

Agenda for Public Council Meeting No.139
08:30am Thursday, December 14th 2023
Location: In person at PSI House, and On-line

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

<u>Indicative Times</u>	<u>Item and Presenter</u>		
08:30am	A	Apologies	President
08:31am	B	<p>Declaration of Interests (please refer to Appendix A)</p> <p>Paragraph 9 of Schedule 1 to the Pharmacy Act 2007, deals with the necessary disclosure of certain interests by members of the Council and by members of its various committees. Those requirements are also reflected in the Code of Conduct adopted for Council members which also requires that they “be honest and open with regard to conflicts of interest (either real or perceived). Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.”</p> <p>A copy of paragraph 9 of Schedule 1 to the Act, relating to the disclosure of certain interests is therefore included as Appendix A and all members of the Committee are strongly advised to familiarise themselves with its contents.</p>	President
08:32am	C	Request for approval from Council of the draft Minutes of the public Council meeting No.136.	President
08:34am	D	Agreement on the Meeting Agenda.	President
E. Updates and Items from the Registrar			
08:35am	E.1	Registrar’s Report.	Registrar

08:50am	E.2	Update on Q4 implementation of the Service Plan 2023.	Registrar
09:00am	E.3	PSI 2024 Service Plan and Budget (a) Request for Approval of the PSI's 2024 Service Plan and Budget. (b) Recommendation of the Performance and Resources Committee on the PSI Budget 2024.	Registrar A. McGarry

F. Business Transformation Project Programme Board

09:20am	F.1	Report to Council from the Business Transformation Project Programme Board.	G. Power
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G. Special Purposes Committee

09:25am	G.1	Report to Council from the Special Purposes Committee.	President
09:30am	G.2	PSI Council Strategy Sub-Group: (a) Request for Approval of the Terms of Reference of the Strategy Sub-Group (b) Request for Approval of the appointment of Council members to the Strategy Sub-Group.	President
09:40am	G.3	Request for Approval of the Draft Code of Conduct for Disciplinary Committee Members.	President
09:50am	G.4	Request for Approval of the Re-Appointments to the Advisory Committees.	President
09:55am	G.5	Request for Approval of Appointments/Re-Appointments to the Disciplinary Committees.	President
10:00am	G.6	Request for Approval of Appointment to the Business Transformation Programme Board.	President
10:05am	G.7	Request for Approval of the Revised Standing Orders of Council.	President

10:15am	G.8	Request for Approval of the Performance Appraisal Process of the Registrar	President
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10:25am		Comfort Break	

J. Performance and Resources Committee

10:35am	H.1	Report to Council from the Performance & Resources Committee.	A. McGarry
10:40am	H.2	Request for Approval of the Revised Reserves Policy.	A. McGarry
10:50am	H.3	Request for Approval of the Management Accounts to 30 September 2023.	A. McGarry
11:00am	H.4	Request for Approval of a Statement on the PSI's Approach to Online Continued Registration and Payment Methods.	A. McGarry
11:05am	H.5	Request for Approval of new Bank Signatories and Related Motions.	A. McGarry
11:10am	H.6	Request for Approval of a 3-year Fixed-Term Contract Post of Advanced Practice Coordinator to be Funded from the PSI's Reserves.	A. McGarry
11.15 AM	H.7	Request for Approval of PSI's Climate Action Roadmap 2022-2023.	A. McGarry

I. Audit & Risk Committee

11:20am	I.1	Report to Council from the Audit & Risk Committee.	G. Campbell
11:25am	I.2	Request for Approval of Revised: (a) Data Protection and Breach Management Policy (b) CCTV Policy	G. Campbell

J. Regulatory and Professional Policy Committee

11:30am	J.1	Report to Council from the Regulatory and Professional Policy Committee.	R. O'Donnell
11:35am	J.2	Request for Approval of the Report on the Review of the CPD Model for Pharmacists.	R. O'Donnell
11:50am	J.3	Request for Approval of the Irish Institute of Pharmacy's Annual Workplan 2024.	R. O'Donnell
11:55am	J.4	Request for Approval of a Change to the Third Country Qualification Recognition Process Application Fee Waiver Policy.	R. O'Donnell

12:00		Comfort Break	

K. Any Other Business			
12:15pm	K.1	As tabled under Item D.	President

Ms. Joanne Kissane

Registrar & Chief Officer

We anticipate the Council meeting will finish at approximately 12:30pm

Council is next scheduled to convene on Thursday, January 25th 2024.

APPENDIX A

Pharmacy Act 2007 Schedule 1, Section 9: Disclosure of certain interests

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

- (a) an arrangement to which the Council is a party or a proposed such arrangement, or
- (b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

- (a) shall at the meeting, disclose that fact and the extent of the interest,
- (b) may not influence or seek to influence a decision to be made in relation to the matter, (c) shall absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,
- (d) may not vote on a decision relating to the matter, and
- (e) may not take part in any further deliberation of the Council or any of its committees relating to the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member’s course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.