

PSI Council Public Meeting Minutes

Minutes of meeting number 124 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, April 28th, 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	Yes
Ms. Katherine Morrow	Council Member	No
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	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	No
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	Yes
Members of PSI staff in attendance online for all or part of the meeting included:		
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	Manager Legal Affairs & Fitness to Practise
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. Úna Ní Chárthaigh	Communication and Engagement Executive
Ms. Elizabeth O'Halloran	Research Officer
Mr. Pádraig Corbett	Strategic Policy Officer

The President took the opportunity to thank Ms. Fiona Walsh, Dr. Shane McCarthy, and Dr. Paul Gorecki, who were due to complete their terms of office on the PSI Council in May, and whose last Council meeting this would be. She stated their service to the PSI had been invaluable and would be sorely missed by all.

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
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
Ms. Geraldine Campbell declared a conflict of interest for item H.2. Mr. Graham Knowles declared a conflict of interest for item H.3. Ms. Joanne Kissane declared conflicts of interest for items E.6 and G.4. Prof. Brian Kirby declared a conflict of interest for item G.4.

Agenda Item C – Draft Minutes of Public Council Meeting No. 123

Issue
The Draft Minutes of Public Council Meeting No. 123 were tabled for approval by Council.

Information
None.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the draft Minutes of the public session of Council meeting number 132 held on March 24th 2022, on the proposal of Dr. Shane McCarthy and seconded by Ms Dorothy Donovan.

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 item K, Any Other Business.

Agenda Item E.1 Interim Registrar's Report

Issue

The Interim Registrar presented her Report to Council.

Information

The Interim Registrar informed Council that a PSI Ukraine Emergency Response Group had been established, with members drawn from a number of business areas, to coordinate the PSI's response to pharmacist and pharmacy-related issues arising from the conflict in Ukraine.

She also informed Council that the Department of Health and PSI had agreed on the Performance Delivery Agreement for 2022-2023, which was now at signature stage. In relation to the key performance indicators for the Preliminary Proceedings Committee (PPC), Council noted that the PPC had not met the key performance indicator for completion in the last four cases before it within six months and queried the basis for this. The Interim Registrar informed Council that this was being looked into and Council would be kept informed. Council noted that PSI had recently recruited an additional solicitor to assist with the complaints caseload and that the situation would continue to be closely monitored by the Executive working with the PPC.

Council queried the outputs from the UK & Ireland Controlled Drugs Group. The Executive informed Council that the Group consisted of Irish and UK pharmacy-related regulators, who met regularly to share intelligence on areas of common interest.

Decision Approved and/or Action Requested by Council

Council agreed that further research should be carried out on the reasons underpinning the current state of flux regarding workforce numbers, particularly concerning the appointment of superintendent and supervising pharmacists in the retail pharmacy business sector.

Agenda Item E.2 – Update on Q2 Implementation of the Service Plan 2022.

Issue

The Interim Registrar updated Council on the implementation of the Service Plan 2022

Information

The Interim Registrar informed Council that the Executive Leadership Team was due to conduct an internal review of the 2022 Service Plan deliverables, which would commence shortly. The 2022 Service Plan will be assessed in terms of what is achievable in 2022 in light of priorities and current PSI resource capacity. The findings arising from the review will be presented to Council at the next public meeting, which will take place on June 23rd.

Decision Approved and/or Action Requested by Council

The update was noted by Council.

Agenda Item E.3 – Appointment of Presiding Officer and Alternate Presiding Officer for Election of President & Vice President of Council.

Issue

Council was asked to approve the appointment of a Presiding Officer and Alternate Presiding Officer for the election of President & Vice President of the Council of the PSI.

Information

As required by the Pharmaceutical Society of Ireland (Council) Rules 2008 (S.I. No. 492 of 2008), as amended, each year, at the last Council meeting convened before May 22nd, Council must appoint, for the purpose of the election of a President and Vice-President of Council, a Presiding Officer, and an Alternate Presiding Officer, neither of whom shall be members of Council.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of Mr. Éanna Ó Lochlainn, Acting Head of Governance and Programme Delivery, as Presiding Officer, and Ms. Ciara Dooley, Regulatory Risk Co-ordinator, as Alternate Presiding Officer for the Election of President & Vice President of Council on the proposal of Mr. Rory O'Donnell, seconded by Ms. Marie Louisa Power.

