

PSI Council Public Meeting Minutes

Minutes of meeting number 102 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which commenced at 08:30 am on Thursday 13th, February 2020 at PSI House, Fenian Street, Dublin.

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Joanne Kissane	President	Yes
Mr. Michael Lyons	Vice President	Yes
Mr. Hugo Bonar	Council Member	Yes
Mr. Graham Knowles	Council Member	Yes
Ms. Veronica Treacy	Council Member	Yes
Dr. Shane McCarthy	Council Member	Yes
Mr. Paul Turpin	Council Member	No
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. Muireann Ní Shuilleabháin	Council Member	Yes
Ms. Dorothy Donovan	Council Member	Yes
Dr. Ailis Quinlan	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Mr. Seán Reilly	Council Member	Yes
Dr. Paul Gorecki	Council Member	Yes
Ms. Marie Louisa Power	Council Member	No
Mr. Roy Hogan	Council Member	Yes
Ms. Nicola Cantwell	Council Member	Yes
Mr. Fintan Foy	Council Member	Yes
Members of PSI staff in attendance for all or part of the meeting included:		
Mr. Niall Byrne	Registrar	
Dr. Lorraine Horgan	Head of Operations	

Mr. John Bryan	Head of Regulation
Ms. Ciara Dooley	Acting Education Manager
Ms. Aoife Mellett	Legal Affairs Manager
Ms. Louise Canavan	Acting Head of Corporate Governance & Public Affairs
Dr. Cora Nestor	Interim Head of Policy
Mr. Éanna Ó Lochlainn	Governance & Planning Officer
Mr. Conor O’Leary	Acting Head of Pharmacy Practice Development
Ms. Damhnait Gaughan	Head of Education and Registration

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

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

Dr. Shane McCarthy declared a conflict of interest with regard to agenda item E6, and the President declared a conflict with regard to item G.3.

Agenda Item C – Draft Minutes of Public Council Meeting No. 96.

Issue

Draft Minutes of Public Council Meeting No. 101.

Information

The President noted that the draft minutes of public Council meeting number 101 had been circulated to Council members in advance of the meeting and that no amendment 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 101, held on the 12th of December 2019, on the proposal of Dr. Paul Gorecki and seconded by Ms. Veronica Treacy.

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 J, Any Other Business.

Information

No items were tabled for discussion.

Decision Approved, and/or Action Requested by Council

Council agreed to proceed with the agenda as presented.

Agenda Item E.1 – Registrar's Report

Issue

The Registrar provided Council with an overview of 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

Amongst the items discussed and reviewed, the Registrar drew Council's attention to the development of the PSI's next corporate strategy, which is a priority project for the year ahead. The Registrar noted that the Council's Development and Planning Day in March would focus on strategic issues. Council asked for further information on the item in the Registrar's Report relating to a meeting with the Department of Health regarding a performance assessment framework for the healthcare system. The Registrar informed Council that the meeting pertained to a long-term project which was still in its preliminary stages. The consultation meeting was with various stakeholders, facilitated by a team from the University of Amsterdam, and sought feedback on areas which should be measured within such a performance framework. One priority area identified at the meeting was patient-centredness. The Registrar informed Council that he would keep Council updated on the process.

Decision Approved, and/or Action Requested by Council

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

Agenda Item E.2 – Service Plan Update**Issue**

The Registrar provided Council with an update on the PSI's progress against the 2020 Service Plan.

Information

The Registrar informed Council that all projects were currently on track. Council requested that a number of slides used by the Registrar in his presentation be circulated to Council following the meeting.

Decision Approved, and/or Action Requested by Council

Council noted the Service Plan update.

Agenda Item E.3 – Request for approval by Council of revocation of current delegations of Council and new delegations of Council.**Issue**

The Registrar provided Council with an update on progress regarding the revocation of current delegations of Council, and new delegations of Council.

Information

The Registrar informed Council that matters had arisen for consideration in the course of the review of the delegations with Senior Counsel that required further attention before a new framework of delegations would come to Council. The Registrar informed Council that he expected the item to return to Council for its consideration at the April Council meeting.

Decision Approved, and/or Action Requested by Council

Council noted the update.

Agenda Item E.4 – Overview of Development of the PSI’s next Corporate Strategy.

Issue

The Registrar provided Council with an overview of the development of the PSI’s next Corporate Strategy.

Information

The Registrar provided an overview of the strategy development process and timelines. He noted that an item relating to the nomination of a Council subgroup to work with the Executive was for discussion later on the agenda. Council recommended that ways be considered by the Executive to engage with the public and patient stakeholder cohorts, noting that a good strategy should have patient and public experience at its heart. The Registrar confirmed that it was intended to do this.

Decision Approved, and/or Action Requested by Council

The overview was noted by Council.

Agenda Item E.5 – Update on the publication of Council meeting papers in advance of Council meetings and clarification of public attendance at the Advisory Committee meetings.

Issue

The Registrar provided Council with an update on the publication of Council meeting papers in advance of Council meetings and clarification of public attendance at the Advisory Committee meetings.

