

## PSI Council Public Meeting Minutes

**Minutes of meeting number 96 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 Wednesday 17 April 2019, at PSI House, Fenian Street, Dublin 2.**

### Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Mr. Rory O'Donnell	President	Yes
Ms. Nicola Cantwell	Vice President	Yes
Mr. Hugo Bonar	Council Member	Yes
Mr. Graham Knowles	Council Member	Yes
Ms. Veronica Treacy	Council Member	Yes
Mr. Shane McCarthy	Council Member	Yes
Mr. Michael Lyons	Council Member	Yes
Mr. Paul Turpin	Council Member	Yes
Ms. Ann Sheehan	Council Member	Yes
Assoc. Prof. Sheila Ryder	Council Member	Yes
Ms. Fiona Walsh	Council Member	Yes
Ms. Mary Rose Burke	Council Member	Yes
Ms. Joanne Kissane	Council Member	Yes
Ms. Muireann Ní Shuilleabháin	Council Member	No
Ms. Dorothy Donovan	Council Member	Yes
Dr. Ailis Quinlan	Council Member	Yes
Mr. Pat O'Dowd	Council Member	Yes
Mr. Seán Reilly	Council Member	Yes
Dr. Paul Gorecki	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Mr. Fintan Foy	Council Member	Yes

**Members of PSI staff in attendance included:**

Mr. Niall Byrne	Registrar
Ms. Louise Canavan	Acting Head of Corporate Governance and Public Affairs
Mr. Conor O’Leary	Acting Head of Pharmacy Practice Development Department
Mr. John Bryan	Head of Regulation
Dr. Lorraine Horgan	Head of Operations
Ms. Ruth McDonnell	Inspection and Enforcement Manager
Ms. Cora O’Connell	Education Manager
Mr. Éanna O Lochlainn	Governance & Planning Officer

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

**Agenda Item B**

**Issue**  
**Declaration of Interests by Members of Council**

**Information**  
Under item B of the Council Agenda, 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**  
**Decision Approved:** No conflicts of interest were declared by any member of Council

**Agenda Item C**

**Issue**  
**Draft Minutes of Public Council Meeting No. 95**

**Information**  
The President noted that the draft minutes of public Council meeting, number 95 had been circulated to Council members, and that no amendments had been received.

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

**Decision Approved:** Council approved the minutes of the public session of Council meeting number 95, held on the Thursday, 21<sup>st</sup> March 2019, on the proposal of Assoc. Prof. Shelia Ryder, and seconded by Mr. Paul Turpin.

### Agenda Item D.1 - Registrar's Report

#### Issue

The Registrar provided Council with an overview of some particular items from the Registrar's Report, a copy of which had been circulated to Council in advance of the meeting and took questions on matters arising.

#### Information

Arising from the contents of the Report:

Council requested confirmation that the survey being conducted by the PSI with regard to retail pharmacies operating in hospital settings, included within its scope, retail pharmacies based in acute hospitals, psychiatric hospitals, and community hospitals. The Executive confirmed that every registered retail pharmacy, irrespective of the nature of the hospital setting, is included in the survey.

Council queried the PSI's status in a recent prosecution at the District Court. The Registrar confirmed that the case in question had been initiated by the PSI and had subsequently been discontinued on public interest grounds.

Council queried whether the two practice placements being offered by the PSI to fourth year MPharm students, would be paid during the course of their placement at the PSI. The Registrar confirmed the placements would not be paid in the sense of being remunerated, but that the intention was to make a recognition payment of a modest nature at the end of the 4-month practice experience with the PSI.

The Registrar also highlighted two information items to the Council about the PSI's ongoing work to make a submission for recognition under the EFQM Excellence Model, and about regulatory effectiveness, impact, and risk, following learning from the recent visit of the CEO of the Ontario College of Veterinarians. The Registrar advised that the risk approach in use by the CVO is something that the PSI would explore. Council highlighted to the Executive the importance of ownership of specific PSI corporate and/or departmental risks being assigned to individual PSI managers, and cautioned against a non-specific centralisation of risk ownership within the organisation.

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

The presentation of the Registrar's Report was noted by Council

## Agenda Item D.2 - Service Plan Update

### Issue

The Registrar provided Council with an update by means of a presentation on the PSI's progress against its current Service Plan.

### Information

There are 15 strategic projects in the 2019 Service Plan, updated regularly by project owners to indicate a green, amber or red status. The Registrar updated the Council on the six projects which are currently flagged as amber, defined as "off track but can be brought back on track". Several of the projects were encountering delays on their projected timelines. The Registrar noted that this reflected the challenge of managing the competing demands of ongoing operational work while also pursuing a strategic development programme. No items are currently flagged as red.

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

The Service Plan update by the Registrar was noted by Council

## Agenda Item D.3 - Approval of the Appointment of Presiding Officer and Alternate Presiding Officer for Election of the President and Vice President of Council.

