

**Minutes of meeting the Special Purposes Committee of the held on the 2 December 2021, at 1400hrs. The meeting was convened on-line due to the COVID-19 Public Health Emergency**

**Agenda Item A - Attendees & Apologies**

<b>Name</b>	<b>Role</b>	<b>Present (Yes/No)</b>
Ms. Muireann Ní Shúilleabháin	President, and Chair of the Committee	Yes
Mr. Rory O'Donnell	Vice-President	Yes
Mr. Graham Knowles	Chair of the Performance and Resources Committee	No (apologies)
Ms. Joanne Kissane	Chair of the Regulatory and Professional Policy Committee	Yes
Dr. Paul Gorecki	Chair of the Audit and Risk Committee	Yes
<b>Members of PSI staff in attendance included:</b>		
Mr. Niall Byrne	Registrar	
Dr. Lorraine Horgan	Head of Corporate Services (for part)	
Dr. Cheryl Stokes	Head of Governance and Programme Delivery	
Ms. Ruth Baily	Business Planning and Information Governance Executive	
Mr. Eanna O'Lochlainn	Governance and Planning Officer	

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

**Agenda Item B – Declaration of Conflicts of Interest**

<b>Issue</b>
Declaration of Interests by members of the Special Purposes Committee.
<b>Information</b>
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.
<b>Decision Approved, and/or Action Requested</b>
No conflicts of interest were declared.

Agenda Item C – Approval of Minutes of Special Purposes Committee Meeting on the 20 September 2021 and 14 October 2021.

#### Issue

Draft Minutes of the Special Purposes Committee Meeting held on the 20 September 2021 and the 14 October 2021.

#### Information

The Committee was advised that minutes of the meetings of 20 September and 14 October had been circulated and that no amendments had been received.

#### Decision Approved, and/or Action Requested

**Decision Approved:** The minutes of the Special Purposes Committee meeting on 20 September were approved, they were proposed by Dr Paul Gorecki and seconded by Ms Joanne Kissane. The minutes of the Special Purposes Committee meeting on 14 October were approved, they were proposed by Ms Joanne Kissane and seconded by Dr Paul Gorecki.

### Agenda Item D. Recommendation to Council, for its approval, of the appointment of Council members to:

#### 1. Advisory Committees

#### 2. Disciplinary Committees

#### Issue

Recommendation to Council, for its approval of the appointment of Council members to:

1. Advisory Committees
2. Disciplinary Committees

#### Information

The Committee discussed the appointment of Council members to both Advisory and Disciplinary Committees.

##### **1. Advisory Committees**

The Committee considered the application submitted by Geraldine Campbell, the current membership of all of the Advisory Committees and the expiry of the terms of office of members of the Advisory Committees. Following discussion, the Committee agreed to recommend the following appointment to Council for approval:

That Ms Geraldine Campbell be appointed to the Audit and Risk Committee.

##### **2. Disciplinary Committees**

The Committee considered three applications, received from Council members, to sit on the Disciplinary Committees following the recent expression of interest process carried out seeking to appoint an additional Council member to each Committee. The Committee considered the statutory requirements for membership of the Disciplinary Committees, as set down in the accompanying Memo, the current membership of the Disciplinary Committees and the expiry of the terms of office of Council members currently sitting on the Committees. Following discussion, the Committee agreed to recommend the appointments, outlined below, to Council for approval.

- That Ms Geraldine Campbell be appointed to the Preliminary Proceedings Committee.
- That Mr Sean Reilly be appointed to the Professional Conduct Committee.
- That Mr Graham Knowles be appointed to the Preliminary Proceedings Committee from 15 May 2022.

The Committee noted that following the appointment of three new Council members in May 2022, that a further call for expressions of interest would be circulated to Council to fill the remaining vacancy on the Health Committee.

## Decision Approved, and/or Action Requested

### **Decision Approved:**

The Committee agreed to recommend the following appointments to Council for approval:

#### **Advisory Committees**

- That Ms Geraldine Campbell be appointed to the Audit and Risk Committee for a term of two years or until such time as she ceases to be a member of Council, whichever the sooner.

#### **Disciplinary Committees**

- That Ms Geraldine Campbell be appointed to the Preliminary Proceedings Committee for a term of four years or until such time as she ceases to be a member of Council, whichever the sooner.
- That Mr Graham Knowles be appointed to the Preliminary Proceedings Committee from the 15 May 2022 for a term of four years or until such time as he ceases to be a member of Council, whichever the sooner.
- That Mr Sean Reilly be appointed to the Professional Conduct Committee for a term of four years or until such time as he ceases to be a member of the Council, whichever the sooner.

The recommendations were made on the proposal of Mr Rory O'Donnell and seconded by Ms Joanne Kissane.

## **Agenda Item E – Recommendation to Council, for its approval, of the re-appointment of Council members to:**

### **1. Advisory Committees**

### **2. Disciplinary Committees**

#### **Issue**

**Recommendation to Council, for its approval, of the re-appointment of Council members to:**

- 1. Advisory Committees**
- 2. Disciplinary Committees**

#### **Information**

The Committee discussed the reappointment of Council members to both Advisory and Disciplinary Committees. The Committee noted that the Chairs of each of the Committees endorsed the re-appointments.

