The Committee noted the appointment of Mr. James Begg from the panel to the Preliminary Proceedings Committee.

The Committee noted the appointment of Dr. Conor McCrystal from the panel to the Professional Conduct Committee.

Decision Approved, and/or Action Requested

Decision Approved:

The Committee agreed to recommend the following appointments to Council for approval at its meeting on 15 December:

- That Ms. Fiona Rowland be reappointed to the Preliminary Proceedings Committee from 1 January 2023 for a period of five years bring her term on the Committee to eight years,

Proposed by Ms. Geraldine Campbell and seconded by Mr. Rory O' Donnell.

- That Ms. Ann Sheehan's term of office as Chair of the Health Committee be extended until 17 June 2023, the date upon which her term of office as a Council member expires,

Proposed by Mr. Rory O'Donnell and seconded by Ms. Geraldine Campbell.

Agenda Item G - Appointments to Advisory Committees and Business Transformation Project Programme Board

G.1 Recommendation to Council for re-appointment of members to the Business Transformation Project Programme Board

G.2 Recommendation to Council for nomination for Chair of the Regulatory and Professional Policy Committee – process to be initiated.

G.3 Recommendation to Council for appointment of Council members to Advisory Committees (process to be initiated)

Issue

Appointments to Advisory Committees and Business Transformation Project Programme Board

Recommendation to Council for re-appointment of members to the Business Transformation Project Programme Board

Recommendation to Council for nomination for Chair of

Issue

the Regulatory and Professional Policy Committee – process to be initiated.
Recommendation to Council for appointment of Council members to Advisory Committees (process to be initiated)

Information

G.1: Recommendation to Council for re-appointment of members to the Business Transformation Project Programme Board

The Committee noted that the Business Transformation Programme Board expires in December having been in place for its full term of four years. The terms of the Programme Board Chair along with the External Board member and a further Board member would all end at this point, having served their full four-year terms. The Committee discussed the memo circulated in advance of the meeting to extend the term of office of the members of the board.

The Special Purposes Committee is being asked to consider recommending to Council for approval that:

1. Paul Turpin be re-appointed to the Business Transformation Programme Board until the 17th of June 2023, which coincides with the expiry of his term of office on Council.
2. Fintan Foy be re-appointed as Chair of the Business Transformation Programme Board until the 17th of June 2023, which coincides with the expiry of his term of office on Council.
3. Sean Reilly be re-appointed until 30th of June 2023.
4. Enda Kyne be re-appointed for a term of two years following the expiry of his current term.

G.2 Recommendation to Council for nomination for Chair of the Regulatory and Professional Policy Committee – process to be initiated.

The Committee noted that, following the resignation from Council of the Chair of the Regulatory and Professional Policy (RPP) Committee, it was necessary to appoint a new Chair for the RPP Committee. Council will be informed at its December 2022 meeting of this EOI process that will be initiated.

G.3 Recommendation to Council for appointment of Council members to Advisory Committees (process to be initiated)

Following the resignation of a Council member, a new Council member is being appointed on the casual vacancy basis. The appointment is currently awaiting approval by the Minister.

The Committee noted that three Council members have served two terms of office on the Advisory Committee on which they currently sit. In light of the appointment of the new Council member and the necessity to run an Expression of Interest for Council members to see which Advisory Committee they would like to now sit on, it was agreed that the Committee would hold an extra meeting in late January to recommend the appointments of Council members to Advisory Committees following the EOI and the appointment of the new Chair to the RPP Committee following a process to be initiated.

The Committee agreed to recommend to Council that Mr Fintan Foy would remain on the Performance and Resources Committee in his capacity as the Chair of the Business Transformation Programme Board until the expiry of his term of office on Council on 17 June 2023.

Decision Approved, and/or Action Requested

Decision: The Committee agreed to recommend the following appointments to Council for approval at its meeting on 15 December:

- That Paul Turpin be re-appointed to the Business Transformation Programme Board until the 17th of June 2023
- That Fintan Foy be re-appointed as Chair of the Business Transformation Programme Board until the 17th of June 2023.
- That Sean Reilly be re-appointed until 30th of June 2023.
- That Enda Kyne be re-appointed for a term of two years following the expiry of his current term.

Proposed by Mr Rory O'Donnell and seconded by Ms Geraldine Campbell

The Committee agreed that an expression of interest be run for Council members whose terms of office on Advisory Committees have expired. It was agreed that the new Council member would be included in the EOI.

A process to appoint the Chair of the RPP Committee will commence. The appointments will be brought to the SPC meeting on 19 January for recommendation to Council at its meeting on 3 February.

Agenda Item H – Expression of Interest processes to be initiated for:

(i) external non-Council Audit & Risk Committee members; and
(ii) disciplinary committee members

Issue

Expression of Interest processes to be initiated for:
(i) external non-Council Audit & Risk Committee members; and
(ii) disciplinary committee members

Information

The Committee noted the resignation of a non-pharmacist member of the Audit and Risk Committee.

The current panel for non-pharmacist members expired in 2020. Therefore, an Expression of Interest process will be established to be advertised by PAS and run by PSI in order to fill the vacancy and create a new panel.

