

## PSI Council Public Meeting Minutes

Minutes of meeting number 122 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 3rd 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	No
Mr. Graham Knowles	Council Member	Yes
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	No
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Ms. Geraldine Campbell	Council Member	Yes
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
Mr. Fintan Foy	Council Member	Yes
<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)

**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. 121**

<b>Issue</b>
The Draft Minutes of Public Council Meeting No. 121 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 121 held on the 3 <sup>rd</sup> of February 2022, on the proposal of Mr. Graham Knowles, and seconded by Ms. Katherine Morrow.

#### **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 J, Any Other Business.
<b>Information</b>
None.
<b>Decision Approved, and/or Action Requested by Council</b>
One item was tabled for discussion under item J, Any Other Business.

## Agenda Item E.1 Interim 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 Interim Registrar updated Council on the PSI's ongoing response to the public health emergency. She drew Council's attention to the appeal by a registrant that the High Court did not uphold, following a sanction of temporary suspension from the register and conditions imposed by the Council of the PSI in late 2021 following a fitness to practise inquiry relating to a complaint against that pharmacist. The decision of the Council was confirmed.

Council queried what correspondence there had been between the PSI and the Department of Agriculture, Food and Marine regarding pharmacies dispensing Veterinary Medicinal Products (VMPs) for use in Non-Companion Food-Producing Animals in relation to the introduction of the new digital National Veterinary Prescription System (NVPS). The Interim Registrar informed Council that the PSI had engaged in a number of written exchanges with the Department in January regarding the matter and that the PSI was looking in detail at the response of the Department in the context of pharmacy and medicines legislation, given that some medicines for human use are also administered to animals.

Council queried when the PSI's Falsified Medicines Directive (FMD) enforcement measures were due to go live and were informed that this would largely depend on the timetable for publication of statutory regulations by the Department of Health. Council was informed that provisions for enforcement would only apply in extreme cases. Council was informed that medicines scanning, in most cases, was operating effectively and that ongoing software issues continued to be addressed by the Irish Medicines Verification Organisation (IMVO).

Council queried if a timetable for return to in-person meeting concerning the administration of Council and Committee business had been agreed and were informed that this would be discussed at Council's planning and development day on March 24<sup>th</sup>, but that it was hoped in-person meetings would commence in the coming months.

Council queried if there were key performance indicators tracking the target length of time from commencement of a fitness to practise complaint to the date of inquiry and were informed that the target for completion of the process was 24 months from the date of receipt of a complaint to the date of the inquiry. The Interim Registrar confirmed that this KPI would be included in the Registrar Report metrics for all forthcoming meetings.

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

The Report was noted by Council.

### Agenda Item E.2 – Update on Q1 implementation of the Service Plan 2022

#### Issue

Update on Q1 implementation of the Service Plan 2022

#### Information

The Interim Registrar provided Council with an update on progress against the 2022 Service Plan. She invited questions from Council. Council had no questions.

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

The update was noted by Council.

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

#### Issue

Mr. Graham Knowles, Chair of the Performance and Resources Committee, presented the Report of the Performance & Resources Committee to Council.

#### Information

Copies of the Report had been circulated to Council prior to the meeting. Mr Knowles 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 for the Performance and Resources Committee's 2022 Workplan

#### Issue

Mr. Graham Knowles, Chair of the Performance and Resources Committee, presented the Performance and Resources Committee's 2022 Workplan to Council for approval.

#### Information

The Workplan had been circulated to Council prior to the meeting. Mr. Knowles 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's 2022 Workplan on the proposal of Ms. Marie Louisa Power and seconded by Prof. Brian Kirby.

### Agenda Item F.3 – Request for approval from Council for the Performance and Resources Committee's revised Terms of Reference.

#### Issue

Mr. Graham Knowles, Chair of the Performance and Resources Committee, presented the Performance and Resources Committee's revised Terms of Reference to Council for approval.

#### Information

Copies of the revised Terms of Reference had been circulated to Council prior to the meeting. Mr Knowles 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's revised Terms of Reference on the proposal of Dr. Paul Gorecki and seconded by Ms. Geraldine Campbell.

### Agenda Item F.4 – Request for approval of the revised PSI Procurement Policy.

#### Issue

Mr. Graham Knowles, Chair of the Performance and Resources Committee, presented the revised PSI Procurement Policy to Council for approval.

#### Information

The revised Procurement Policy had been circulated to Council prior to the meeting. Mr Knowles invited questions from Council. Council noted that the threshold for what were deemed to be high-value procurements, (€25k and above) was relatively low. Council was informed by the Executive that PSI, as a statutory body, is governed by Public Procurement Guidelines, national legislation, and EU Directives. The thresholds are set within these guidelines, and there was no scope for flexibility concerning the thresholds outlined in the policy. This was noted by Council.

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

**Decision Approved:** Council approved the revised PSI Procurement Policy on the proposal of Ms. Fiona Walsh and seconded by Dr. Shane McCarthy.

### Agenda Item F.5 – Request for approval of the revised Corporate Procurement

### Plan 2021-2023.

#### Issue

Mr. Graham Knowles, Chair of the Performance and Resources Committee, presented the revised Corporate Procurement Plan 2021-2023 (incorporating the 2022 Procurement Plan) to Council for approval.

#### Information

The revised Corporate Procurement Plan 2021-2023 (incorporating the 2022 Procurement Plan) had been circulated to Council prior to the meeting. Mr Knowles invited questions from Council. The President took the opportunity to thank Mr. Knowles, who would shortly be stepping down as Chair of the Performance and Resources Committee, for his work as Committee Chair. Mr. Knowles thanked the President and fellow Committee members for their support during his tenure as Chair.

