

PSI Council Public Meeting Minutes

Minutes of meeting number 129 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 08:30am on Thursday, 15th December 2022.

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	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	Yes
Prof. Brian Kirby	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes (on-line)
Ms. Dorothy Donovan	Council Member	Yes
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Ms. Geraldine Campbell	Council Member	Yes (on-line)
Mr. Sean Reilly	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Mr. Roy Hogan	Council Member	Yes
Mr. Fintan Foy	Council Member	Yes
Mr. Peter Dennehy	Council Member	Yes (on-line)
Dr. Paula Barry Walsh	Council Member	Yes
Dr. Ann McGarry	Council Member	Yes (on-line)
Members of PSI staff in attendance online for all or part of the meeting included:		
Dr. Lorraine Horgan	Interim Registrar	
Mr. Éanna Ó Lochlainn	Governance and Planning Officer	
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	
Ms. Aoife Mellett	Head of Practitioner Assurance	

Mr. John Bryan	Head of Community Pharmacy Assurance
Mr. Aidan Flynn	Business Transformation Project Manager
Ms. Malika Hammani	Finance and Support Services Manager

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. Ann Sheehan declared a conflict of interest for agenda item H.3, and Prof. Brian Kirby declared a conflict of interest for agenda item G.3.

Agenda Item C – Draft Minutes of Public Council Meeting No. 127

Issue

The Draft Minutes of Public Council Meeting No.127 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 127 held on the 6th of October 2022, on the proposal of Ms. Marie Louisa Power and seconded by Mr. John Given.

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

An item was tabled for discussion by a member of Council.

Decision Approved, and/or Action Requested by Council

It was agreed that Council was not the appropriate forum for the matter in question to be discussed.

Agenda Item E.1 Presentation of the Interim Registrar's Report

Issue

The Interim Registrar presented her Report to Council.

Information

Copies of the Report had been circulated to Council in advance of the meeting. Following her presentation, the Interim Registrar, Dr. Lorraine Horgan, invited questions from Council. Following questioning regarding the PSI's pharmacy workforce project, Dr. Horgan informed Council that Grant Thornton would be in a position to present their final draft report to Council in 2023. Council queried what the timeline was in relation to the proposed legislation regarding the emergency supply of controlled drugs. Council was informed that PSI understands that the proposed new legislation was likely to be enacted in May 2023 and that PSI also understands the Department of Health will be informing stakeholders of the proposed changes well in advance of that date.

Council queried if the PSI had provided commentary to the Department of Agriculture, Food and the Marine (DAFM) regarding proposed veterinary medicinal products legislation. Dr. Horgan confirmed that engagement with the Department was ongoing in relation to this matter, and that the PSI had provided its detailed commentary to the DAFM at the start of December. Council emphasised the importance of pharmacists being able to view any prescription issued for the dispensing of a veterinary medicinal product, in its entirety.

Council queried why a business case and sanction from the Department of Health (DOH) was required to replace a staff member who had requested a career break. Council was informed that the post had previously been approved as a 0.6 full-time equivalent (FTE) post at PSI's request by the DOH. For the purposes of the career break backfill cover, PSI was requesting that the post be sanctioned on a 1.0 FTE basis in order to attract a wider potential field of applicants. Consequently, sanction was required from the Department of Health in order for the post to be sanctioned as a 1.0 FTE role.

From the statistics presented to Council, it was noted that only 40% of complaints made against registrants that were considered by the Preliminary Proceedings Committee (PPC) since the last report to Council in October 2022 met the organisation's key performance indicator (KPI). That KPI is stated as the final PPC decision being made within six months from the date of receipt of complaint to the date of that decision. Council queried whether that KPI should be reconsidered. Council was informed that work was ongoing with the

PPC Chair to address the matter, and it was hoped the PSI would be back on track by the end of Q1 2023. Council also queried if there were any KPIs for the PSI's pharmacy inspections. Council was informed that there were as these were agreed in the 2022 Service Plan. Council also noted that there were additional targets set out in the Department of Health's Performance Delivery Agreement with the PSI, and that these would be added to future Registrar's Reports.