The Committee noted that the panel for the Disciplinary Committee members is in place until 31 December 2023. Currently there are six non-pharmacist members and eight pharmacist members on the panel. There are no longer any pharmacy owners on the panel. For that reason, there will be an EOI for pharmacy owners in early 2023.

Decision Approved, and/or Action Requested

There were no decisions or actions arising.

Agenda Item I – State Boards process for appointment of new Council members in 2023

Issue

State Boards process for appointment of new Council members in 2023

Information

The Committee noted that in June a number of Council members would complete their terms. Given the number of Council members involved, both elected and Public Interest members, work will begin in early January on the advertisement of the appointment process. PSI has been in touch with the Department of Health to keep the officials there

updated on the process. Ideally, the Committee would like to have the new Public Interest members appointed by the Minister so that their appointments can dovetail with the ending of the terms of the current members. The Registrar and Head of Governance and Programme Delivery will review the Council's current skills and competencies in order to inform the Expression of Interest process which PAS will conduct on behalf of the Department of Health for the PSI. The Committee was happy for this process to proceed under the direction of the President.

Decision Approved, and/or Action Requested

Action: A review of the Council's current skills and competencies to be carried out by the Registrar and Head of Governance and Programme Delivery and the process advanced with the Department of Health.

Agenda Item J – Succession Planning: Chairs of Disciplinary Committees

Issue

Succession Planning: Chairs of Disciplinary Committees

Information

The Committee noted that the terms of office of the Chair of both the Health Committee and the Preliminary Proceedings Committee will end in June. It will therefore be necessary to plan the succession process for the Chair for both Committees beginning in the New Year to allow time for a sufficient induction period for the new Chairs. The SPC has agreed to hold an extra meeting in January to discuss a number of agenda items. Succession planning for Chairs of Disciplinary Committees will be discussed at this meeting.

Decision Approved, and/or Action Requested

Decision: Succession Planning for the Chairs of the Disciplinary Committees will be an agenda item on the January SPC meeting.

Agenda Item K – Review of PSI Council Procedures – Hearings regarding Sanctions and Public Notice/Publication (2021)

Issue

Review of PSI Council Procedures – Hearings regarding Sanctions and Public Notice/Publication (2021)

Information

The Committee discussed the review process for the PSI Council Procedures. It had been agreed when the procedures were put in place that they would be reviewed after a year. Following discussion on how to best proceed it was agreed that the review would take place at the Council Development Day on 23 March 2023.

Decision Approved, and/or Action Requested

Decision: Review of the PSI Council Procedures to take place at the Council Development Day on 23 March 2023.

Agenda Item L – Meeting with Chairs of the Disciplinary Committees and the SPC

Issue

[Meeting with Chairs of the Disciplinary Committees and the SPC](#)

Information

The Committee discussed the decision to meet the Chairs of the Disciplinary Committees taken at the September SPC meeting. The Committee noted that there were a number of outstanding matters that are currently being addressed by the Disciplinary Committees. These matters should be completed by the end of December and an invitation will then issue to the Chairs from the SPC Chair. An agenda for the meeting will be discussed in the meantime with the SPC members, which will be included along with the meeting invitation.

Decision Approved, and/or Action Requested

Decision: Invitation to issue to the Chairs of the Disciplinary Committees in the New Year to meet with the Special Purposes Committee.

Agenda Item M – Scheduling of Special Purpose Committee Meetings 2023

Issue

[Scheduling of Special Purpose Committee Meetings 2023](#)

Information

The dates for the Special Purposes Meetings for 2023 were circulated prior to the meeting. Following discussion, the Committee agreed to change the date of the meeting in February. The Committee also agreed to add a one further meeting in January prior to the 03 February Council Meeting. The Committee approved the dates.

Decision Approved, and/or Action Requested

Decision: The dates for the Special Purpose Committee meetings were approved for 2023 as follows:

- 19 January 2023 5pm
- 16 February 2023 1.30pm
- 1 June 2023 1.30pm
- 14 September 2023 1.30pm
- 16 November 2023 1.30pm

The Special Purposes Committee meeting dates for 2023 were proposed by Mr. Rory O'Donnell and seconded by Mr. Paul Turpin.

Agenda Item N – Request for Approval – Recommendation for Amendment – PSI Advisory Committees' Terms of Reference

Issue

Request for Approval – Recommendation for Amendment – PSI Advisory Committees' Terms of Reference

Information

The Committee was requested by the Audit and Risk Committee to amend the wording of the review process of the Terms of Reference of the Advisory Committees. The Terms of Reference for the Committee will now be reviewed annually rather than periodically. The Committee agreed to recommend to Council at its meeting on 15 December to approve the change to the terms of reference to reflect this change.

Decision Approved, and/or Action Requested

Decision: The Committee agreed to recommend to Council at its meeting on 15 December to approve the proposal to amend the Terms of Reference of the Advisory Committees to be reviewed annually, proposed by Mr. Rory O'Donnell, and seconded by Mr. Paul Turpin.

Agenda Item O – AOB

Issue

There was nothing to discuss under AOB.

The meeting concluded at: 14:40.

Signed by

Chair

Date