### Issue

Council was asked to approve the appointment of Ms. Sinead O'Keeffe as Presiding Officer, and Ms Louise Canavan as Alternate Presiding Officer for the forthcoming Election of the President and Vice President of the Council of the PSI.

### Information

The Registrar sought approval from Council for both appointments.

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

**Decision Approved:** Council agreed to approve the appointment of Ms. Sinead O'Keeffe as Presiding Officer, and Ms. Louise Canavan as Alternate Presiding Officer for the forthcoming election of the President and Vice President of the Council of the PSI, on the proposal of Ms. Veronica Treacy, and seconded by Mr. Shane McCarthy.

**Agenda Item D.4 - Approval of the Corporate Governance Framework.**  
**Approval of revised format of Council Public Meeting minutes and agenda.**  
**Update on prior publication of Council meeting papers.**

**Issue**

Council was asked to approve:

1. a revised draft of the PSI Corporate Governance Framework, and
2. to agree the updated format of Council public meeting minutes, and public meeting agenda.

**Information**

Council asked that it be clearly stated in the Corporate Governance Framework that any delegations made by Council could also be revoked.

Council requested that the reference to the Registrar 'reporting to Council' (in Fig 2), as opposed to, 'being accountable to Council' (on page 22, and page 27), be corrected in the Framework, and that the default throughout the Framework with regard to defining the Registrar's relationship with Council, should be; 'accountable to Council'.

The Council noted the importance of maintaining sufficient record, as a public service body, through the minutes of its public meetings. Council agreed to move to a more streamlined minute format.

Following discussion, Council agreed to change standing item 'Council Members' Time' to 'Any Other Business', and to drop the requirement for advance notice to be given by a member of Council intending to raise a matter for discussion under this agenda item.

Ms. Louise Canavan updated Council on progress with regard to the possible publication of meeting papers on the PSI website, in advance of each public meeting. She informed Council that concrete proposals with regard to this would be brought to Council at its meeting in June.

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

**Decision Approved:** Council approved the updated draft PSI Corporate Governance Framework, subject to the amendments it had requested, on the proposal of Mr. Fintan Foy, and seconded by Assoc. Prof. Sheila Ryder.

**Decision Approved:** Council approved the use of the new minutes format (option 2 of those proposed) to minute all future public Council meetings on the proposal of Ms. Nicola Cantwell and seconded by Dr. Ailis Quinlan.

**Decision Approved:** Council approved the change of standing item ‘Council Members’ Time’ to ‘Any Other Business’, and to drop the requirement for advance notice of to be given by a member of Council intending to raise a matter for discussion under this item, on the proposal of Mr. Shane McCarthy and seconded by Ms. Fiona Walsh.

### Agenda Item D.5 – Update on the PSI’s Brexit preparedness

#### **Issue**

Update to Council on the PSI’s level of preparedness for Brexit

#### **Information**

The Registrar informed Council that the contingency statutory instrument relating to qualification recognition, as approved at the March meeting, had been submitted to the Department of Health in readiness for the UK being re-classified as a third country, following its exit from the European Union. He informed Council that engagement by PSI, in common with other bodies under the aegis of the Department of Health, was ongoing. The Registrar also informed Council that he was in contact with the Chief Executive/Registrar of the General Pharmaceutical Council and the Pharmaceutical Society of Northern Ireland in order to share views on evolving Brexit related issues.

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

Council noted the update.

### Agenda Item D.6 – Quarterly update on the Irish Institute of Pharmacy (IIOP)

#### **Issue**

Ms. Cora O’Connell informed Council that a copy of the Quarterly Update on the activities of the Irish Institute of Pharmacy (IIOP) had been circulated to Council in advance of the meeting for information.

#### **Information**

Ms. O’Connell invited questions from members of Council.

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

Council noted the update and had no questions.

## Agenda Item D.7 – Approval of the PRE Syllabus for October 2019 and May 2020

### Issue

Council was asked to approve the extension of the National Pharmacy Internship Programme (NPIP) Curriculum Overview (2017-2019) as the approved syllabus for the Professional Registration Examination for the October 2019 and May 2020 sittings of the PRE.

### Information

Ms Cora O’Connell informed Council that the Professional Development and Learning Committee, at its meeting last year (13 June 2018), approved the National Pharmacy Internship Programme (NPIP) Curriculum Overview 2017-2019, as the approved syllabus for the Professional Registration Examination for the October 2018, and May 2019 sittings of the exam. The Royal College of Surgeons in Ireland has proposed that the syllabus remains un-changed for the October 2019 and May 2020 sittings of the PRE.