Agenda Item E.4 Request for Approval from Council for a change to the Pharmaceutical Registration Systems – Third Country Qualification Recognition policy regarding fee waiver.

Issue

Council was asked to amend the Pharmaceutical Registration Systems – Third Country Qualification Recognition policy regarding the waiver of registration fees.

Information

The Executive asked Council to approve a policy whereby the fee in respect of an application for recognition of a third country qualification as specified in the Pharmaceutical Society of Ireland (Fees) Rules 2014-2020, Schedule 1, be waived under the provisions of Rule 5 of these rules, in the case of applicants availing of Temporary Protection status under the EU Temporary Protection Directive. Questions were invited from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved a change to the Pharmaceutical Registration Systems – Third Country Qualification Recognition policy, regarding fee waiver, on the proposal of Dr Paul Gorecki, seconded by Ms Dorothy O Donovan.

Agenda Item E.5 – Update to Council regarding the publication of Fitness To Practise Outcomes.

Issue

Council was provided with an update on where and how outcomes of Fitness to Practise complaints were published by the PSI and the legal basis for this by Ms. Caroline Murphy, Manager of Legal Affairs & Fitness to Practise Manager.

Information

Council queried if the term ‘public interest’ was defined in law. Council was informed that it was not defined in any particular piece of law as such but rather that its accepted parameters were grounded in case law and legal precedent. Council was referred to its Publication and Disclosure Policy 2016, where guidance is provided on the factors generally taken into account when considering complaints and making decisions in the “public interest”.

Decision Approved and/or Action Requested by Council

The update was noted by Council

Agenda Item E.6 – Approval of Appeals Examiner in respect of Professional Registration Examination (PRE)

Issue

Council was asked to approve the appointment of an Appeals Examiner for the Professional Registration Examination (PRE)

Information

The Council was asked to appoint an Appeals Examiner for the Appeal Hearing due to be held in May 2022, relating to the February 2022 sitting of the PRE.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of Assistant Professor Eimear Ní Sheachnasaigh of the School of Pharmacy and Pharmaceutical Sciences at Trinity College, Dublin, as the Appeals Examiner for the Professional Registration Examination (PRE), on the proposal of Mr. Fintan Foy, seconded by Ms. Marie Louisa Power.

Agenda Item F – Report to Council from the Business Transformation Project Programme Board

Issue

Mr. Fintan Foy, Chair of the Business Transformation Project Programme Board, presented its Report to Council, copies of which had been circulated in advance of the meeting.

Information

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 G.1 – Report to Council from the Regulatory and Professional Policy Committee

Issue

Ms. Joanne Kissane, Chair of the Regulatory and Professional Policy Committee, presented its Report to Council, copies of which had been circulated in advance of the meeting.

Information

Ms Kissane invited questions from Council. Council had no question.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item G.2 – Request for Approval of Position Paper on the Regulation of Retail Pharmacy Businesses: Current Approach and Future Developments

Issue

Council was asked to approve a Position Paper on the Regulation of Retail Pharmacy Businesses.

Information

Council queried if precursor risks to the introduction of regulatory standards had been identified or assessed and highlighted that these would need to be addressed before a standards-based approach could be embedded. The Executive acknowledged this and informed Council that a regulatory impact assessment would be conducted before any changes, and all precursor risks would be identified and assessed before implementing a standards-based approach. The President thanked Mr. Shane McGlynn for his work on the paper.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Position Paper on the Regulation of Retail Pharmacy Businesses: Current Approach and Future Developments on the proposal of Ms. Geraldine Campbell, seconded by Mr. Paul Turpin.

Agenda Item G.3 – Request for Approval of PSI Position Paper on the Need for Reform of the Pharmacy Act.

