

## PSI Council Public Meeting Minutes

**Minutes of meeting number 114 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 22<sup>nd</sup> April 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	Yes
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	No
Mr. Roy Hogan	Council Member	Yes
Ms. Nicola Cantwell	Council Member	Yes

Mr. Fintan Foy	Council Member	Yes
<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

The President declared a conflict of interest with regard to agenda item F.2

### Agenda Item C – Draft Minutes of Public Council Meeting No. 113

#### Issue

Draft Minutes of Public Council Meeting No. 113

#### Information

The President noted that the draft minutes had been circulated to Council in advance of the meeting, and that no amendments had been received to the minutes as drafted.

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

**Decision Approved:** Council approved the draft minutes of the public session of Council meeting number 113, held on the 25<sup>th</sup> of March 2021, on the proposal of Ms. Muireann Ní Shúilleabháin 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 L, Any Other Business.

#### **Information**

None. The President advised that one item had been notified to her in advance of the meeting.

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

An item was tabled for discussion under Any Other Business

### **Agenda Item E.1– Presentation of the 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 COVID-19 public health emergency. In response to an item raised by Council at its previous public meeting, the Registrar provided Council with a summary of the PSI’s Data Retention Schedule as it related to Fitness to Practise matters. He noted that amendments would need to be made to the Schedule, following the enactment of the Regulated Professions (Health and Social Care) (Amendment) Act 2020.

Council queried the protocols relating to which qualified personnel were responsible for the drawing up of vaccine doses as part of the COVID-19 vaccination programme. Council was informed that in mass vaccination centres, this was a matter for the HSE. However, Council noted that concerning vaccination taking place in retail pharmacy businesses, the

PSI will need to provide clarity on the matter, and that guidance will be sought from the PSI's expert panel, with a view to providing operational guidance to all PSI registrants.

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

Council noted the contents of the Registrar's presentation.

### **Agenda Item E.2 – Update on Q1 Implementation of Service Plan 2021**

#### **Issue**

Update on Q1 Implementation of Service Plan 2021

#### **Information**

The Registrar informed Council that with the exception of two items; one relating to the Brexit and the third country qualification recognition route (TCQR), and one relating to the PSI's organisational design project, the Service Plan was on track.

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

Council noted the contents of the Service Plan update.

### **Agenda Item E.3 Request for Approval from Council of the appointment of a Presiding Officer and Alternate Presiding Officer for the Election of President & Vice President of Council**

#### **Issue**

Request for Approval from Council of the appointment of a Presiding Officer and Alternate Presiding Officer for the Election of President & Vice President of Council.

#### **Information**

Council was asked to approve the appointment of PSI staff members, Dr. Cheryl Stokes, Head of Corporate Governance and Public Affairs, as Presiding Officer and Mr. Éanna Ó

Lochlainn, Governance & Planning Officer, as Alternate Presiding Officer for the purpose of the election of a President and Vice-President on the 24<sup>th</sup> of June 2021.

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

**Decision Approved:** Council approved the appointment of a Presiding Officer and Alternate Presiding Officer for the Election of President & Vice President of Council on the proposal of Dr. Shane McCarthy, seconded by Mr. Hugo Bonar.

### **Agenda Item F.1 – Report to Council from the Regulatory and Professional Policy Committee**

#### **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, 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 F.2 – Request for Approval from Council of APPEL Guidelines for Remote Experiential Learning Placements 2021**

#### **Issue**

Request for Approval from Council of APPEL Guidelines for Remote Experiential Learning Placements 2021.

### Information

A memorandum on the Guidelines had been circulated to Council in advance of the meeting. The President declared a conflict of interest for this item and recused herself from the meeting. The Vice President took the Chair.

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

**Decision Approved:** Council approved the APPEL Guidelines for Remote Experiential Learning Placements 2021 on the proposal of Mr. Fintan Foy, seconded by Ms. Veronica Treacy.

## Agenda Item F.3 – Request for Approval from Council of Principles for Programme Validation, Professional Accreditation and Approval, and other Professional Engagements with Education Providers

### Issue

Request for Approval from Council of Principles for Programme Validation, Professional Accreditation and Approval, and other Professional Engagements with Education Providers, as developed by Quality & Qualifications Ireland (QQI).