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

**Decision Approved:** The Council approved the extension of the National Pharmacy Internship Programme (NPIP) Curriculum Overview (2017-2019) as the approved syllabus for the Professional Registration Examination, for the October 2019 and May 2020 sittings of the PRE, on the proposal of Mr. Fintan Foy and seconded by Ms. Louisa Power.

## Agenda Item D.8 – Approval of Changes to Programme Specifications arising from Amendment SI530/2018

### Issue

Council was asked to approve the amendments and updates of the Programme Specifications for the Diagnosis and Treatment of Suspected Narcotic (i.e. Opioid) Overdose, and the Supply and Administration of Naloxone, Training Course and the Programme Specification for the Diagnosis and Treatment of an Acute Asthmatic Attack and the Supply and Administration of Salbutamol Training Course, further to amendment SI530/2018.

### Information

Council noted the benefits in having high level programme specifications, where possible, in order to provide flexibility and to facilitate changes in legislation.

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

**Decision Approved:** The Council approved the changes to both Programme Specifications arising from Amendment SI530/2018, on the proposal of Mr. Hugo Bonar and seconded by Ms. Mary Rose Burke.

### Agenda Item D.9 – Approval of External Examiner and Appeals Examiner in respect of PRE

#### Issue

In accordance with Rule 21 (5) of the Pharmaceutical Society of Ireland (Education & Training) Rules 2008 (the Rules), Council was asked to consider and approve for the role of external and appeals examiners respectively: Dr. Laura Sahm, Director of the MPharm Programme and a Director of the MSc in Clinical Pharmacy, UCC, and Asst. Prof. Eimear Ní Sheachnasaigh, Assistant Professor (Practice Educator), School of Pharmacy and Pharmaceutical Sciences, Trinity College Dublin.

#### Information

Associate Professor Shelia Ryder excused herself from the meeting for the duration of this item, due to a conflict of interest.

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

**Decision Approved:** Council approved the appointment for the role of external examiner and appeals examiner respectively: Dr. Laura Sahm, and Asst. Prof. Eimear Ní Sheachnasaigh on the proposal of Ms. Marie Louise Power and seconded by Dr. Paul Gorecki

### Agenda Item E.1 Performance and Resource Committee Report to Council

#### Issue

Mr. Graham Knowles informed Council that a copy of the of the Performance and Resources Committee Report to Council had been circulated in advance of the meeting. He invited questions from Council.

#### Information

Council noted that four of the five projects referenced in the Report were flagged as amber, and requested further detail, particularly as the projects in question were resource intensive in nature.

Referring to the decision to procure an external provider to administer the Council's self-assessment review later in the year, the timing was queried based on changes to Council membership mid-year, as new members would not be sufficiently familiar with the workings of Council to provide feedback during self-assessment. It was also suggested that exit interviews be conducted with Council members who had completed their tenure on Council. The Executive confirmed to Council that exit interviews with Council members would be carried out this year.

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

Council noted the contents of the Report.

### Agenda Item E.2 Approval of Management Accounts

#### Issue

Council was asked to approve the Management Accounts to 28 February 2019.

#### Information

Council noted the contents of the Management Accounts to 28 February 2019.

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

**Decision Approved:** Council approved the Management Accounts to 28 February 2019 on the proposal of Mr. Fintan Foy, and seconded by Ms. Joanne Kissane.

### Agenda Item E.3 Approval of Management Accounts

#### Issue

Council was asked to approve the Corporate Procurement Plan 2019-2020

#### Information

Council was informed that the key changes in the plan related to a greater emphasis on value for money, and sustainability, as well as the operationalisation of procurement across the organisation, with a shared ownership of risk, using a hub and spoke model. The tension between value for money and sustainability was noted by Council. Council members noted that a more holistic view of what constituted value for money, which now included wider societal benefit, was now being embedded across government.

### Decision Approved, or Action Requested by Council

**Decision Approved:** Council approved the Corporate Procurement Plan 2019-2020 on the proposal of Mr. Hugo Bonar, and seconded by Ms. Joanne Kissane.

### Agenda Item E.4 Approval of Revised Terms of Office for Members of Disciplinary Committees

#### Issue

Council was asked to approve the increase in the standard term of office of Disciplinary Committee members from three years to four years, subject to a maximum term of eight years, with the term limit only being varied in exceptional circumstances.

#### Information

Council queried the wording of the briefing memorandum relating to this item which had been submitted to it, in advance of the meeting. Council suggested that it should be amended to read “two full terms” or, “eight years from date of appointment”, as the maximum term of office allowable.

### Decision Approved, or Action Requested by Council

**Decision Approved:** Council approved the increase in the term of office of a Disciplinary Committee member from three years to four years, subject to inclusion of the amendment stating a maximum term of office of eight years from date of appointment, on the proposal of Dr. Ailis Quinlan, and seconded by Mr. Shane McCarthy.

