

PSI Council Public Meeting Minutes

Minutes of meeting number 111 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 08:30 am on Thursday 4th March 2021. The meeting was held on-line due to the COVID-19 Public Health Emergency, and in accordance with rule 19(2) of the Pharmaceutical Society of Ireland (Council) Rules 2008 (S.I. No. 492 of 2008), and (S.I. 532 of 2020) Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 (Section 29) (Health) (Designation) Order 2020.

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Joanne Kissane	President	Yes
Mr. Michael Lyons	Vice President	No
Mr. Hugo Bonar	Council Member	Yes
Mr. Graham Knowles	Council Member	Yes
Ms. Veronica Treacy	Council Member	Yes
Dr. Shane McCarthy	Council Member	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	Yes
Prof. Brian Kirby	Council Member	Yes
Ms. Fiona Walsh	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes
Ms. Muireann Ní Shúilleabháin	Council Member	Yes
Ms. Dorothy Donovan	Council Member	Yes
Dr. Ailis Quinlan	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Mr. Seán Reilly	Council Member	Yes
Dr. Paul Gorecki	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes

Mr. Roy Hogan	Council Member	Yes
Ms. Nicola Cantwell	Council Member	Yes
Mr. Fintan Foy	Council Member	Yes
Members of PSI staff in attendance online for all or part of the meeting included:		
Mr. Niall Byrne	Registrar	
Dr. Lorraine Horgan	Head of Operations	
Dr. Cora Nestor	Head of Policy	
Ms. Cora O’Connell	Education Manager	
Mr. Dan Burns	Business Transformation Project Manager (Acting)	
Ms. Caroline Murphy	Legal Affairs Manager (Acting)	
Mr. Éanna Ó Lochlainn	Governance & Planning Officer	
Ms. Damhnait Gaughan	Head of Education and Registration	
Dr. Cheryl Stokes	Head of Corporate Governance & Public Affairs	

Colour code: Red—for decision; Green—for discussion; Blue—for information

Agenda Item B – Declaration of Interest by Members of Council

Issue

Declaration of interests by members of Council.

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 by Council

Conflicts of interest were declared by Dr. Shane McCarthy with regard to item I.2, and Dr. Paul Gorecki and Mr. Paul Turpin with regard to item I.3

Agenda Item C – Draft Minutes of Public Council Meeting No. 110

Issue

Draft Minutes of Public Council Meeting No. 110

Information

The President noted that no amendments had been received to the minutes as drafted.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the minutes of the public session of Council meeting number 110, held on the 21st of January 2021, on the proposal of Mr. Hugo Bonar and seconded by Dr. Paul Gorecki.

Agenda Item D – Agreement on the Meeting Agenda

Issue

The President invited members of Council to give notice of any items they wished to submit under item K, Any Other Business.

Information

None.

Decision Approved, and/or Action Requested by Council

No item was tabled for discussion under any other business (Item J).

Agenda Item E.1 – Registrar’s Report

Issue

Report from the Registrar, including an update on the PSI’s response to the COVID-19 Public Health Emergency.

Information

The Registrar updated Council on the PSI’s ongoing response to the public health emergency. He noted extensive work had been undertaken by the PSI’s external expert panel in evaluating training, developed by the National Immunisation Office (NIO), for pharmacists to administer the COVID-19 vaccines. The Registrar had approved the NIO training for the Pfizer/BioNTech (Cominarty) and the Moderna vaccines on 29 January 2021. He informed Council that work was ongoing with the expert panel, evaluating the

AstraZeneca vaccine training and the role of pharmacists in the roll-out of the national vaccination programme.

Council queried how on-line disciplinary hearings were being managed during the Pandemic. The Registrar stated that on-line hearings were working well and that a one-year contract had been signed with a specialist software provider to provide hearings management services. Council queried the progress of the PSI's audit of pharmacies in hospital settings. The Registrar informed Council that a number of pharmacies in hospital settings had yet to respond to the PSI questionnaire and that he would be seeking a 100% response rate prior to the next steps being agreed upon.

Decision Approved, and/or Action Requested by Council

Council noted the Registrar's Report.

Agenda Item E.2 – Update on Corporate Strategy 2018-2020 & Q1 2021 Service Plan implementation

Issue

The Registrar updated Council on Corporate Strategy 2018-2020 and the Q1 2021 Service Plan implementation and invited questions from Council.

Information

Council queried progress on the PSI's new website. The Registrar informed Council that there had been delays with the project due to COVID-19; however, it remained a priority project for the organisation. Council noted the importance of embracing the use of plain English concerning the new website's content and meeting its statutory requirements while ensuring the website design meets today's accessibility requirements. Council was informed that accessibility testing would form a critical part of the new website's design process and that further plain English training for staff was being organised.