Decision Approved, and/or Action Requested by Council

Council noted the Report. The President thanked Dr. Horgan for her dedication, hard work, and leadership over the last year, as this was her final meeting as Interim Registrar of the PSI.

Agenda Item E.2 Update on Q4 implementation of the Service Plan 2022.

Issue

Update on Q2 implementation of the Service Plan 2022.

Information

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

Decision Approved, and/or Action Requested by Council

Council noted the update.

Agenda Item E.3 – PSI 2023 Service Plan and Budget

Issue

(a) Request for Approval of the PSI Service Plan Budget

(b) Recommendation of the Performance and Resources Committee on the PSI Budget 2023

Information

Council noted there were good levels of transparency in the draft 2023 Service Plan. Mr. Paul Turpin, Chair of the Performance and Resources Committee, informed Council the Committee was content that both the draft Service Plan and draft Budget for 2023 met the required levels of prudence and efficiency, and were aligned with the PSI's strategic objectives. He stated he was content to recommend both to Council on behalf of the Committee.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Service Plan and Budget for 2023, on the proposal of Mr. Rory O'Donnell, and seconded by Prof. Brian Kirby.

Agenda Item E.4 – Request for approval appointment of Returning Officer, Substitute Returning Officer, and two Scrutineers for the election of pharmacist members to the PSI Council in 2023

Issue

Request for approval of appointment of Returning Officer, Substitute Returning Officer, and two Scrutineers for the election of pharmacist members to the PSI Council in 2023.

Information

Council was informed that in accordance with section 6(1) of the PSI (Council) 2008 Rules, at the final meeting of 2022, a Returning Officer and a Substitute Returning Officer, as well as two persons who would act as independent scrutineers at the Council election of pharmacist members scheduled to take place in 2023, would need to be appointed.

Decision Approved, and/or Action Requested by Council

Council approved the appointment of Ms. Joanne Kissane, PSI Registrar and Chief Officer designate, as Returning Officer, and Dr. Cheryl Stokes, Head of Governance & Programme Delivery as Substitute Returning Officer, and Mr. John Lynch and Mr. Pat O'Dowd as Independent Scrutineers, on the proposal of Ms. Katherine Morrow and seconded by Mr. John Given.

Agenda Item E.5 – Request for approval of the appointment of Third Country Qualification Recognition (TCQR) route Professional Registration Examination (PRE) Appeals Examiner.

Issue

Request for approval of the appointment of Third Country Qualification Recognition (TCQR) route Professional Registration Examination (PRE) Appeals Examiner.

Information

Council was asked to appoint a person to act as Appeals Examiner for an Appeal Hearing due to be held in January 2023.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the appointment of Dr Suzanne McCarthy, Senior Lecturer, at the School of Pharmacy, University College Cork as the Appeals Examiner on the proposal of Ms. Dorothy Donovan, and seconded by Prof. Brian Kirby.

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

Issue

Report to Council from the Business Transformation Project Programme Board.

Information

Mr. Fintan Foy, Chair of the Business Transformation Project Programme Board, presented the Report from the Board, a copy of which 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

Council noted the Report.

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

Issue

Report to Council from the Regulatory and Professional Policy Committee.

Information

Prof. Brian Kirby, Acting Chair of the Regulatory and Professional Policy Committee, presented the Report from the Committee, a copy of which 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

Council noted the Report.

Agenda Item G.2 Request for approval of revised Core Competency Framework (CCF) for Pharmacists.

Issue

Request for approval of a revised Core Competency Framework (CCF) for Pharmacists.

