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## Report on material decisions of the Special Purposes Committee

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From: Ms. Katherine Morrow, President and Chair of the Special Purposes Committee.

The Special Purposes Committee met online on Thursday, 16 November 2023. The agenda items below reflect the material decisions made by the Committee at its meeting on 16 November 2023. The agenda from the meeting can be found in Appendix 1.

### Agenda Item E – Appointment/Re-appointment of members to the Disciplinary Committees –

The Committee considered vacancies arising on the Disciplinary Committees as follows:

1. Preliminary Proceedings Committee
2. Professional Conduct Committee
3. Health Committee

Following discussion, the Committee agreed to recommend the following appointments to Council for approval at its meeting on 14 December 2023:

#### Preliminary Proceedings Committee

- That Mr. Derek Fehily MPSI be reappointed to the Preliminary Proceedings Committee, for a further term of four years.
- That Mr. Mark McPhillips be appointed from the Pharmacy Owner Reserve Panel to the Preliminary Proceedings Committee, for a term of four years.
- That Mr. John Lombard be appointed to the Preliminary Proceedings Committee for a term of four years.

#### Professional Conduct Committee

- That Ms. Teresa Blake be reappointed to the Professional Conduct Committee for a further term of four years.

#### Health Committee

- That Ms. Jillian Van-Turnhout be reappointed to the Health Committee, for a further term of four years.
- That Ms. Terry Shipperley be appointed from the Reserve Panel to the Health Committee, for a term of four years.

- That Mr. John Horan be appointed from the Reserve Panel to the Health Committee, for a term of four years.

### **Agenda Item F – Vacancy arising on the Programme Board**

The Committee discussed the upcoming vacancy on the Business Transformation Programme (BTP) Board, arising from the expiry of the term of office of a member of Council on the BTP Board at the end of December. The Committee noted that the current composition of the BTP Board was three Council members and one external member, chaired by a Council member and that this had been the case since the inception of the Board. The Committee considered succession planning for the BTP Board as the term of office of the current external member will expire at the end of 2024, following three consecutive two-year terms. Following discussion, the Committee agreed to recommend to Council, at its meeting on 14 December, the appointment of a second external member to the BTP Board.

### **Agenda Item G – Standing Orders of Council**

The Committee discussed further the Standing Orders of the Council, following consideration by Council of the Standing Orders at its June meeting. Following that meeting, feedback was invited from Council members to inform a further review of the Standing Orders of Council. Feedback was received from eleven Council members, eight of whom agreed with the version of the Standing Orders presented to Council in June and three members who proposed amendments to the Standing Orders. The Standing Orders were discussed at the September and November meetings of the Committee and some further updates were made to the Standing Orders. The Committee is recommending to Council, at its meeting on 14 December, the approval of the updated Standing Orders of Council.

### **Agenda Item H – Code of Conduct for Members of the Disciplinary Committees**

The Committee discussed the Code of Conduct for Members of the Disciplinary Committees. The document had been previously considered by the Committee and circulated to the Chairs and Acting Chairs of the Disciplinary Committees for feedback. Following discussion, the Committee agreed to recommend to Council, at its meeting on 14 December, the approval of the Code of Conduct for Members of the Disciplinary Committees.

### **Agenda Item I – Performance Appraisal Process for the Registrar**

The Committee discussed the Performance Appraisal Process for the Registrar, following the recommendation from the Governance Ireland Performance Review of Council and its Advisory Committees. The Committee had sought feedback from other Association of Chief Executives of State Agencies members (ACESA). The Committee discussed the feedback and agreed on a procedure for the Performance Review of the Registrar and that the process would sit with the SPC Committee. The Committee is recommending to Council, at its meeting on 14 December, the approval of the Performance Appraisal Process for the Registrar.

### **Agenda Item J – Terms of Reference of the Council Strategy Sub-Group and Expression of Interest Process**

The Committee discussed the proposed Terms of Reference (ToRs) for the Council Strategy sub-group and the expression of interest process to seek members of the sub-group. The Committee noted the extensive amount of work involved in developing a strategy and that this work would commence in January 2024 to ensure that Council would be in a position to consider a final draft of the strategy in December. The Committee noted that

the role of the proposed sub-group is to work with the Executive on the development of the next PSI strategy for consideration and approval. The sub-group will report to Council at each meeting throughout the year, updating Council on the progress of the development of the strategy. The Committee noted that there are also several opportunities and checkpoints for the Council's collective input, discussion and assessment of the risk areas and strategic objectives during the development of the strategy (An indicative timeline for the development of the strategy is set out in Appendix 2 to the Memo before Council). The Committee is recommending to Council, at its meeting on 14 December, the approval of the Terms of Reference of the Council strategy sub-group and the appointment of Council members to the sub-group.

### **Re-appointments to the Audit and Risk Committee**

The Committee considered by email the expiry of the terms of office of two members of the Audit and Risk Committee and agreed to recommend the following re-appointments to Council for approval at its meeting on 14 December 2023:

- That Ms. Geraldine Campbell be reappointed to the Audit and Risk Committee, following the expiry of her term of office as Chair of the Audit and Risk Committee, for a term of two years or until the expiry of her term of office on Council, whichever the sooner.
- That Mr. Peter Dewhurst be reappointed to the Audit and Risk Committee, for a term of three years following the expiry of his term of office.

Appendix 1



**Agenda for the Special Purposes Committee**

**Meeting 16 November 13.30**

**Location: Online – MS Teams**

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

<u>Indicative Time</u>	<u>Item Descriptor and Presenter</u>		
1:30pm	A	Apologies	President
1:35pm	B	Declaration of Interests (See Appendix A)	President
1:40pm	C	Approval of Meeting Agenda	President
1:45pm	D	Request for Approval of the draft Minutes of the Meeting of the Special Purposes Committee held on 14 September 2023	President
1:50pm	E	Appointment/Re-appointment of members to the Disciplinary Committees	Head of Governance and Programme Delivery
2:05pm	F	Vacancy arising on the Programme Board	Head of Governance and Programme Delivery
2:10pm	G	Standing Orders of Council	Head of Governance and Programme Delivery
2:20pm	H	Code of Conduct for Members of the Disciplinary Committees	Fitness to Practise and Legal Affairs Manager and Head of Community Pharmacy Assurance
2:30pm	I	Performance Appraisal Process for the Registrar	Head of Governance and Programme Delivery
2:40pm	J	Terms of Reference of the Council Strategy Sub-Group and Expression of Interest Process	Registrar
2:50pm	K	Reflection on the Council Training and Development Day	President
3:00pm	L	Review of the Terms of Reference of the Special Purposes Committee	President
3:10pm	M	SPC Meeting dates for 2024	President
3:15pm	N	AOB	

***We anticipate the meeting should end at approximately: 3.30pm***

***Next Meeting Date: TBA***

***The President***