Decision Approved, and/or Action Requested by Council

Council noted the update.

Agenda Item E.3 – Brexit Update

Issue

Council was provided with a verbal update on issues relating to Brexit.

Information

Council was informed of progress related to post-Brexit data sharing agreements with both the PSI's Northern Ireland and British counterparts, the PSNI and the GPhC, respectively.

Decision Approved, and/or Action Requested by Council

The update was noted by Council.

Agenda Item E.4 - Update on Covid-19 Vaccination Training

Issue

Council was provided with an update on the approval of Covid-19 vaccination training

Information

Council was informed of the critical contribution made, and thanks due to the expert panel advising on the evaluation of the training programme and the PSI staff involved.

Decision Approved, and/or Action Requested by Council

The update was noted and endorsed by the Council.

Agenda Item E.5 – Quarterly update on the Irish Institute of Pharmacy (IIOP) operations and developments

Issue

Ms Damhnait Gaughan provided Council with an update on the Irish Institute of Pharmacy (IIOP) operations and developments

Information

Ms. Gaughan updated Council on a range of IOP related matters, including governance, the ePortfolio review process, Practice Reviews, the COVID Information Hub, and the commissioning, accreditation and delivery of CPD programmes. A paper on these had been circulated to Council in advance of the meeting.

Decision Approved, and/or Action Requested by Council

The update was noted by Council.

Agenda Item E.6 – Update on Sanctions Guidance Document

Issue

Ms Caroline Murphy provided an update to Council on changes to the PSI's Sanctions Guidance Document.

Information

Council queried the changes in paragraphs 34 and 35 of the Guidance Document concerning dishonesty and relevant case-law around this. Council was advised that a deletion of one sentence had been made to ensure that the Guidance would be clear and helpful to Council but would not direct the Council in making a decision. Council was also informed that, given the changing nature of case-law and the fact that the case referenced in the guidance document related to solicitors rather than healthcare professionals, it was decided to omit references to specific cases. Council was assured that, in any event, the legal assessor who sits with Council during sanctions hearings would be in a position to advise on relevant case-law as required. Council queried how long material relating to sanctions imposed on a registrant are retained on a registrant's file.

Decision Approved, and/or Action Requested by Council

The Executive agreed to consider and review the length of time sanctions are retained on a registrants file as part of the review of the PSI's data retention schedule and to provide further information to Council on this.

Agenda Item F.1 – Report to Council from the Performance and Resources Committee

Issue

Mr Graham Knowles informed Council that a copy of the Report to Council from the Performance and Resources Committee had been circulated to Council in advance of the meeting.

Information

Mr. Knowles invited questions from Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

Council noted the contents of the Report.

Agenda Item F.2 – Request for approval by Council of recommendation for reappointment to PSI Disciplinary Committees

Issue

Council was asked to approve the reappointment of Mr John Murray to the Preliminary Proceedings Committee (PPC) for a further term of five years – this would bring him up to the maximum term permissible on the Committee of eight years.

Information

The term of John Murray, lay Committee member, will expire on 21 March 2021 following three years serving on the PPC.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the reappointment of Mr John Murray to the PPC for a further term of five years from 21 March 2021, on the proposal of Dr. Shane McCarthy, seconded by Mr. Hugo Bonar.

Agenda Item F.3 – Request for approval by Council of revised PSI Procurement Policy following the annual review

Issue

Council was asked to approve the revised PSI Procurement Policy following its annual review by the PSI Executive Leadership Team and by the Performance and Resources Committee.

Information

Council was informed the Performance & Resources Committee had reviewed and discussed the proposed revisions to the PSI Procurement Policy at its 3 February 2021 meeting.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the revised PSI Procurement Policy on the proposal of Ms. Dorothy Donovan, seconded by Prof. Brian Kirby.

Agenda Item F.4 – Request for approval by Council for PSI Corporate Procurement Plan 2021-2023, incorporating the 2021 Procurement Plan

Issue

Council was asked to approve the new PSI Corporate Procurement Plan (CPP) 2021-2023, incorporating the 2021 Procurement Plan.

Information

The new CPP was recommended to the Council for approval by the Performance and Resources (P&R) Committee.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the new PSI Corporate Procurement Plan (CPP) 2021-2023, incorporating the 2021 Procurement Plan, on the proposal of Ms. Muireann Ní Shúilleabháin, seconded by Dr. Paul Gorecki.

Agenda Item F.5 – Request for approval by Council of Performance and Resources Committee 2021 Workplan

Issue

Council was asked to approve the Performance and Resources Committee 2021 Workplan.

