

3.1 Corporate Governance Framework

- a. **Conflict of Interest and Code of Conduct for Council Members (Appendix B: information sent 2nd November 2007)**
- b. **Draft Heads of Corporate Governance Framework (Appendix C)**
- c. **FOI (Appendix B: letter sent 2nd November 2007)**

Council agreed that Mr. A. Horan, Director of the IPA, and a nominee from the Ethics in Public Office Commission would engage in a facilitation process with the President, Vice President, Chairs and Council members to develop a Corporate Governance Framework to ensure compliance with the ethical and legal requirements of the Council and the staff of the PSI. The Corporate Governance Framework will apply to both Council and staff of the PSI.

There was a discussion on Appendix B which informed Council on the legislation relating to Conflict of Interest, Ethics in Public Office and Freedom of Information. It was agreed that some matters raised by Mr. Darragh O'Loughlin would be discussed with Mr. Dominic Dowling the PSI's Legal Advisor with a view to appropriate clarification.

Action³: Office

3.2 Report on Co-option Process for Committees (Appendix D)

Council agreed on the co-option process for Committees as presented which had been amended following the suggestions of Council at its previous meeting. The Registrar thanked the Council and indicated this document will be placed on the website and the editor of the IPJ will be asked to refer to the contents of the document in an early edition of the IPJ in 2008.

Action⁴: Office

3.3 Approval of new Audit Committee of PSI & Charter

Council noted the names for the new Audit Committee and the existing Charter for the Audit Committee provided for their information. It was noted an additional external person will be approached and the name brought to the special Council meeting on 11th December. The Registrar asked Council Members to consider who amongst them would be in a position to serve on the Audit Committee. They will be appointed at the special Council meeting on 11th December. Council agreed.

Action⁵: Office

3.4 Interim Complaints System (written report from Mr. D. Dowling, Legal Advisor)

The Council considered the revised Interim Complaints System provided by Mr. D. Dowling, Legal Adviser to the PSI. The Registrar stressed that the system is an interim arrangement and is necessary at the present time pending the commencement of the relevant sections of the Pharmacy Act 2007, which set down in law a formal complaints procedure. Council agreed that Mr. D. Dowling should consider the following additional points with regard to the system:

1. External input into the consideration of complaints to ensure the probity and integrity of the system.
2. Whether the identification of complainant should be available.
3. Concern as to the obligation of Council Members with respect to complaints, conflicting obligations and privacy.

The Registrar agreed to report to the Chair of Inspection and Enforcement Committee and the Committee will circulate an amended document to the 26th February 2008 Council meeting.

For the information of Council, the Chair of the Inspection and Enforcement Committee read an excerpt from the minutes of the Inspection & Enforcement Committee meeting of 16th November 2007 regarding its position and recommendation on the interim complaints system. (See 5.1)

Action⁶: Office

3.5 Position Paper on Registration of Pharmacies

Council approved the process for Registration of Pharmacies which was presented to them by Prof. P. Weedle, Chair of the Registration & Qualification Recognition Committee. The commencement of the pharmacy registration system is dependent on the commencement of Part 4 of the Pharmacy Act 2007 by the Department of Health and Children and the making of Regulations by the Minister under Section 18 governing standards which will apply to pharmacy practice and premises. This document will be placed on the website and the editor of the IPJ will be asked to refer to the contents of the document in an early edition of the IPJ in 2008.

Action⁷: Office

3.6 Memo & Position Paper on a Proposed Non-EU/EEA Route of Registration

Council approved the proposed four-step process for the Non-EU/EEA Route of Registration presented in the summary document provided by the Registration and Qualifications Committee. This document will be placed on the website and the editor of the IPJ will be asked to refer to the contents of the document in an early edition of the IPJ in 2008.

Action⁸: Office

3.7 Discussion Document on Code of Conduct for Pharmacists

The Registrar asked for Council's comments and feedback on the development of the Code of Conduct. The Code is a statutory requirement under the new legislation. This working document will be placed on the website and the editor of the IPJ will be asked to refer to the contents of the document in an early edition of the IPJ in 2008.

Action⁹: Office

3.8 Presentation and Consultation re Methodology for Establishing Fee Structures and Revenue Base for the PSI

Ms. Ann O'Connell, Ms. Ciara Fallon and Ms Rowena Dwyer of PriceWaterhouseCoopers (PWC) presented an overview of the methodology they were developing to consider the types and amounts of fees the PSI will charge to establish a secure revenue base and to ensure a high standard of regulation and service to the public and the pharmacy profession. (See attached presentation) Following the presentation, they facilitated a consultation with Council members with regard to their concerns and comments on such fee structures and agreed a transparent process necessary which would recognise and support the role the PSI will play in the public interest. It was agreed that any further questions or comments be sent to PWC via the Registrar. PWC's recommendations will be incorporated into the Service Plan 2008 and the complete report on the methodology will be circulated to Council in December.

