

Special Purposes Committee

Terms of Reference

The Pharmaceutical Society of Ireland (PSI) Council has established a Special Purposes Committee as an Advisory Committee of the Council. This Committee is established under the Pharmacy Act 2007 and under the PSI (Council) Rules of 2008 and 2015.

The overall purpose of the Committee is to advise the President on matters falling within his/her remit which arise between scheduled meetings of the Council.

1. Membership and Appointment

The members of the Committee shall consist of:

- The President,
- The Vice-President,
- The Chair of the Regulatory and Professional Policy Committee,
- The Chair of the Performance and Resources Committee,
- The Chair of the Audit and Risk Committee.

2. Reporting and Review

The Committee will formally report in writing to the Council, through a report from the Committee, which will be presented by the President to the next public meeting of the Council following a meeting of the Committee.

The Committee will also periodically review its own effectiveness (including these Terms of Reference) and report on the results of that review to the Council.

3. Advisory Responsibilities

The Committee will advise the Council on:

- Recommendations for appointments to any of the other three Advisory Committees and the PSI's Disciplinary Committees,
- Recommendations in relation to how the PSI Council governs its own business, in the area of fitness to practise regulatory functions eg. standard operating procedures in relation to sanctions procedures and the Publications and Disclosure policy, and
- Any matters which require convening the Committee, and any recommendations or considerations in relation to those matters.

4. Other Responsibilities

In addition to its advisory responsibilities, the Committee is also responsible for:

- Identifying any matter or issue which should be referred to any of the other Advisory Committees, to the Registrar and/or where a working group should be established.
- Overseeing a process and procedure to maintain sufficient membership, and succession planning, for the Advisory Committees in line with their Terms of Reference.

5. Meetings and Support

Meetings of the Committee shall function as follows:

- The Committee will meet as and when required by the President.
- The requirement to meet shall be identified by the President, in consultation with the Registrar.
- The quorum for a meeting of the Committee shall be three members to include the President or Vice-President.
- The Registrar will normally attend meetings of the Committee and will arrange for the Committee to be supported by PSI staff.

Version	Reviewed by:	Date:	Approved by:	Date:
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V1.2	Special Purposes Committee	22 November 2019	Council	12 December 2019
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