### Agenda Item F – Regulatory and Professional Policy Committee Report to Council

#### Issue

Ms. Joanne Kissane informed Council that a copy of the of the Regulatory and Professional Policy Committee Report to Council had been circulated in advance of the meeting. She invited questions from Council.

#### Information

Council members requested more information on the discussion on hospital pharmacies. The Chair confirmed that this item would be discussed again by the committee once further audit information on the pharmacies registered as retail pharmacy businesses had been gathered and the Registrar was to discuss the forthcoming Patient Safety (Licensing) Bill with the Department of Health. The Registrar confirmed that PSI was liaising with the Department of Health to ensure that the final model of hospital regulation addressed all pharmacy-related safety risks in a clear way. He also confirmed that PSI would continue to register retail pharmacy businesses operating within a hospital pharmacy setting where these retail pharmacy businesses meet the criteria for registration.

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

Council noted the contents of the Report

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

#### **Issue**

Mr. Fintan Foy informed Council that a copy of the Business Transformation Programme Board Report to Council had been circulated in advance of the meeting. He invited questions from Council.

#### **Information**

Council requested further information on the timelines relating to project approval. Mr. Foy informed Council that this was dependent on the appointment of a service provider following completion of the procurement process, which was still ongoing. He anticipated he would be able to provide Council with greater clarity on the matter, at its meeting in June.

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

Council noted the contents of the Report and had no further question.

### **Agenda Item G.2 – Approval of PSI Digital Policy Statement – Digital First 2018-2021**

#### **Issue**

Council was asked to approve the PSI Digital Policy Statement – Digital First 2018-2021 a copy of which had been circulated in advance of the meeting.

### Information

Council noted the contents of the Statement and had no comment.

### Decision Approved, or Action Requested by Council

Council approved the PSI Digital Policy Statement – Digital First 2018-2021 on the proposal of Mr. Graham Knowles, and seconded by Mr. Michael Lyons.

## Agenda Item H.1 Report to Council on behalf of the IOP Strategic Review Working Group

### Issue

Ms. Mary Rose Burke informed Council that a copy of IOP Strategic Review working Group Update had been circulated in advance of the meeting.

### Information

Ms. Burke informed Council that further research needed to be carried out with regard to the IOP Strategic Review project. Ms. Burke informed Council that as of June, following completion of her tenure on Council, she would no longer be chairing the Group.

### Decision Approved, or Action Requested by Council

Council noted the contents of the Report and had no further question.

## Agenda Item I.1 Approval of Appointment of External Member of the of the Audit and Risk Committee.

### Issue

Mr. Paul Turpin, Chair of the Audit and Risk Committee, and following recommendation by the Special Purposes Committee, asked Council to approve the appointment of Mr. Tony Mealy for appointment to the Audit and Risk Committee as an external, non-Council member.

### Information

Council expressed concern at the process used to make this appointment. It noted that a public invitation for expressions of interest in the role of external member of the Audit and Risk Committee had not been issued. Rather it had been decided to seek and approach interested, suitably qualified parties to apply. Council stated that it had no concern with regard to the bona fides of the individual being proposed for appointment, but was concerned at the lack of transparency surrounding the selection process. Council

agreed that an open process, and public advertisement was optimal in corporate governance terms. Members of Council suggested that the role of the Special Purposes Committee in these matters should be reviewed.

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

**Proposal not approved:** Following a vote, Council agreed by a majority, not to proceed with the proposed appointment, and that a public expression of interest process should instead be conducted to fill the vacancy.

### **Agenda Item I.2 Approval by email by Council (5 April 2019) of Appointment to the PSI Preliminary Proceedings Committee.**

#### **Issue**

Due to the resignation of a Sole Trader member of the Preliminary Proceedings Committee (PPC), and in order for the PPC to remain quorate, it was necessary to appoint a new Sole Trader member of the PPC, at short notice. An email was therefore circulated to Council members on 5 April 2019 seeking their approval to appoint Ms Fiona Rowland, Sole Trader, to the PPC up to 31 December 2019.

#### **Information**

The Council approved, by email, the appointment of Ms Fiona Rowland MPSI (5728) as a Sole Trader member of the PPC up to 31 December 2019.

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

The decision to approve the appointment of Ms Rowland to the PPC was noted by Council.

### **Agenda Item J.1 Any Other Business**

#### **Issue**

The President thanked the Council members who would complete their terms of office as members of the Council in mid-June.

The Vice President proposed a vote of thanks to the President, as it was his final meeting as a Council member, and President of the Council.

**Information**

Council thanked the President and Vice President, and wished them both well. This was echoed by the Registrar on behalf of the staff of PSI.

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

Members of Council warmly endorsed the sentiment expressed by the President and Vice President.

**The meeting concluded at 11:30am.**

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**President**

\_\_\_\_\_  
**Date**