### Information

The President re-joined the meeting and resumed the chair. A memorandum had been circulated to Council in advance of the meeting. Council noted that the Principles, as developed by Quality & Qualifications Ireland (QQI), had been considered by both the PSI Education Unit and Executive Leadership Team prior to consideration by Council.

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

**Decision Approved:** Council approved the QQI Principles for Programme Validation, Professional Accreditation and Approval, and other Professional Engagements with Education Providers on the proposal of Ms. Dorothy Donovan, seconded by Dr. Paul Gorecki.

## Agenda Item G.1 – Report to Council from the Audit & Risk Committee

### Issue

The Report of the Audit & Risk Committee had been circulated to Council in advance of the meeting.

### Information

Ms. Veronica Treacy, Chair of the Audit & Risk 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 from Council of the revised PSI Corporate Governance Framework

### Issue

**Request for Approval from Council of the revised PSI Corporate Governance Framework.**

### Information

Ms. Veronica Treacy, Chair of the Audit & Risk Committee, informed Council that the proposed revised draft of the PSI Corporate Governance Framework had been reviewed and approved by the Audit & Risk Committee for onward submission to Council for its approval.

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

**Decision Approved:** Council approved the revised PSI Corporate Governance Framework on the proposal of Mr. Hugo Bonar, seconded by Mr. Fintan Foy.

## Agenda Item H.1 – Report to Council from the Performance & Resources Committee

### Issue

The Report of the Performance & Resources Committee had been circulated to Council in advance of the meeting.

### Information

Mr. Fintan Foy deputised for Mr. Graham Knowles, Chair of the Performance & Resources Committee, who had sent apologies. Mr. Foy invited questions from Council. Council had no questions.

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

The Report was noted by Council.

## Agenda Item H.2 – Request for Approval of Q1 Management Accounts to 31 January 2021

### Issue

Request for Approval of the Q1 Management Accounts to 31 January 2021.

### Information

A copy of the accounts had been circulated to Council in advance of the meeting. Mr. Fintan Foy deputised for Mr. Graham Knowles, Chair of the Performance & Resources Committee, who had sent apologies. Mr. Foy invited questions from Council. Council had no questions.

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

**Decision Approved:** Council approved the Q1 Management Accounts to 31 January 2021 on the proposal of Ms. Muireann Ní Shúilleabháin, seconded by Dr. Ailís Quinlan.



### Agenda Item H.3 – Request for Approval from Council of Re-appointment to the Preliminary Proceedings Committee

#### Issue

Request for Approval from Council of Re-appointment to the Preliminary Proceedings Committee.

#### Information

Council was asked to approve the reappointment of Mr. Hugo Bonar as a lay member of the Committee, when his current term expires on 20 June 2021, until 9 April 2026. Following a query from Council, Dr. Shane McCarthy, Chair of the Preliminary Proceedings Committee, informed Council that the Committee had a lay majority and that applicants could apply, irrespective of whether or not they were a Council member. He confirmed that all applications had been assessed in accordance with the agreed expression of interest procedure.

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

**Decisions Approved:** Council approved the re-appointment to the Preliminary Proceedings Committee of Mr. Hugo Bonar on the proposal of Ms. Dorothy Donovan, seconded by Ms. Muireann Ní Shúilleabháin.

### Agenda Item H.4 – Request for Approval from Council of Re-appointment to the Health Committee

#### Issue

Request for Approval from Council of Re-appointment to the Health Committee.

#### Information

Council was asked to approve the reappointment of Mr. Tadhg Cleary MPSI to the Health Committee when his current term expires, for a further term of three years until 19 May 2024.

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

**Decisions Approved:** Council approved the Re-appointment to the Health Committee of Mr. Tadhg Cleary MPSI on the proposal of Dr. Shane McCarty seconded by Ms. Ann Sheehan.

### Agenda Item I.1 – Business Transformation Project Programme Board Report to Council

#### Issue

Business Transformation Project Programme Board Report to Council.

#### Information

A copy of the Business Transformation Project Programme Board Report to Council had been circulated to Council in advance of the meeting. Questions were invited 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 by Council of Revised Terms of Reference of the Business Transformation Project Programme Board

#### Issue

Request for Approval by Council of Revised Terms of Reference of the Business Transformation Project Programme Board.