Information

Prof. Brian Kirby, Acting Chair of the Regulatory and Professional Policy (RPP) Committee, confirmed that the RPP Committee considered the revised Core Competency Framework

at its meeting on 1 December. He informed Council that the core competencies in the revised Framework were more broadly reflective of different areas of current pharmacy practice, than had been the case in the previous iteration of the Framework. He thanked the Executive for all their work in relation to the revision carried out and confirmed that the RPP Committee was recommending the revised Core Competency Framework to Council for approval.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the revised Core Competency Framework (CCF) for Pharmacists on the proposal of Mr. John Given, and seconded by Ms. Marie Louisa Power.

Agenda Item G.3 – Request for approval of the Irish Institute of Pharmacy’s Workplan 2023

Issue

Request for approval of the Irish Institute of Pharmacy’s Workplan 2023

Information

Prof. Brian Kirby recused himself from the meeting for this item. Ms. Grainne Power deputising for Prof. Kirby, informed Council that having reviewed the draft IOP workplan for 2023, the Regulatory and Professional Policy Committee was recommending that the workplan be approved by Council. A copy of the workplan had been circulated to Council before the meeting. Ms. Power invited questions from Council. Council had no question.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Irish Institute of Pharmacy’s Workplan 2023 on the proposal of Mr. Rory O’Donnell, and seconded by Ms. Marie Louisa Power.

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

Issue

Report to Council from the Special Purpose Committee.

Information

Prof. Brian Kirby returned to the meeting. Ms. Muireann Ní Shúilleabháin, President, and Chair of the Special Purposes Committee, presented the Report from the Committee, a copy of which 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

Council noted the Report.

Agenda Item H.2 – Request for approval of recommendation to amend the terms of reference of PSI Advisory Committees.

Issue

Request for approval of recommendation to amend the terms of reference of PSI Advisory Committees.

Information

Council was informed that following a recommendation received from the Audit & Risk Committee which has oversight for the PSI's governance, the Special Purposes Committee was recommending to Council, that a review by each PSI Advisory Committee of its terms of reference, be made a mandatory annual requirement, as opposed to a periodic requirement, and that each Advisory Committee's terms of reference be amended to reflect this, with immediate effect.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the recommendation to amend the terms of reference of PSI Advisory Committees on the proposal of Ms. Katherine Morrow, and seconded by Dr. Paula Barry Walsh.

Agenda Item H.3 – Request for approval of recommendation to re-appoint the Chair of the Health Committee until their term of office on Council finishes in June 2023.

Issue

Request for approval of recommendation to re-appoint the Chair of the Health Committee until their term of office on Council finishes in June 2023.

Information

Ms. Ann Sheehan recused herself from the meeting for this item. Council was informed that Ms. Ann Sheehan's term of office as Chair of the Health Committee was due to expire shortly and that the Special Purposes Committee was recommending that she be re-appointed for the remainder of her term of office on Council.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the recommendation to re-appoint Ms. Ann Sheehan, as Chair of the Health Committee until her term of office on Council finishes in June 2023 on the proposal of Mr. Paul Turpin, and seconded by Prof. Brian Kirby.

Agenda Item H.4 – Request for approval of recommendation to re-appoint members of the Business Transformation Project Programme Board.

Issue

Request for approval of recommendation to re-appoint members of the Business Transformation Project Programme Board.

Information

Ms. Ann Sheehan returned to the meeting. The President informed Council that the Special Purposes Committee was recommending the following reappointments to the Business Transformation Project Programme Board:

1. That Mr. Paul Turpin be re-appointed to the Business Transformation Programme Board until the 17th of June 2023, which coincides with the expiry of his term of office on Council.
2. That Mr. Fintan Foy be re-appointed as Chair of the Business Transformation Programme Board until the 17th of June 2023, which coincides with the expiry of his term of office on Council.
3. That Mr. Sean Reilly be re-appointed until the 30th of June 2023.
4. That Mr. Enda Kyne be re-appointed for a term of two years following the expiry of his current term.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the recommendation to re-appoint Mr, Paul Turpin, Mr. Fintan Foy, Mr. Sean Reilly, and Mr. Enda Kyne to the Business Transformation Project Programme Board as per the terms of office outlined above, on the proposal of Ms. Marie Louisa Power, and seconded by Mr. John Given.