Action¹⁰: Office

3.9 Memo to Council on the Partnership Process and the Delivery of Guidance in respect of Standards and Practice

This document was noted by Council and will be placed on the website and the editor of the IPJ will be asked to refer to the contents of the document in an early edition of the IPJ in 2008.

Action¹¹: Office

3.10 Update on Complaints

Prior to discussion on this item, Mr. P. Fahey, Mr. D. O'Loughlin, Mr. R. Durkin, Ms. N. Harvey and Mr. R. Quirke absented themselves. The Registrar presented a draft report which outlined the current position in respect of complaints. It was pointed out that for legal reasons the details were minimal and anonymous. It was also noted by the Registrar that these were complaints under investigation in accordance with due process. There was no discussion on any of the complaints. Council agreed that in future any further updates on complaints to Council would be purely statistical. It was agreed that in future these complaints would be dealt with through the Inspection and Enforcement Committee in accordance with the proposed interim complaints system. The Inspection and Enforcement Committee will propose, following legal advice, a methodology for reporting and a taxonomy for complaints, which will be placed before Council in due course.

Action¹²: Office

3.11 Report on Implementation of Pharmacy Act 2007

Due to time constraints, this item will be covered in the November / December Bulletin distributed to Council. (Appended for the record.)

4. Committee Reports

4.1 Inspection & Enforcement Committee

The Chair, Assist. Comm. Noirín O'Sullivan, reported:

- The Inspection and Enforcement Committee met on the 10th of October and on the 16th November.
- The Committee, in line with its terms of reference, considered and agreed a policy in relation to inspection and enforcement. A summary of this document will be presented to Council at its next scheduled meeting.
- The Committee also considered cost estimates for the development of an Inspection and Enforcement Unit within the PSI. The views of the Committee were forwarded for consideration in the annual service plan and budget development process.
- The Committee approved a work programme for the Inspection and Enforcement development team, as part of the overall development of the PSI work plan.
- The following is an extract from the minutes of the meeting of 16th November reflecting the views of the Committee in respect of Interim Complaints system which will be considered by Council:

“The Committee considered two drafts of the document ‘Proposal for an Interim Complaints System’. The proposal was accepted. The Committee held that taxonomy for categorizing complaints needs to be developed as part of the work programme. As a matter of policy, the Committee agreed that anonymous complaints would not be entertained by the Inspection and Enforcement Committee. They proposed that the Inspections and Enforcement Committee would “...pass any information which comes into their possession to the Inspection and Enforcement Department of the PSI”¹.

¹ Correspondence to the PSI from Dominic Dowling Solicitor, 13th November 2007.

4.2 Administration, Finance & Corporate Governance Committee

Council considered the following matters presented by the A, F & CG Committee:

a. Financial Report for 2006 from PSI

The Registrar and both the Head and Deputy Head of the Administration, Finance and Corporate Governance Unit answered a number of queries in respect of the Financial Report for 2006 to the satisfaction of the Council.

Approval of the Financial Report for 2006 was proposed and seconded:

1. Dr. B. Leddy
2. Mr. R. Quirke

Agreed

Action¹³: Office

b. Financial Report for 2006 from Northumberland Road, Ltd.

Noted

c. Repayment of the NPL loan

Approval of the Repayment of the NPL loan was proposed and seconded:

1. Ms. R. Purcell
2. Ms. N. Harvey

Agreed

Action¹⁴: Office

In the absence of the Chair, Ms. S. O’Keeffe reported:

- The database development is ongoing and in on course to be delivered by the end of December 2007.
- Asset Management: Mr. Brian O’Connell, architect, who was commissioned by the outgoing Council is finalising his report on the assets. Mr. O’Connell’s report will be available for review by the Committee early in 2008.
- The Committee was given a financial report to the end of September 2007 which included a projection of €400,000 overrun at year end. Approval was sought from Council for a minimum overdraft of €500,000. This is a statutory requirement.
- The Directors of NPL recommended to the Administration, Finance and Corporate Governance Committee that the NPL mortgage be repaid to the bank.

4.3 Professional Development & Learning Committee

The Chair, Dr. P. Gallagher, reported:

- The PSI met with the Heads of the three schools of pharmacy (or their representatives) on Thursday, 22 November 2007. Present at this meeting on behalf of the Schools were: Professor Caitriona O’Driscoll (UCC); Mrs. Ingrid Hook (TCD); and Ms. Judith Strawbridge representing Professor John Kelly (RCSI). The meeting was very positive and productive and has established a basis for the development of the future PSI/Schools of Pharmacy collaborative relationship. Issues discussed include the proposed work programme of the PD&L Committee, shared concerns regarding the funding of the undergraduate pharmacy programme and other policy matters.
- At the PD&L Committee Meeting on 23 October 2007, a broad outline of a number of reviews that the Committee will propose to undertake as part of its business plan for 2008 was discussed and approved by the Committee. Subject to approval by Council of the Service Plan and the funding required as well as a new co-option process, the Committee proposes to appoint a steering group to

oversee the carrying out of the reviews of pharmacy education and training, the review of CPD models and the review of accreditation standards and models.