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

**Decision Approved:** Council approved the Corporate Procurement Plan 2021-2023 (incorporating the 2022 Procurement Plan) on the proposal of Ms. Joanne Kissane and seconded by Mr. Fintan Foy.

### Agenda Item G.1 – Report to Council from the Business Transformation Project Programme Board.

#### Issue

Mr. Fintan Foy, Chair of the Business Transformation Project Programme Board, presented the Board's Report to Council.

#### Information

The Business Transformation Project Programme Board Report to Council had been circulated to Council prior to the meeting. Mr. Foy informed Council that the number of helpline queries regarding the new online registrant portal had dropped since the last meeting of Council and that no change had been made to the Business Transformation Project Programme Board risk register since the last meeting of Council. He invited questions from Council. Council had no questions.

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

**Decision Approved:** The Report was noted by Council.

### Agenda Item H.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.

#### Information

Copies of the Report to Council from the Regulatory and Professional Policy Committee had been circulated to Council prior to 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 H.2 – Request for Approval from Council for Regulatory and Professional Policy Committee 2022 Workplan

#### Issue

Ms. Joanne Kissane, Chair of the Regulatory and Professional Policy Committee, presented the Regulatory and Professional Policy Committee 2022 Workplan to Council for its approval.

#### Information

The Regulatory and Professional Policy Committee 2022 Workplan had been circulated to Council prior to the meeting. Questions were invited from Council. Council had no questions.

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

**Decision Approved:** Council approved the Regulatory and Professional Policy Committee 2022 Workplan on the proposal of Mr. Rory O'Donnell and seconded by Ms. Fiona Walsh.

#### Agenda Item H.3 – Request for Approval from Council for Regulatory and Professional Policy revised terms of reference

#### Issue

Ms. Joanne Kissane, Chair of the Regulatory and Professional Policy Committee, presented the Regulatory and Professional Policy Committee revised Terms of Reference to Council for its approval.

#### Information

The Regulatory and Professional Policy Committee revised Terms of Reference had been circulated to Council prior to the meeting. Questions were invited from Council. Council had no questions.

<b>Decision Approved, and/or Action Requested by Council</b>
<b>Decision Approved:</b> Council approved the Regulatory and Professional Policy Committee revised Terms of Reference on the proposal of Mr. Rory O'Donnell and seconded by Ms. Fiona Walsh.

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

<b>Issue</b>
Ms. Muireann Ní Shúilleabháin, Chair of the Special Purposes Committee, presented its Report to Council.

<b>Information</b>
The Special Purposes Committee Report had been circulated to Council prior to the meeting. Questions were invited from Council. Council had no questions.

<b>Decision Approved, and/or Action Requested by Council</b>
The Report was noted by Council.

**Agenda Item I.2 – Request for Approval from Council for revised Terms of Reference of the Special Purposes Committee**

<b>Issue</b>
Ms. Muireann Ní Shúilleabháin, Chair of the Special Purposes Committee, presented the revised Special Purposes Committee Terms of Reference to the Council for its approval.

<b>Information</b>
The Special Purposes Committee's revised Terms of Reference had been circulated to Council in advance of the meeting.

<b>Decision Approved, and/or Action Requested by Council</b>
<b>Decision Approved:</b> Council approved the Special Purposes Committee's revised Terms of Reference on the proposal of Ms. Katherine Morrow and seconded by Mr. Fintan Foy.

**Agenda Item I.3 – Recommendation to Council for approval, for appointment of a new Chair of the Performance and Resources Committee**



## Issue

Ms. Muireann Ní Shúilleabháin, Chair of the Special Purposes Committee, presented the recommendation of the Special Purposes Committee to Council that Mr. Paul Turpin be appointed a member, and Chair, of the Performance and Resources Committee.

## Information

Mr Paul Turpin recused himself from the meeting for this item.

Council noted the continued importance of succession planning with regard to the Advisory Committee Chairs and urged the Executive to strive to seek ways in which this could be addressed as a number of vacancies were due to arise next year due to the completion of terms of office of Council members.

Following a review of the expressions of interest received from Council members for the role of Chair of the Performance and Resources Committee, and consideration of the core competencies required, the recommendation of the Special Purposes Committee to Council was that:

1. Mr. Paul Turpin be appointed a member of the Performance and Resources Committee, and dependent on Council's approval of this;
2. That Mr Paul Turpin be appointed Chair of the Performance and Resources Committee.

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

**Decision Approved:** Council approved the appointment of Mr. Paul Turpin as a member of the Performance and Resources Committee on the proposal of Ms. Katherine Morrow and seconded by Ms Fiona Walsh.

**Decision Approved:** Council approved the appointment of Mr. Paul Turpin as Chair of the Performance and Resources Committee on the proposal of Ms. Katherine Morrow and seconded by Ms Fiona Walsh.

## Agenda Item J.1 – Any Other Business

## Issue

An item had been tabled for discussion under agenda item D.

## Information

Mr. Paul Turpin returned to the meeting.

Council discussed matters relating to the emergency supply of medicines to Ukraine, and the potential regulatory issues arising from this, given that Ukraine was not a member of the EU.

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

The matter had been raised by the Executive with the Department of Health, and they were waiting for a response regarding the matter. Members of the profession wishing to contribute to, or offer

assistance, should be advised that they should contact an appropriate national non-governmental organisation such as the Red Cross who, were already on the ground in Ukraine, and leading the response to the ongoing humanitarian crisis. Council agreed that it would be appropriate for this advice to be issued to all registrants, either by e-mail or in the e-newsletter.

**The Meeting concluded at 11:30 am**

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**President**

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**Date**