Information

The Registrar informed Council that the Standing Orders of Advisory Committees, as documented in the terms of the PSI Corporate Governance Framework, state that Advisory Committee meetings are not held in public. The Registrar clarified that the proposed position concerning the matter of pre-publication of Council’s public meeting papers remained unchanged since the December meeting of Council. Council discussed the options for consideration and Council agreed to accept recommendation two on the paper tabled at its meeting on December 12th 2019. Prior to the implementation of this recommendation, the Council requested that Advisory Committee secretariat procedures be reviewed to ensure sufficient time for minutes and Reports to be approved by committee chairs, and all committee members, before their presentation to Council for approval.

Decision Approved, and/or Action Requested by Council

It was agreed the Executive would consider how best to streamline Advisory Committee reporting to Council, mindful of the schedules already in place for the year.

Council agreed to accept recommendation two of the paper tabled at its meeting on December 12th 2019, namely; that the public meeting minutes, the Registrar's Report and the Reports to Council from the Performance & Resources Committee and the Regulatory and Professional Policy Committee be published on the PSI website, after the public Council meeting at which they have been presented. This recommendation would be implemented following a review by the Executive of how best to streamline Advisory Committee reporting to Council.

Agenda Item E.6 – PSI Process for Competence Not Demonstrated in Practice Review.

Issue

Ms. Damhnait Gaughan provided Council with an overview of the PSI's proposed Process for addressing circumstances where "Competency Not Demonstrated in Practice Review", was notified to PSI by the Executive Director of the IloP. This process would be used to manage situations where a pharmacist referred who, following three attempts, had failed to demonstrate competence in his/her Practice Review.

Information

Dr. Shane McCarthy had declared a conflict of interest with regard to this agenda item and left the room for the duration of the discussion. Council discussed the process as presented to them and made a number of suggestions to be considered for inclusion in the document.

It was noted that clarity was required to the document to inform registrants that they could be accompanied at any meeting between the registrant and members of PSI. The timelines outlined in the document were discussed in detail. Council advised that the necessity to ensure patient safety be balanced against practical circumstances which might impact a registrant being able to comply with the process as outlined. It was noted by Ms. Gaughan that the process detailed the minimum expectation in terms of contact and that each scenario would be assessed on a case by case basis once the minimum standard was met. The Extenuating Circumstances Policy currently in place was clarified for the Council.

Council also noted the high levels of registrant engagement with the current CPD system as provided by the IloP.

Decision Approved, and/or Action Requested by Council

Council provided clarifications and requested that the process be amended in light of the Council discussion.

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

Issue

A copy of the Performance and Resources Committee Report to Council had been circulated to Council members in advance of the meeting. The Chair of the Performance and Resources Committee, Mr. Graham Knowles, invited questions from Council.

Information

Council noted that the Performance and Resources Committee would be piloting the use of software on members' own computer devices to manage their committee meeting papers, and looked forward to being informed of the results of the pilot. Council queried the fee cap on expert witness services and asked if it included attendance at inquiries. Ms. Aoife Mellett informed Council that attendance at inquiries is not included in the cap, which itself was not absolute, as there may be exceptional circumstances which might warrant payment over the capped fee.

Decision Approved, and/or Action Requested by Council

Council noted the contents of the Report and had no questions.

Agenda Item F.2 – Request for Approval by Council of the Performance and Resources Committee 2020 Work Plan

Issue

A copy of the Performance and Resources Committee 2020 Work Plan had been circulated to members of Council in advance of the meeting.

Information

Mr. Graham Knowles, Chair of the Committee, 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 2020 Work Plan on the proposal of Mr. Hugo Bonar and seconded by Prof. Brian Kirby.

Agenda Item F.3 – Request for Approval by Council of (a) the revised PSI Procurement Policy, and (b) the Corporate Procurement Plan 2019-2020.

Issue

A copy of the revised PSI Procurement Policy, and Corporate Procurement Plan 2019-2020, following their annual review, had been circulated to members of Council in advance of the meeting.

Information

Mr. Graham Knowles, Chair of the Committee, invited questions from Council. Council acknowledged there was a resource cost to compliance with EU and Government procurement guidelines and regulatory requirements. The requirement to consider environmental factors as part of procurement was also noted. The Registrar reminded Council that the PSI operated, and was required by Government policy to operate, in strict accordance with Government procurement policy. He also confirmed that PSI always sought value from all contracts and while there were compliance costs to PSI, the procurement system, overall, benefited taxpayers and registrants and delivered value for money.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the revised PSI Procurement Policy on the proposal of Dr. Ailis Quinlan and seconded by Mr. Fintan Foy.

Decision Approved: Council approved the revised PSI Corporate Procurement Plan 2019-2020, following annual review, on the proposal of Ms Ann Sheehan and seconded by Ms. Muireann Ní Shuilleabháin.

Agenda Item F.4 – Strategic Workforce Plan: Request for Approval by Council of Proposal to amend previous Council decision regarding terms of appointment of Investigations Officer post.

Issue

The Chair of the Performance & Resources Committee informed Council that the proposed amendment to the Strategic Workforce Plan related to the change of fixed-term contract appointment to a permanent contract appointment.