Information

A copy of the work plan had been circulated to Council in advance of the meeting. Mr. Graham Knowles, in his capacity as Chair of the Performance and Resources Committee, invited questions from Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Performance and Resources Committee 2021 Workplan on the proposal of Ms. Marie Louisa Power, seconded by Mr. Mark Jordan.

Agenda Item G.1 – Regulatory and Professional Policy Committee Report to Council

Issue

The Report of the Regulatory and Professional Policy Committee had been circulated to Council in advance of the meeting.

Information

Ms. Muireann Ní Shúilleabháin, in her capacity as Chair of the Regulatory and Professional Policy Committee, invited questions from Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item G.2 – Request for approval by Council of Regulatory and Professional Policy Committee Workplan

Issue

Council was asked to approve the Regulatory and Professional Policy Committee 2021 Workplan.

Information

A copy of the Regulatory and Professional Policy Committee 2021 Workplan had been circulated in advance of the meeting. Ms. Muireann Ní Shúilleabháin, in her capacity as Chair of the Regulatory and Professional Policy Committee, invited questions from Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Regulatory and Professional Policy Committee 2021 Workplan on the proposal of Mr. Fintan Foy, seconded by Mr. Hugo Bonar.

Agenda Item H.1 – Business Transformation Board Report to Council

Issue

The Report of the Business Transformation Board had been circulated to Council in advance of the meeting.

Information

Mr Fintan Foy, in his capacity as Chair of the Business Transformation Programme Board, invited questions from Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item I.1 – Special Purposes Committee Report to Council

Issue

The Report of the Special Purposes Committee had been circulated to Council in advance of the meeting.

Information

The President, in her capacity as Chair of the Special Purposes Committee, invited questions from Council. Council had no questions.

Decision Approved, and/or Action Requested by Council

The Report was noted by Council.

Agenda Item I.2 – Request for approval of a recommendation to Council regarding the reappointment of the Chair of the Preliminary Proceedings Committee (PPC)

Issue

The term of office of Dr. Shane McCarthy was due to expire on the 13 March 2021 following six years on the PPC. The Special Purposes Committee recommended to Council for approval the reappointment of Dr. Shane McCarthy to the PPC until the 25th of June 2023, at which point he will have completed the maximum permissible term on the Committee of eight years.

Information

Dr. Shane McCarthy recused himself from the meeting for this item.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the reappointment of Dr. Shane McCarthy to the PPC until the 25th of June 2023, on the proposal of Mr. Hugo Bonar, seconded by Dr. Paul Gorecki.

Agenda Item I.3 – Request for approval of a recommendation to Council of the appointment of Council members to the Audit and Risk Committee and the Regulatory and Professional Policy Committee

Issue

Following completion by Mr. Paul Turpin of the maximum recommended (as per its terms of reference), second consecutive term as Chair of the Audit & Risk Committee, Mr. Turpin stood down as a member of the Committee on the 15th of December 2020, and a vacancy thus arose for a Council member on the Audit & Risk Committee.

Information

Dr. Shane McCarthy returned to the meeting for this item. Mr. Paul Turpin and Dr. Paul Gorecki recused themselves from the meeting for this item.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved that:

Mr. Paul Turpin be appointed a member of the Regulatory and Professional Policy Committee, for a term of two years, or until his membership of Council ceases, whichever the sooner;

Dr. Paul Gorecki be appointed a member of the Audit & Risk Committee, for a term of two years, or until his membership of Council ceases, whichever the sooner; on the proposal of Dr. Ailis Quinlan, seconded by Ms. Veronica Treacy.

Agenda Item I.4 – Request for approval from Council of recommendation on Advisory Committee Reports to Council

Issue

Council was asked to approve the recommendation of the Special Purposes Committee on Advisory Committee Reports to Council.

Information

In her capacity as Chair of the Special Purposes Committee, the President addressed the Council and outlined the Committee's recommendations as set-out in a paper that had

been circulated to Council in advance of the meeting. The President invited questions from Council. Council welcomed the proposed approach.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the recommendation of the Special Purposes Committee on Advisory Committee Reports to Council on the proposal of Dr. Shane McCarthy, seconded by Ms. Nicola Cantwell.

Agenda Item J.I – Any Other Business

Issue

Council asked if the minutes of the governance meetings between the PSI and the Department of Health were available for Council members to read.

Information

Council was informed the most recent meeting between PSI and the Department had taken place in December 2020.

Decision Approved, and/or Action Requested by Council

Council was informed the meeting minutes of the governance meetings between the PSI and the Department of Health were available to read on Council members' iPads.

The meeting concluded at 10.05 am.

President

Date