

## PSI Council Public Meeting Minutes

**Minutes of meeting number 113 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 25<sup>th</sup> March 2021. The meeting was held online 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	Yes
Mr. Hugo Bonar	Council Member	Yes
Mr. Graham Knowles	Council Member	No
Ms. Veronica Treacy	Council Member	Yes
Dr. Shane McCarthy	Council Member	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	No
Prof. Brian Kirby	Council Member	Yes
Ms. Fiona Walsh	Council Member	No
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	No
Ms. Nicola Cantwell	Council Member	Yes

Mr. Fintan Foy	Council Member	No
<b>Members of PSI staff in attendance online for all or part of the meeting included:</b>		
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)	
Mr. Brendan Flynn	Finance and Operational Performance Manager	
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

No conflicts of interest were declared.

### Agenda Item C – Draft Minutes of Public Council Meeting No. 111

#### Issue

Draft Minutes of Public Council Meeting No. 111

#### 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 111, held on the 4<sup>th</sup> of March 2021, on the proposal of Mr. Hugo Bonar and seconded by Ms. Muireann Ní Shúilleabháin

### **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 H, Any Other Business.

#### **Information**

None.

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

An item was tabled for discussion under Any Other Business

### **Agenda Item E.1(a) – Presentation of the PSI 2020 Annual Report and Financial Statements**

#### **Issue**

The Registrar presented the PSI 2020 Annual Report and Financial Statements to Council

#### **Information**

In presenting the PSI 2020 Annual Report and Financial Statements, the Registrar informed Council that 2020 had been a challenging year for the PSI, but that overall, the organisation had responded well. He thanked PSI staff and Council members for their contribution during 2020 and praised the dedication, agility, and commitment demonstrated by all during the course of the year. His comments were endorsed by the President, who thanked the Registrar for his continued leadership of the PSI. These comments were echoed by members of Council.

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

Council noted the contents of the Registrar's presentation.

**Agenda Item E.1(b) – Report to Council from the Audit and Risk Committee incorporating its recommendation regarding approval of the PSI 2020 Annual Report and 2020 Financial Statements**

**Issue**

Ms. Veronica Treacy, the Chair of the Audit and Risk Committee, informed Council that a copy of the Report to Council had been circulated to Council in advance of the meeting.

**Information**

Council was informed that the Audit & Risk Committee had met with both the Internal and External Auditors at the most recent meeting of the Committee. Council was informed that the Internal Auditor had reported no concerns with PSI's system of internal controls or its levels of compliance with the *Code of Practice for the Governance of State Bodies*. The External Auditors had submitted their audit report without qualification. On that basis, the Audit and Risk Committee was pleased to recommend the PSI's 2020 Financial Statements, the Management Letter, the Letter of Representation, and the Statement of Internal Control to Council. Ms. Treacy took the opportunity to thank her predecessor, Mr. Paul Turpin, for his work as Chair of the Committee.

**Decision Approved, and/or Action Requested by Council**

Council noted the contents of the Audit & Risk Committee Report.

**Agenda Item E.1(c) – Request for approval by Council of the 2020 PSI Annual Report incorporating the 2020 Financial Statements and the External Auditor's Management Letter.**

**Issue**

The Council was asked to approve the 2020 PSI Annual Report incorporating the 2020 Financial Statements and the External Auditor's Management Letter.

**Information**

Questions were invited from Council. Council had no questions.

**Decision Approved, and/or Action Requested by Council**

**Decision Approved:** Council approved the 2020 PSI Annual Report incorporating the 2020 Financial Statements and the External Auditor’s Management Letter on the proposal of Ms. Dorothy Donovan, seconded by Mr. Mark Jordan.

**Agenda Item E.1(d) Request for approval of the letter of representation to the External Auditors for signature on behalf of Council**

**Issue**

The Council was asked to approve the letter of representation to the External Auditors for signature on behalf of Council

**Information**

Questions were invited from Council. Council had no questions.

**Decision Approved, and/or Action Requested by Council**

**Decision Approved:** Council approved the letter of representation to the External Auditors for signature on behalf of Council on the proposal of Ms. Marie Louisa Power, seconded by Dr. Shane McCarthy.

**Agenda Item F.1 – Consideration of, and request for approval of, updates to Practice Review Policy**

**Issue**

Council was asked to approve the updates to the Practice Review Policy

**Information**

A proposed update to the Practice Review Policy was put before Council for its consideration. Questions were invited from Council. Council had no questions

**Decision Approved, and/or Action Requested by Council**

**Decision Approved:** Council approved the updates to the Practice Review Policy on the proposal of Prof. Brian Kirby, seconded by Mr. Mark Jordan.

## Agenda Item G.1 – Request for approval of a 1-year extension to the Internal Audit Contract

### Issue

Council was asked to approve a one-year extension to the Internal Audit contract.

### Information

The Chair of the Audit and Risk Committee recommended that Council use the contractual provision to extend the contract with Crowleys DFK for internal audit services for one further year to 21 August 2022. She invited questions from Council. Council had no questions.

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

**Decision Approved:** Council approved a one-year extension to the Internal Audit contract on the proposal of Mr. Hugo Bonar, seconded by Ms Dorothy Donovan.

## Agenda Item H.1 – Any Other Business

### Issue

Notice had been given of an item to be tabled.

### Information

Council was informed that an interim vacancy had arisen on the Business Transformation Programme Board and that expressions of interest would be sought from Council members.

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

Noted by Council.

**The meeting concluded at 09.45 am.**

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**President**

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**Date**