Information

The Chair of the Performance and Resources Committee informed Council that it was being asked to amend its decision of 21 September 2017, and change its sanction for the appointment of an Investigations Officer (Engineer Grade II grade) from a two-year fixed-term contract basis, to a permanent contract basis.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the change its sanction for the appointment of an Investigations Officer from a two-year fixed-term contract basis, to a permanent contract basis, on the proposal of Mr. Hugo Bonar and seconded by Ms. Dorothy Donovan.

Agenda Item F.5 – Request for Approval of Recommendations to Council of appointments to PSI Disciplinary Committees

Issue

Request for Approval by Council of Appointments to the PSI Disciplinary Committees. A number of appointments and reappointments are required to be considered by Council to ensure that the Disciplinary Committees remain quorate in accordance with the Pharmacy Act 2007

Information

Mr. Graham Knowles informed Council that the proposed appointments and reappointments being put before Council for its consideration were required to ensure that the Disciplinary Committees remained quorate in accordance with the Pharmacy Act 2007.

Decision Approved, and/or Action Requested by Council

Decision Approved: Council approved the following appointments and reappointments to the PSI's Disciplinary Committees:

- The reappointment of Ms. Molly Buckley and Mr. Richard Hammond to the PPC for a further term of five years.
- The reappointment of Mr. Dermott Jewell to the PCC for a further term of five years.
- The appointment of Ms. Teresa Blake to the PCC for a term of four years.
- The reappointment of Mr. John O'Malley to the Health Committee for a further term of five years.

on the proposal of Ms. Ann Sheehan and seconded by Ms. Fiona Walsh.

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

Issue

A copy of the Regulatory and Professional Policy Committee Report to Council had been circulated to Council in advance of the meeting.

Information

Ms. Muireann Ní Shuilleabháin, Chair of the Regulatory and Professional Policy Committee, invited questions from Council.

Decision Approved, or Action Requested by Council

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

Agenda Item G.2 Request for Approval by Council of the Regulatory and Professional Policy Committee's 2020 Work Plan.

Issue

A copy of the Regulatory and Professional Policy Committee's 2020 Work Plan had been circulated to Council in advance of the meeting.

Information

Ms. Muireann Ní Shuilleabháin, Chair of the Regulatory and Professional Policy Committee, invited questions from Council. Council queried whether recommendations had already been made concerning item 6 on the Workplan relating to Retail Pharmacy Businesses in a hospital setting. Ms. Ní Shuilleabháin confirmed the matter was still on-going, and no recommendations had as yet been made.

Decision Approved, or Action Requested by Council

Decision Approved: Council approved the Regulatory and Professional Policy Committee's 2020 Work Plan, on the proposal of Ms. Dorothy Donovan and seconded by Mr Graham Knowles.

Agenda Item G.3 Request for approval by Council of Guidelines on the Organisation and Recognition of Professional Traineeship undertaken outside the State.

Issue

Approval of proposed Guidelines on the organisation and recognition of professional traineeships carried out in another member state, or in a Third Country.

Information

As the President had declared a conflict of interest for this item, she ceded the Chair to the Vice-President and left the room for the duration of the discussion relating to this item. Ms. Damhnait Gaughan informed Council that it was being asked to consider proposed Guidelines on the organisation and recognition of professional traineeships carried out in another EU member state, or in a Third Country, and to publish these in its role as the Competent Authority for the recognition of pharmacist qualifications in Ireland. She invited questions from Council. Council had no questions.

Decision Approved, or Action Requested by Council

Decision Approved: Council approved the Guidelines on the Organisation and Recognition of Professional Traineeship undertaken outside the State on the proposal of Mr. Hugo Bonar and seconded by Mr Fintan Foy.

Agenda Item H.1 Report to Council from the Business Transformation Programme Board

Issue

Mr. Fintan Foy, Chair of the Committee, 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

The President resumed the Chair. Mr Foy informed Council that delivery of the programme remained on track, and within scope, and budget. A matter relating to delegation of authority for spending would be tabled for discussion in the private session of Council. He invited questions from Council. Council had no questions.

Decision Approved, or Action Requested by Council

Council noted the contents of the Report from the Business Transformation Programme Board.

Agenda Item I.1 Request for approval by Council of membership of Council Strategy Subgroup.

Issue

An expression of interest request was circulated to all Council members on 24 January 2020 for membership of a subgroup of the Council to work with the Executive on the development of the PSI's next Corporate Strategy. The subgroup will report to Council at each Council meeting.

Information

Council had no questions.

Decision Approved, or Action Requested by Council

Decision Approved: Council approved the following members of Council for appointment to the Council Strategy Subgroup;

- Mr. Hugo Bonar,
- Mr. Graham Knowles,
- Ms. Muireann Ní Shúilleabháin,
- Mr. Paul Turpin,

together with the President (ex officio), and Vice-President (ex officio), to constitute the subgroup, for the duration of 2020, on the proposal of Ms. Fiona Walsh and seconded by Dr. Shane McCarthy.

Agenda Item J. Any Other Business

Issue

No item had been tabled for discussion.

The meeting concluded at 10:45 am.

President

Date