Agenda Item H.5 – Request for approval of recommendation to re-appoint Ms. Fiona Rowland to the Preliminary Proceedings Committee (PPC)

Issue

Request for approval of recommendation to re-appoint Ms. Fiona Rowland to the Preliminary Proceedings Committee (PPC).

Information

Council was informed that Ms. Fiona Rowland MPSI is currently a member of the Preliminary Proceedings Committee (PPC). Ms. Rowland's current term of office finishes on 31 December 2022, having served three years. Ms. Rowland had confirmed she is content to be re-appointed for a further five years to the Committee. Ms. Rowland is a pharmacy owner as defined under article 34(6) of the Pharmacy Act 2007 and amended under article

60 of the Regulated Professions (Health & Social Care) Amendment Act 2020.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the recommendation to re-appoint Ms. Fiona Rowland to the Preliminary Proceedings Committee (PPC) on the proposal of Mr. John Given, and seconded by Prof. Brian Kirby.

Agenda Item H.6 – Request for approval of revised PSI Publications and Disclosure Policy.

Issue

Request for approval of revised PSI Publications and Disclosure Policy.

Information

Council was informed that there were no substantive changes to the PSI Publications and Disclosure Policy in the proposed revised edition, but that a number of clarifications had been added in relation to publication of learnings, and privacy and anonymisation.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the revised PSI Publications and Disclosure Policy on the proposal of Mr. John Given, and seconded by Mr. Peter Dennehy.

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

Issue

Report to Council from the Performance & Resources Committee.

Information

Mr. Paul Turpin, Chair of the Performance & Resources Committee, presented the Report from the Committee, a copy of which 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

Council noted the Report.

Agenda Item I.2 Request for Approval of Management Accounts to 30 September 2022.

Issue

Request for Approval of Management Accounts to 30 September 2022.

Information

Mr. Paul Turpin, Chair of the Performance & Resources Committee, presented the Management Accounts to 30 September 2022 to Council, and recommended them for approval. A copy of the Accounts had been circulated to Council in advance of the meeting.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the Management Accounts to 30 September 2022 on the proposal of Mr. John Given, and seconded by Prof. Brian Kirby.

Agenda Item J.1 Report to Council from the Audit & Risk Committee

Issue

[Report to Council from the Audit & Risk Committee](#) .

Information

Ms. Geraldine Campbell, Chair of the Audit & Risk Committee, presented the Report from the Committee, a copy of which had been circulated to Council in advance of the meeting. Questions were invited from Council. Council queried if an audit of the PSI's organisational culture was something the Committee could usefully explore as part of its remit. Ms. Campbell agreed that this was something the Committee would look at, but expressed the view that it would not be helpful to deploy standard internal audit practice and methodology for such an audit, but that alternative approaches and models could be looked at.

Decision Approved, and/or Action Requested by Council

Council noted the Report.

Agenda Item J.2 Request for approval of revised Audit & Risk Committee Terms of Reference.

Issue

[Request for approval of revised Audit & Risk Committee Terms of Reference.](#)

Information

Ms. Geraldine Campbell, Chair of the Audit & Risk Committee, informed Council that in accordance with the recommendation of the Special Purposes Committee, it was proposed that the Audit & Risk Committee amend its terms of reference, in order that review of said terms of reference be made a mandatory annual requirement, as opposed to a periodic

requirement.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the revised Audit & Risk Committee Terms of Reference on the proposal of Mr. John Given, and seconded by Ms. Katherine Morrow.

Agenda Item K.1 Any Other Business

Issue

Any Other Business

Information

An item had been tabled for discussion under item D.

Decision Approved, and/or Action Requested by Council

Council agreed that a meeting of Council was not the appropriate forum in which to discuss the item which had been tabled for discussion.

The Meeting concluded at 10:50am

President

Date