Following discussion, the Committee agreed to recommend the following appointments to Council for approval:

**1. Advisory Committees**

- Ms Ann Sheehan be reappointed to the Regulatory and Professional Policy Committee.
- Dr Shane McCarthy be reappointed to the Performance and Resources Committee
- Ms Niamh O’Regan be reappointed to the Audit and Risk Committee.

**2. Disciplinary Committees**

- Ms Ann Sheehan be re-appointed as Chair of the Health Committee.

**Decision Approved, and/or Action Requested**

**Decision Approved:**

Following discussion, the Committee agreed to recommend the following appointments to Council for approval:

**1. Advisory Committees**

- That Ms Ann Sheehan be reappointed to the Regulatory and Professional Policy Committee for a period of two years or until such time as she ceases to be a member of the Council, whichever the sooner.
- That Dr Shane McCarthy be reappointed to the Performance and Resources Committee for a period of two years or until such time as he ceases to be a member of the Council, whichever the sooner.
- That Ms Niamh O’Regan be reappointed to the Audit and Risk Committee for a period of three years.

**2. Disciplinary Committees**

That Ms Ann Sheehan be re-appointed as Chair of the Health Committee until the expiry of her current term on Council.

The recommendations were made on the proposal of Ms Joanne Kissane and seconded by Mr Rory O’Donnell.

**Agenda Item F – Succession Planning for Chairs of Advisory Committees**

**Issue**

Succession Planning for Chairs of Advisory Committees

**Information**

The Committee discussed succession planning for chairs of the PSI Advisory Committees. It was noted that GK had indicated his intention to step down as Chair of the Performance and Resources Committee. The Committee discussed the lack of candidates putting their name forward for recent Chair positions and discussed potential barriers as to why this was the case.

**Decision Approved, and/or Action Requested**

The Committee recommended that Chairpersons training be scheduled for the Council training day in March. They also agreed it may be useful if individuals were interested in putting their name forward that current and retiring Chairs might make themselves available to discuss the time

commitment involved in the role, which may encourage more candidates to put their names forward due to a better understanding of what they would be committing to.

## **Agenda Item G – Review of the Terms of Reference of the Advisory Committees**

### **Issue**

Reviews of Terms of Reference of the Advisory Committees

### **Information**

The Committee discussed the updated Terms of Reference (TOR's) for the PSI Advisory Committees. The Committee were updated on changes made to the TOR's to each of the respective Committees following the Better Boards review. The Committee also noted that arising from the review that there had been some small changes of responsibility for some Committees, e.g responsibility for all Committee appointments will now sit with the Special Purposes Committee. The Committee discussed the changes to the TOR's along with the reference to attendance, which had previously been included in the TOR for the Audit and Risk Committee. It was agreed to leave attendance out of the TOR's and that the Committee Chair would deal with attendance matters. The Committee agreed that the TOR's should now be considered by the individual Committees, with the aim of all TOR's going to Council for consideration and approval at its March meeting.

## **Agenda Item H – Skills Matrix: Competencies required for new Council members**

### **Issue**

Skills Matrix: Competencies required for new Council members

### **Information**

The Committee discussed the Skills Matrix developed to help access the competencies required when developing the role specifications for the Public Appointments Service for the three vacancies that would arise on Council in May 2022. The Committee discussed the next steps in the process and the value of a skills audit and commissioning that work.

### **Decision Approved, and/or Action Requested**

The Committee agreed that a skills/competency audit should be carried out to assist the President in determining the competencies required on Council due to the upcoming vacancies and the point the PSI is currently at in its strategic development.

## **Agenda Item I – Scheduling of Council Meetings 2022**

### **Issue**

Scheduling of Council Meetings 2022

### **Information**

The Committee discussed the proposed schedule for the 2022 Council meetings. There was a discussion on the current format of public meetings followed by the private meeting. It was noted that it is sometimes difficult to know the running times of the meetings.

### Decision Approved, and/or Action Requested

The Committee agreed to continue with the current format until the new sanctions guidelines have had time to bed in and to look again at the scheduling of meetings in six months.

#### Council Meetings in 2022

Thursday 3 February 2022	Private-only Council Meeting
Thursday 3 March 2022	Public & Private Council Meeting
Thursday 24 March 2022	Public Council Meeting & Council Development Day
Thursday 28 April 2022	Public & Private Council Meeting
Thursday 23 June 2022	Public & Private Council Meeting
Thursday 6 October 2022	Public & Private Council Meeting
Thursday 20 October 2022	Council Planning & Development Day
Thursday 24 November 2022	Private-only Council Meeting
Thursday 15 December 2022	Public & Private Council Meeting

### Agenda Item J – Scheduling of Special Purposes Committee Meetings 2022

#### Issue

Scheduling of Special Purposes Committee Meetings 2022

#### Information

The Committee discussed the proposed dates for the Special Purposed Meetings for 2022. The dates and timings for the meeting in 2022 were agreed and will be booked in the Committee diaries.

### Decision Approved, and/or Action Requested

**Decision Approved:** The Committee agreed the following dates for the Special Purposes Committee Meetings in 2022:

Wednesday 9 February

Thursday 7 April

Thursday 9 June

Thursday 15 September

Thursday 24 November

### Agenda Item K – Any other Business

#### Information

There was no other business to discuss

**The meeting concluded at: 17:30.**

**Signed by:**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Date**