

***Minutes for Public Council Meeting No. 75
Thursday 15 September 2016
PSI House, Fenian Street, Dublin 2***

The Public session of the 75th meeting of the Council of the Pharmaceutical Society of Ireland, established under the Pharmacy Act, 2007 commenced at 8:40 on Thursday, 15th September 2016 at PSI House, Fenian Street, Dublin 2.

Present: Dr. Ann Frankish, President, Mr. Rory O'Donnell, Vice-President, Mr. Hugo Bonar, Ms. Nicola Cantwell, Mr. Richard Collis, Mr. Fintan Foy, Dr. Paul Gorecki, Mr. Graham Knowles, Ms. Caroline McGrath, Mr. Pat O'Dowd, Mr. Shane McCarthy, Prof. Kieran Murphy, Ms. Muireann Ní Shuilleabháin, Asst. Prof. Sheila Ryder, Ms. Ann Sheehan, Mr. Edward McManus, Ms. Joanne Kissane and Mr. Paul Turpin.

PSI Staff: Mr. Niall Byrne, Registrar/Chief Officer, Dr. Cheryl Stokes, Dr. Lorraine Horgan, Dr. Cora Nestor, Ms. Cáit Molloy, Ms. Lucia Crimin (for part), Ms. Caroline Mellows (for part), Ms. Eileen Troy (for part) and Ms. Ruth McDonnell (for part).

Public Gallery: The President welcomed the attendees in the public gallery.

On behalf of the Council, the President welcomed Mr. Niall Byrne to the meeting following his appointment as Registrar/Chief Officer.

A. Apologies

Apologies had been received from Ms. Chantelle McNamara, Ms. Mary-Rose Burke and Ms. Deirdre Larkin

B. Declaration of Interests

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. Those requirements are also reflected in the Code of Conduct adopted for Council members which requires that Council members *"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.” Prof. Sheila Ryder declared a conflict of interest for agenda item F2b and one matter on the private Council agenda.

C. Draft Minutes of Public Council Meeting No 74

The President noted that the draft minutes of Public Council Meeting Number 74 had been circulated previously to Council members. Prof Sheila Ryder proposed two minor amendments to sections G2 and G3 of the minutes, by way of further clarification.

Decision: The minutes of Council meeting number 74 were adopted on the proposal of Mr. Fintan Foy and seconded by Mr. Shane McCarthy.

D. Office of the Registrar

D1. Report of the Registrar

Mr. Niall Byrne, Registrar and Chief Officer, addressed the Council and gave an overview, by means of a presentation, of the key updates and significant recent developments. The Council had been circulated with the Registrar’s Report which contains high level Unit updates together with key strategy and policy updates.

E. Corporate Governance and Public Affairs

E1. Report of the Audit Committee

Mr Pat O’Dowd, Chair of the Audit Committee addressed the Council and advised that Council had been circulated with the Report of the Audit Committee. He advised the Council that the Committee had considered one internal audit report regarding the Professional Development and Learning function. Four medium and four low level recommendations were identified as part of the audit. Overall, the Audit Committee is satisfied with the Internal Auditors’ report and the follow-on actions of management, and has no major concerns to report to Council. Mr O Dowd informed the Council that the final internal audit for 2016 will take place in October on Financial and Asset Management.

He also advised Council that the Committee had reviewed the implementation plan arising from the review of risk management undertaken by the Institute of Public Administration and are satisfied that the recommendations are being implemented. The Committee reviewed the risk register for the Regulation Department at their meeting and noted the resource constraints within the Inspection and Enforcement Unit and noted that additional resources will be available from September. In terms of financial reporting, the committee welcomed the approach of the Executive in regards to a

revised approach to budgeting. Mr. O'Dowd also indicated that the Committee welcomed the updated Code of Practice for the Governance of State Bodies and advised Council that the Audit Committee would be conducting a review of its performance, in line with the updated Code of Practice by the end of 2016.

E2. Appointments

The President addressed the Council. The Council had been circulated with a memo outlining proposed appointments to Advisory and Disciplinary Committees and Council sub-groups, which included a brief biography of each individual.

Decision: The Council approved the following appointments and re-appointments:

- (a) Advisory Committees: The re-appointment of Mr Shane McCarthy to the Administration and Finance Committee
- (b) Disciplinary Committee: The re-appointment of Mr Liam Farmer and Ms Elaine Quinlan to the Preliminary Proceedings Committee. The re-appointment of Mr Criofan Shannon to the Health Committee. The appointment of Mr Graham Knowles and Ms Muireann Ní Shuilleabháin to the Professional Conduct Committee.
- (c) Council Sub-Groups: The appointment of Mr Shane McCarthy, Mr Paul Turpin and Mr Richard Collis to the Nominations Sub-Group and the appointment of Mr Hugo Bonar as Chair of the Mediation Sub-Group and Mr Rory O'Donnell, Ms Joanne Kissane and Ms Ann Sheehan to the Mediation Sub-Group.

on the proposal of Mr P Turpin and seconded by Mr P O'Dowd.