Issue

Request for Approval from Council of a Position Paper on the Need for Reform of the Pharmacy Act.

Information

Council was informed that following engagement with the Department of Health on advancing reform of the Pharmacy Act 2007, the PSI had produced a position paper on the matter. Council members discussed the stages of the project and sought clarifications on whether the matters set out in the paper relating to the size and structure of the Council are finalised policy proposals for reform. The Chair of the Regulatory and Professional Policy

Committee informed the Council that the position paper illustrates potential alternative regulatory approaches; however, it was envisaged that the next stages of the project would involve the commissioning of evidence reviews/expert reviews across a number of areas, in order to develop evidence-based policy proposals for reform. Council highlighted the significant work which had been undertaken in the development of the position paper, its usefulness and its strong evidence-base. The President thanked Dr. Cora Nestor, Ms. Elizabeth O'Halloran and Mr. Pádraig Corbett for their work on the paper.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Position Paper on the Need for Reform of the Pharmacy Act on the proposal of Ms. Fiona Walsh, seconded by Mr. Rory O'Donnell.

Agenda Item G.4 – Request for Approval of Revised Accreditation Policy.

Issue

Request for Approval from Council of the PSI's Revised Accreditation Policy

Information

Prof. Brian Kirby and Ms. Joanne Kissane recused themselves from the meeting for this item. Dr. Paul Gorecki left the meeting. Ms. Grainne Power deputising for Ms. Kissane informed Council that following consultation with the Schools of Pharmacy, the PSI's Accreditation Policy had been revised to include information on the management of the Annual Reporting process by the PSI. The Regulatory and Professional Policy Committee considered this matter at its meeting on April 12th 2022 and recommended that Council approve the revised Accreditation Policy.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Revised Accreditation Policy on the proposal of Ms. Fiona Walsh, seconded by Ms. Geraldine Campbell.

Agenda Item H.1 – Report to Council from the Special Purpose Committee

Issue

Ms Muireann Ní Shúilleabháin, Chair of the Special Purpose Committee, presented its Report to Council, copies of which had been circulated in advance of the meeting.

Information

Prof. Brian Kirby and Ms. Joanne Kissane returned to the meeting. Ms. Ní Shúilleabháin 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 – Recommendation to Council for its approval of the appointment of New Chair of the Audit & Risk Committee

Issue

Request for approval of a recommendation to Council for its approval of the appointment of New Chair of the Audit & Risk Committee.

Information

Ms. Geraldine Campbell recused herself for this item. Council was informed that Dr. Paul Gorecki, the current Chair of the Audit & Risk Committee, will complete his term of office as a member of the Council on May 15th 2022, and will therefore also be standing down as Chair of the Audit & Risk Committee. Following the review of expressions of interest received from Council members for the role and consideration of the core competencies required, it was the recommendation of the Special Purposes Committee to Council that Ms. Geraldine Campbell be appointed Chair of the Audit & Risk Committee

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of Ms. Geraldine Campbell as Chair of the Audit & Risk Committee on the proposal of Mr. Graham Knowles, seconded by Mr. Paul Turpin.

Agenda Item H.3 – Recommendation to Council for its approval of the appointment of New Member of the Audit & Risk Committee

Issue

Request for approval of a recommendation to Council for its approval of the appointment of New Member of the Audit & Risk Committee

Information

Ms. Geraldine Campbell returned to the meeting. Mr. Graham Knowles recused himself for this item. Council was informed that Ms. Fiona Walsh will complete her term of office as a member of Council on May 15th 2022, and will therefore also be standing down as a Council member of the Audit & Risk Committee. Following a review of expressions of interest received from Council members for the role and consideration of the core competencies required, it was the recommendation of the Special Purposes Committee to Council that Mr. Graham Knowles be appointed a member of the Audit & Risk Committee

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of Mr. Graham Knowles as a member of the Audit & Risk Committee on the proposal of Mr. Fintan Foy, seconded by Ms. Joanne Kissane.

Agenda Item H.4 – Recommendation to Council for its approval of an Exit Interview Process for departing Council members

Issue

Recommendation to Council for its approval of an Exit Interview Process for departing Council members.