#### Information

A copy of the revised Terms of Reference of the Business Transformation Project Programme Board had been circulated to Council in advance of the meeting. Questions were invited from Council. Council had no questions.

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

**Decisions Approved:** Council approved the Revised Terms of Reference of the Business Transformation Project Programme Board on the proposal of Ms. Muireann Ní Shúilleabháin, seconded by Ms. Dorothy Donovan.

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### Agenda Item J.1 – Report to Council from the Special Purposes Committee

#### Issue

Report to Council from the Special Purpose Committee.

#### Information

A copy of the Report had been circulated to Council in advance of the meeting. Questions were invited from Council. Council had no questions.

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

The Report was noted by Council.

### Agenda Item J.2 – Request for Approval from Council of the Appointment of an interim member of the Business Transformation Programme Board.

#### Issue

Request for Approval from Council of the Appointment of an interim member of the Business Transformation Programme Board.

#### Information

Due to an interim vacancy having arisen for a Council member on the Business Transformation Programme Board, and following a call for expressions of interest, it was proposed by the Special Purposes Committee that Council member Mr. Paul Turpin be appointed as an interim member with immediate effect.

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

**Decisions Approved:** Council approved the appointment of Mr. Paul Turpin as an interim member of the Business Transformation Programme Board on the proposal of Prof. Brian Kirby, seconded by Ms. Veronica Treacy.

### Agenda Item J.3 – Recommendation to Council on the publication of Agendas, Reports to Council and Minutes of meetings of the Special Purposes Committee

#### Issue

Request for approval from Council for the publication on the PSI website of Agendas, Reports to Council and Minutes of meetings of the Special Purposes Committee.

#### Information

The Special Purpose Committee recommended to Council that its Report to Council following the Council meeting at which it has been presented is published on the PSI website and that its Committee meeting Minutes, once the Committee has formally approved them, are also published on the website.

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

**Decisions Approved:** Council approved the publication on the PSI website of Agendas, Reports to Council and Minutes of meetings of the Special Purposes Committee on the proposal of Ms. Dorothy Donovan, seconded by Mr. Hugo Bonar.

### Agenda Item K.1 – Request for Approval by Council of re-appointment of members of the Business Transformation Programme Board

#### Issue

Request for Approval by Council of re-appointment of members of the Business Transformation Project Programme Board.

#### Information

Council was asked to reappoint the following members of the Board of the Business Transformation Project Programme Board for a further term of two years:

- a. Mr. Fintan Foy be reappointed Chair of the Programme Board for a further term of two years, ending 31 December 2022.

- b. Mr. Sean Reilly be reappointed to the Programme Board for a further term of two years ending 31 December 2022 or ending on the expiry of the term of office as Council member, whichever is the earlier.
- c. Mr. Enda Kyne be reappointed to the Programme Board for a further term of two years, ending 31 December 2022.

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

**Decisions Approved:** Council approved the re-appointment of Mr. Fintan Foy, Mr. Sean Reilly, and Mr. Enda Kyne to the Business Transformation Project Programme Board on the proposal of Ms. Ann Sheehan, seconded by Mr. Mark Jordan.

### Agenda Item L.1 – Any Other Business

#### Issue

Notice had been given of an item to be tabled.

#### Information

As this would be her last Council meeting before completing her term of office, Ms. Nicola Cantwell took the opportunity to thank Council and PSI staff for their support and assistance during her tenure on Council.

The President thanked Ms. Cantwell for her work as a member of the PSI Council, as well as Mr. Hugo Bonar, Mr. Michael Lyons, Ms. Veronica Treacy and Dr. Ailis Quinlan, who were also due to complete their terms of office on Council in June. She wished Sean Reilly and Marie Louisa Power, who sought re-election to Council, well in their campaigns.

Mr. Hugo Bonar thanked Council and PSI staff for their support during his tenure on Council.

The President took the opportunity to thank Council and all PSI staff for their support during her tenure as President, which was due to end in June. She particularly thanked Ms. Melika Khandanian, who would shortly be leaving the PSI to take up a new role with CORU. She wished her well in her new role.

The Registrar, on behalf of PSI staff, thanked the President and departing Council members for their contributions and for their support during their tenure on the PSI Council.

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

This was noted by Council.

**The meeting concluded at 09.45 am.**

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**President**

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**Date**