- The Chair of the PD&L Committee together with the PSI's Acting Education & Registration Officer attended a joint symposium of the Academy of Pharmaceutical Sciences, the Academic Pharmacy Group and the RPSGB in London on 12 November 2007. The Symposium addressed some of the policy issues to be considered by this Committee over the next 12-18 months and provided some useful insights for the future work of the Committee.
- The final reports of the accreditation visits to TCD and UCC will be presented to Council early in 2008 following review by the extern advisors and the schools concerned.

4.4 Registration & Qualification Recognition Committee

The Chair, Prof. P. Weedle, reported:

- In addition to the agenda items already discussed regarding the registration of pharmacies (See 3.5) and the proposed non-EU/EEA Route of Registration (See 3.6), the RQR Committee, at its meeting held on 7 November 2007, has approved a revised process for applicants wishing to apply for registration under the national route. This revised process will bring the national route in line with the procedures currently in place under the EU route of registration.
- Prof. P. Weedle also wished to point out that the RQR Committee had previously agreed to meet on 11 December (proposed date of next Council meeting) in order to facilitate applicants under the national route and requested that when organising the timing of the Council meeting that the Office be mindful of the RQR Committee's requirements.

4.5 Standards & Practice Committee

The Chair, Mr. R. Quirke, reported on the meeting of 8th November 2007;

- Co-option of appropriate expertise to the committee was considered and the need for an appropriate co-option mechanism to be agreed at Council level was reaffirmed
- Person Centered Medication Management Policy Guidelines – Request for comment/review of policy documentation from a non-statutory agency. Committee decided to respond pointing out any breaches of law. The Committee was of the view that as a policy they should not act as a review board for non statutory agencies in respect of quality control of their internal procedure and policy.
- Request for comment in respect of proposed introduction of hand writing exemptions in respect of Methadone prescriptions– Having due regard to CD review previously conducted by the old PSI this item was discussed and an agreed response decided. The Council was informed of the substantive nature of the response provided.
- Operational dependencies between the Inspection and Enforcement Unit and the Standards and Practice Unit. Two questions were raised at the behest of the Inspection & Enforcement Committee and the Council was informed of the deliberations thereon. The Standards and Practice Committee was of the view that should breaches of law be encountered then appropriate enforcement action should be initiated.
- Partnership process and the delivery of guidance in respect of Standards and Practice – the document considered by the Committee had been referred to Council for its information and/or comment
- HSE Wholesaler Reimbursement – Due to the existence of potential conflicts of interest which could not be managed this question previously referred from Council could not be discussed by the committee.

5. President's & Registrar's Business

5.1 2nd Annual National Pharmacy Summit

Due to time constraints, this item will be covered in the November / December Bulletin distributed to Council. (Appended for the record.)

5.2 Nurse Prescribing

Due to time constraints, this item will be covered in the November / December Bulletin distributed to Council. (Appended for the record.)

5.3 Patient Safety Commission Update

a. PSI Submission made 9 November 2007

Due to time constraints, this item will be covered in the November / December Bulletin distributed to Council. (Appended for the record.)

5.4 Health Committee

Due to time constraints, the reports on the Unified Health Support Group and on the PSI meeting with the HSE's Suicide Prevention Office will be covered in the November / December Bulletin distributed to Council. (Appended for the record.) The HSE booklet *Mental Health in Ireland: Awareness and Attitudes* was circulated to Members at the meeting.

5.5 Joint Statement from the PSI and HSE

Council noted the Statement and it will be placed on the website and drawn to the attention of the editor of the *IPJ*.

Action¹⁵: Office

5.6 Meeting with the HPAI

Due to time constraints, this item will be covered in the November / December Bulletin distributed to Council. (Appended for the record.)

6. Operational Matters

6.1 Appointment of Authorised Officers

Mr. John Bryan, Ms. Damhnait Gaughan, Mr. John Hislop, Ms. Marita Kinsella, Ms. Jan Ní Fhlanagáin and Ms. Sinead O'Keeffe

[motion sheet]

1. Mr. P. Fahey
2. Mr. D. O'Loughlin

Agreed

Action¹⁶: Office

Meeting adjourned at 2.05pm

**Dr. Ambrose McLoughlin
REGISTRAR**