

## PSI Council Public Meeting Minutes

**Minutes of meeting number 123 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 09:00 am on Thursday, March 24th 2022. 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. Muireann Ní Shúilleabháin	President	Yes
Mr. Rory O'Donnell	Vice President	Yes
Mr. John Given	Council Member	Yes
Mr. Graham Knowles	Council Member	No
Ms. Katherine Morrow	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. Joanne Kissane	Council Member	Yes
Ms. Dorothy Donovan	Council Member	Yes
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	Yes
Ms. Geraldine Campbell	Council Member	Yes
Mr. Sean Reilly	Council Member	Yes
Dr. Paul Gorecki	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Mr. Roy Hogan	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>		
Dr. Lorraine Horgan	Interim Registrar	
Mr. Éanna Ó Lochlainn	Head of Governance and Programme Delivery (Acting)	
Dr. Cheryl Stokes	Head of Corporate Services (Acting)	

Ms. Ruth Baily	Business Planning & Information Governance Executive
Ms. Caroline Murphy	Legal Affairs & Fitness to Practise Manager (Acting)
Ms. Aoife Mellett	Head of Practitioner Assurance
Mr. John Bryan	Head of Community Pharmacy Assurance
Ms. Éilis Crimmins	Quality and Safety Manager (Community Pharmacy)
Ms. Louise Canavan	Communication and Engagement Officer
Ms. Úna Ní Chárthaigh	Communication and Engagement Executive

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

### **Agenda Item B – Declaration of Interest by Members of Council**

<b>Issue</b>
Declaration of interests by members of Council.

<b>Information</b>
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.

<b>Decision Approved and/or Action Requested by Council</b>
No conflicts of interest were declared.

### **Agenda Item C – Draft Minutes of Public Council Meeting No. 122**

<b>Issue</b>
The Draft Minutes of Public Council Meeting No. 122 were tabled for approval by Council

<b>Information</b>
None.

<b>Decision Approved and/or Action Requested by Council</b>
<b>Decision Approved:</b> Council approved the draft Minutes of the public session of Council meeting number 122 held on March 3rd 2022, on the proposal of Dr. Shane McCarthy and seconded by Dr. Paul Gorecki.

### **Agenda Item D – Agreement on the Meeting Agenda**

<b>Issue</b>
The President invited members of Council to give notice of any items they wished to submit under item G, Any Other Business.

### Information

None.

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

An item was tabled for discussion under item G, Any Other Business.

### **Agenda Item E.1(a) Presentation of the PSI 2021 Annual Report and Financial Statements**

### Issue

The Interim Registrar presented the PSI 2021 Annual Report and Financial Statements to Council.

### Information

Copies of the PSI 2021 Annual Report and Financial Statements had been circulated to Council in advance of the meeting. Following her presentation, the Interim Registrar invited questions from Council. Council queried if it was necessary to itemise Council members' expenses in the Annual Report. It also noted that Advisory Committee members' attendance was included in the Annual Report, but attendance for Disciplinary Committee members was not provided, which did not provide a complete picture of the work of some Council members. Council was reminded that the itemisation of expense claims for each state board member is a requirement under the Business and Financial Reporting Requirements of the Code of Practice for the Governance of State Bodies, to which the PSI adheres in its governance practices. The President thanked PSI staff for their hard work and dedication in compiling the Report.

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

The presentation of the PSI 2021 Annual Report and Year-end Financial Statements and their contents were noted by Council. The Executive agreed that the inclusion of Disciplinary Committee member attendance would be implemented in the PSI's 2022 Annual Report and all future PSI annual reports.

### **Agenda Item E.1(b) – Report to Council from the Audit and Risk Committee incorporating its recommendation regarding approval of the PSI 2021 Annual Report and year-end Financial Statements**

### Issue

Dr. Paul Gorecki, Chair of the Audit and Risk Committee, presented a report of the Committee's last meeting to Council.

### Information

Dr. Gorecki informed Council that the Audit and Risk Committee had met in closed session with the External Auditor at a meeting of the Committee on March 9th. Council was informed that 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 2021 Annual Report and Financial Statements, the Management Letter, the Letter of Representation, and the Statement of Internal Control to Council. Dr. Gorecki invited questions from Council. Council had no questions.

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

The Report was noted by Council.

#### **Agenda Item E.1(c) – Request for approval by Council of the PSI 2021 Annual Report incorporating the 2021 Financial Statements and the External Auditor's Management Letter.**

#### **Issue**

The President asked Council to approve the 2021 PSI Annual Report incorporating the 2021 Financial Statements and the External Auditors' 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 2021 PSI Annual Report incorporating the 2021 Financial Statements and the External Auditor's Management Letter on the proposal of Ms. Dorothy Donovan, seconded by Ms. Marie Louisa Power.

#### **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 President asked Council 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 Mr. Roy Hogan, seconded by Ms. Ann Sheehan.

#### Agenda Item F – Report to Council from the Regulatory & Professional Policy Committee.

#### Issue

Ms. Joanne Kissane, Chair of the Regulatory and Professional Policy Committee, presented Council with a report of the Committee's last meeting.

#### Information

Copies of the Report had been circulated to Council prior to the meeting. Ms. Kissane informed Council that the position paper on the reform of the Pharmacy Act was now likely to be presented to Council at its meeting on April 28<sup>th</sup>. Ms. Kissane 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 – Any Other Business.

#### Issue

As tabled under item D

#### Information

A member of Council provided raised a query regarding National Standards Authority of Ireland (NSAI) inspections being carried out in retail pharmacy businesses. It was understood that the inspections were being conducted in accordance with the NSAI's regulatory remit with regard to the weighing scales and measuring devices held on pharmacy premises, but that these visits were unannounced and unfamiliar to pharmacists and causing some confusion. Council noted that the NSAI inspectors were required to produce a warrant of appointment for any such inspection visit. Council queried if the PSI could engage with the NSAI or provide some clarity to registrants on the PSI's understanding of the inspection authority held by the NSAI.

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

The Executive informed Council that as the NSAI was a regulatory body with a lawful remit, there were no grounds for the PSI to intervene with NSAI on the matter. The PSI would consider any useful information it could provide to registrants that might bring clarity to the situation about the role and requirements of the NSAI in relation to pharmacies.

**The Meeting concluded at 10:30 am**

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**President**

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**Date**