

## **Council Meeting No. 78**

### **Schedule for Thursday 8<sup>th</sup> December, 2016**

- Part 1: 8:30am Public Council Meeting**  
**(11:35-11:50am Tea/Coffee Break)**
- Part 2: 11:50am Private Council Meeting**  
**(13:15-13:45 Lunch Break)**
- Part 2: 13:45pm Private Council Meeting Reconvened**
- Part 3: 18:10pm Closed Session**

**PART 1: PUBLIC**

**Agenda for Public Council Meeting No. 78**

**8.30am Thursday 8<sup>th</sup> December 2016 Location: PSI House, Fenian Street, Dublin 2**

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

**Indicative  
Times**

- |        |   |   |
|--------|---|---|
| 8.30am | A | <p><b>Apologies</b></p>   |
|        | B | <p><b>Declaration of Interests</b></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 and all members of the Council must familiarise themselves with its contents.</p> |
| 8:35am | C | <p><b>Draft Minutes of Public Council Meeting No. 75 (President)</b></p>  |
| 8.40am | D | <p><b><u>Office of the Registrar</u></b></p>  |
|        | 1 | <p><b>Report of the Registrar (Registrar)</b></p>   |
|        | 2 | <p><b>Approval of Service Plan 2017 (Registrar)</b></p>   |
| 9.05am | E | <p><b><u>Corporate Governance and Public Affairs</u></b></p>  |
|        | 1 | <p><b>Report of the Chairpersons Forum (President)</b></p>  |
|        | 2 | <p><b>Updated Terms of Reference of the Chairpersons Forum (President)</b></p>  |

- 3 CIPFA Report and Implementation of the Recommendations (President)**
- a) CIPFA Report: Publication and Dissemination
  - b) Review of the Governance Action Plan to implement the recommendations
  - c) Updated Corporate Governance Framework
  - d) Resolution procedure for a Breach of the Code of Conduct for Council and Advisory Committee members
  - e) Conflict Resolution Procedure
  - f) Performance Evaluation Proposal for Council and Advisory Committee members
  - g) Updated Whistleblowing policy under the Protected Disclosure in the Public Interest Act 2014
  - h) Gifts and Hospitality Policy and Procedure
- 4 Report of the Audit Committee (P. O’Dowd)**
- 5 Report of the Nominations Sub-Group (Verbal Report by S. McCarthy)**
- 6 Appointments and Re-appointments to Advisory Committees (S. McCarthy)**
- 7 Appointment of Returning Officer, Substitute Returning Officer and Scrutineers for the purposes of the election of Council members in 2017 (President)**
- 9:45am F Professional Development and Learning**
- 1 Report of the Professional Development and Learning Committee (Prof. K. Murphy)**
  - 2 Approval of the Irish Institute of Pharmacy (IIOp) within the Royal College of Surgeons as a Certifying Body under Medicinal Products (Prescription and Control of Supply) (Amendment) (No. 2) Regulations 2015 SI No 449 of 2015 SI. (Prof. K. Murphy)**
  - 3 Approval of the 2017 IIOp Annual Work Programmes (PSI funded and DoH funded) (Prof. K. Murphy)**
  - 4 Quarterly update on the implementation of the PSI’s CPD model and delivery of Irish Institute of Pharmacy services (Prof. K. Murphy)**
  - 5 Quarterly update on the implementation of 5-year integrated pharmacy degree programme (Prof. K. Murphy)**
  - 6 Approval of the syllabus for the Equivalence Exam undertaken as part of the Third Country Qualification Recognition process (Prof. K. Murphy)**
- 10:10am G Inspection and Enforcement**

- 1 **Report of the Inspection and Enforcement Committee (R. Collis)**
- 2 **Update on the roll Out of the Pharmacy Assessment System (J. Bryan)**
- 10:20am H **Pharmacy Practice Development**
- 1 **Report of the Pharmacy Practice Development Committee (C. McGrath)**
- 2 **Approval of draft Guidelines on the Keeping of Records in Respect of Medicinal Products when Conducting a Retail Pharmacy Business**
- 10:30am I **Registration and Qualification Recognition Matters**
- 1 **Report of the Registration and Qualification Committee (P. O'Dowd)**
- 10.35am J **Administration and Finance**
- 1 **Report of the Administration and Finance Committee (S. McCarthy)**
- 2 **Approval of General Reserves Policy (S. McCarthy)**
- 3 **Approval of PSI funding review (S. McCarthy)**
- 4 **Approval of Management Accounts for the period to 30 September 2016 (S. McCarthy)**
- 5 **Approval of revised Investment Management Policy (S. McCarthy)**
- 6 **Committee Governance (S. McCarthy)**
- a) **Updated terms of reference for the Administration and Finance Committee**
- b) **Proposed composition and membership of the Administration and Finance Committee**
- 7 **Approval of Budget for 2017 (S. McCarthy)**
- 11:25am K **Fitness to Practise and Legal Affairs**
- 1 **Report of the Mediation Sub-Group (H. Bonar)**
- 2 **Pharmaceutical Society of Ireland Mediation Guidelines (H. Bonar)**

- 11:30am L Council Business
- 1 **Dates for Council Meetings in 2017**
  - 2 **Council Members' Time \***

**Mr. Niall Byrne**  
**Registrar/Chief Officer**

**Meeting should end approximately 11:35am**  
**Next Council Meeting: 26 January 2017**