E3. Terms of Reference

The President addressed the Council. The Council had been circulated with the proposed terms of reference for the Nominations and Mediation Sub-Groups of Council. Following a query from Council, the President advised Council that any recommendations from the Sub-Groups will be presented to Council for review and approval.

Decision: The terms of reference of both the Nominations and Mediation Sub-Groups was approved on the proposal of Ms Muireann Ní Shuilleabháin and seconded by Prof Sheila Ryder.

F. Professional Development and Learning

F1. Report of the Professional Development and Learning Committee

Prof. Kieran Murphy, Chair of the Professional Development and Learning Committee,

addressed the Council and presented the report of the Professional Development and Learning Committee. Prof K Murphy outlined that items of note for the Committee were the results of the recent internal audit, the portfolio review and the closing date for receipt of applications for consideration due to extenuating circumstances.

F2. Accreditation of the Five-Year Fully Integrated Master's Degree Programmes in Pharmacy.

Prof K. Murphy, Chair of the Professional Development and Learning Committee addressed the Council and advised Council that they had previously been circulated with the summary reports from the accreditation teams on the five year fully integrated Master's Degree Programme in Pharmacy. Council were asked to consider and approve the publication of the summary report of the accreditation teams for each of the three schools of pharmacy on the PSI website.

Following a query, Council was informed that in the event a student elected to exit the Fully Integrated Master's Degree Programme in Pharmacy after four years, they would receive a bachelor's degree in pharmacy, however that graduate would not be eligible to register as a pharmacist with the PSI under the Pharmacy Act 2007 as the qualification appropriate for practice as defined in the Pharmaceutical Society of Ireland (Education and Training)(Integrated Course) Rules 2014 ([SI No. 377 of 2014](#)) is the 5-Year Fully Integrated Master's Degree Programme. It was also noted that should that graduate seek to work as a pharmacist outside of Ireland, it would be a matter for the graduate to meet the requirements for practice as a pharmacist in that jurisdiction.

Prof Sheila Ryder declared an interest for the consideration of the summary report that related to Trinity College Dublin and left the meeting at 9:20am for consideration of this item and returned at 9:23am.

Decision: Council approved the publication of all three summary reports on the PSI website on the proposal of Mr. Shane McCarthy and seconded by Mr. Rory O'Donnell.

F3. Approval of the Northern Ireland Centre for Pharmacy Learning and Development within Queen's University Belfast 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, Chair of the Professional Development and Learning Committee addressed the Council and advised Council that they were being asked to approve the Northern Ireland Centre for Pharmacy Learning and Development, within in Queen's University Belfast, as a Certifying Body under Medicinal Products (Prescription and Control of Supply) (Amendment) (No.2) Regulations 2015 SI No 449 of 2015.

Decision: Council approved the Northern Ireland Centre for Pharmacy Learning and Development within Queen's University Belfast as a Certifying Body under Medicinal Products (Prescription and Control of Supply) (Amendment) (No. 2) Regulations 2015 SI No 449 of 2015 SI on the proposal of Ms. Muireann Ni Shuilleabhain and seconded by Dr. Paul Gorecki.

Professor Kieran Murphy provided an update for noting via provision of the Quarterly Report on the Irish Institute of Pharmacy (IIOP).

G. Inspection and Enforcement

G1. Report of the Inspection and Enforcement Committee

Mr. Richard Collis, Chair of the Inspection and Enforcement Committee, addressed the Council and presented the report from the Inspection and Enforcement Committee. Council were notified that a letter was to be issued from the Chair of the Inspection and Enforcement Committee to pharmacies with regard to non-compliance identified in the sale of non-prescription medicines containing domperidone. The Committee had also been updated on the roll out of the Pharmacy Assessment System and the six information evenings which were planned for October and November 2016.

G.2 Validation of Pharmacy Software Systems

Mr. R Collis, addressed the Council and presented a memo to the Council from the Inspection and Enforcement Committee on the validation of pharmacy software systems, for discussion. Council discussed the issue of record keeping and software systems in pharmacies. It was noted that SI 488 of 2008 made provision for the validation of software but that this provision relied on certain actions being undertaken by the Minister for Health. It was agreed that the Registrar would discuss this matter with the Department of Health to determine what regulatory options might be possible.

Decision: Council agreed that the Registrar should meet with representatives from the Department of Health to discuss this further.

H. Legal Affairs

H1. Approval of draft Rules regarding the Receiving and Recording of Evidence by a Committee of Inquiry

Ms. Aoife Mellet, Legal Affairs Manager, addressed the Council and asked Council to consider and approve the draft rules regarding the receiving and recording of evidence by a Committee of Inquiry be adopted and signed by both the President and Registrar, and that they be presented to the Minister for Health to obtain his consent to the making of these rules.