Information

Mr. Graham Knowles returned to the meeting. Council was asked to approve the recommendation of the Special Purposes Committee with regard to an exit interview process for departing Council members to be administered by a third-party provider. Council expressed the view that the exit interview should occur as soon as possible following the relevant Council member's term of office completion.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved an Exit Interview Process for departing Council members on the proposal of Ms. Dorothy Donovan, seconded by Ms. Marie Louisa Power.

Agenda Item H.5 – Recommendation to Council for its approval regarding the format of future Council, Advisory and Disciplinary Committee meetings

Issue

Recommendation for approval by Council of the format of future Council, Advisory and Disciplinary Committee meetings

Information

Council was asked to approve;

- From June, Council meetings will be held on-site in PSI House.
- That Council members will participate in person, and by exception Council members will be facilitated to participate remotely.
- Advisory Committees will continue to meet remotely; however, one meeting a year will be held in person, the Committee Chair will determine the onsite meeting date.

- From June, the Preliminary Proceedings Committee (PPC) will continue to meet remotely. There may be a need for on-site meetings, which will be discussed further with the Chair.
- From June, the Professional Conduct Committee and the Health Committee will meet on-site, and remote inquiries may be used in the interest of efficiency where it suits all parties, and this will be discussed further with the Chairs of the Committees.
- These arrangements will be re-examined at the Council training day in October.

Council accepted the proposal, subject to the President retaining full discretion in the matter of convening online Council meetings, noting that this should remain a matter for the President to decide.

The Council requested a modification of the meeting format for the PPC. Council believed that all three of the PSI's Disciplinary Committees should meet on-site from June, with remote inquiries to be used in the interest of efficiency where it suited all parties, and this would be discussed with the Chairs of each Committee. Council rejected the proposal outlined in the meeting paper that the Preliminary Proceedings Committee should continue to meet remotely only.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the proposal, as amended, that all three of the PSI's Disciplinary Committees should seek, from June onwards, to meet on-site, with remote inquiries to be used in the interest of efficiency where it suited all parties, and this would be discussed with the Chairs of each Committee. It rejected the proposal outlined in the meeting paper that the Preliminary Proceedings Committee should continue to meet remotely only on the proposal of Ms. Joanne Kissane, seconded by Dr. Shane McCarthy.

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

Issue

Report to Council from the Performance & Resources Committee

Information

The Performance and Resources Committee Report to Council had been circulated prior to the meeting. The Committee Chair, Mr. Paul Turpin, invited questions from Council. Council had no questions. The President thanked Mr. Graham Knowles, who had stepped down as Chair of the Committee, for his exemplary service.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item J.1 – Update on the Recruitment of a New Registrar**Issue**

Council was updated on the recruitment of a new Registrar of the PSI

Information

The President informed Council that the Public Appointments Service (PAS) could not assist PSI with the recruitment process, and therefore approval was subsequently sought from the Department of Health to procure a recruitment agency to assist the PSI with the recruitment process. The President advised Council that PSI had received approval from the Department on March 25th and that the procurement of a recruitment agency had commenced, with a closing date for receipt of quotes on April 29th. The President advised Council that recruitment for the Registrar will commence shortly following the signing of a contract with the successful recruitment agency.

Concern was expressed that the recruitment process had not yet commenced due to PAS not being available to assist the PSI. Council was advised that the recruitment process, in addition to the potential notice period of the successful applicant, would likely mean that a new Registrar was unlikely to be in place for a further six months. Council expressed the view that the procurement exercise should be focused on the quality of the supplier's proposed service offering, rather than solely on price, given the enormous variance in the quality of the offerings in the recruitment sector. The Executive accepted this.

Decision Approved and/or Action Requested by Council

The update was noted by Council.

Agenda Item K.1 – Any Other Business**Issue**

Any Other Business

Information

None.

Decision Approved and/or Action Requested by Council

No item had been tabled for discussion.

The Meeting concluded at 11:35 am

President

Date