Decision: The draft Rules were approved by Council with a motion proposed by Mr. Hugo Bonar and seconded by Ms. Caroline McGrath seconded the proposal.

I. Pharmacy Practice Development

I1. Report of the Pharmacy Practice Development Committee

Ms. Caroline McGrath, Chair of the Pharmacy Practice Development Committee, addressed the Council and presented the report of the Pharmacy Practice Development Committee. Ms. C McGrath advised Council that due to last minute apologies the Committee was not quorate therefore the committee had discussion only on the agenda items. The committee discussed the revised version of the guidance on recordkeeping in pharmacies. Ms. C McGrath also informed Council that that a proposed communication and engagement plan for the Report on Future Pharmacy Practice was under development and that the submission to the Oireachtas Committee on Future Health had been provided to Council as part of the Registrar's report, was also part of the communication and implementation plan for the project.

I2. PSI/Medical Council Draft Joint Guidance on the Safe Prescribing and Dispensing of Controlled Drugs

Ms. Caroline McGrath, Chair of the Pharmacy Practice Development Committee, addressed the Council and advised Council that they were being asked to approve the PSI/Medical Council Joint Guidance on the Safe Prescribing and Dispensing of Controlled Drugs for release for public consultation. Council noted that the issue of how the guidance would apply to hospital pharmacies would require further consideration and agreed some minor amendments to the document in this regard. The amendments suggested by Council would be discussed with the joint working group with the Medical Council. The President asked Council to approve the draft joint guidance in order for it to be released for public consultation.

Decision: Council approved the release for public consultation of the joint guidance on the proposal of Ms. Nicola Cantwell and seconded by Prof Sheila Ryder seconded the proposal.

J. Registration and Qualification Recognition Matters

J1. Report of the Registration and Qualification Committee

Mr. Pat O'Dowd, Chair of the Registration and Qualification Recognition Committee, addressed the Council and presented a summary report of items which the Committee will consider at its next meeting, as the previously scheduled 24 August meeting had been deferred.

K. Administration and Finance

K1. Report of the Administration and Finance Committee

Mr. Shane McCarthy, Chair of the Administration and Finance Committee, addressed the Council and presented the report of the Administration and Finance Committee. Mr. S McCarthy noted that previous projections have remained constant with some small variances in budgeted figures. Council was advised that the Committee was recommending the extension of the External Auditors' contract by one year. He also advised Council that a review of the Investment Management Policy was to be carried out and the composition of the Investment Group would also be reviewed. He also advised Council that the SAGE 200 finance system upgrade was proceeding well.

K2. Approval of Management Accounts for the period to 31 July 2016

Mr. Shane McCarthy, Chair of the Administration and Finance Committee, addressed the Council and asked Council to approve the Management Accounts for the period to 31 July 2016 following the recommendation of the Administration and Finance Committee.

Decision: The management accounts for the period to 31 July 2016 were approved by Council on the proposal of Mr. Richard Collis and seconded by Mr. Fintan Foy.

K3. 2016 year-end forecast

Mr. Shane McCarthy, Chair of the Administration and Finance Committee, addressed the Council and asked Council to approve the 2016 year-end forecast. Council noted that the forecast to year-end had been considered and discussed by the Administration and Finance Committee at its 30 August 2016 meeting and was recommending its approval by Council.

Decision: Council approved the 2016 year-end forecast on the proposal of Ms. Caroline McGrath and seconded by Mr. Pat O'Dowd.

K4. Re-appointment of External Auditors for the purposes of the audit of the financial statements for the year ended 31 December 2016

Mr. Shane McCarthy, Chair of the Administration and Finance Committee, addressed the Council and asked Council to approve the re-appointment of the External Auditors for the purposes of the audit of the financial statements for the year ended 31 December 2016. In considering the re-appointment, Council noted the recommendation of the Administration and Finance Committee to appoint the external auditors immediately following the conclusion of the financial statements each year in order that sufficient time was available for appointment decision-making and also

noted that a procurement procedure would be undertaken as part of the 2017 procurement plan for these services.

Decision: Council approved the re-appointment of the External Auditors for the purposes of the audit of the financial statements for the year ended 31 December 2016 on the proposal of Mr. Graham Knowles and seconded by Mr. Rory O'Donnell.

K5. Motion for approval on Bank Signatories

Mr. Shane McCarthy, Chair of the Administration and Finance Committee, addressed the Council and asked Council to consider and approve the motion for proposed changes to bank signatories, which had previously been circulated to Council. Council noted that these changes were as a result of the recent appointment of the new PSI Registrar.

Decision: Council approved the motion for approval to changes in bank signatories on the proposal of Mr. Hugo Bonar and seconded by Prof Sheila Ryder.

Council Members' Time

The President addressed Council and advised that no Council member had notified their intention to speak during this agenda item.

The meeting ended at 10:36am.