

Minutes of meeting the Special Purposes Committee of the held on the 14 October 2021, at 1600hrs. The meeting was convened on-line due to the COVID-19 Public Health Emergency

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
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	Yes
Ms. Joanne Kissane	Chair of the Regulatory and Professional Policy Committee	Yes
Dr. Paul Gorecki	Chair of the Audit and Risk Committee	Yes
Members of PSI staff in attendance included:		
Mr. Niall Byrne	Registrar	
Mr. Renaud Deworst	HR Lead (for part)	
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	

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

Agenda Item B – Declaration of Conflicts of Interest

Issue
Declaration of Interests by members of the Special Purposes Committee.

Information
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.

Decision Approved, and/or Action Requested
No conflicts of interest were declared.

Agenda Item C – Approval of Minutes of Special Purposes Committee Meeting on the 12th of August 2021

Issue

Draft Minutes of the Special Purposes Committee Meeting held on the 20 September 2021

Decision Approved, and/or Action Requested

Decision Approved: The Committee agreed to defer approval of the minutes to the following meeting which is currently due to be held on the 2 December at 1400hrs.

Agenda Item D. – Appointment of a new Registrar

Issue

1. Process for recruitment of Registrar through PAS
2. Interim internal acting appointment pending conclusion of PAS process

Information

The Committee discussed the recruitment of a new Registrar following the resignation of the current Registrar. The Committee noted that the Registrar will leave the PSI at the end of December 2021. The Committee was furnished with a memo outlining the recruitment process to be followed in accordance with the Pharmacy Act 2007 and the Corporate Governance Framework.

There were two matters to deal with: the recruitment process of a new Registrar, which would likely take around six months from instigation to having a new Registrar in place; and, the recruitment and appointment of an Acting Registrar for the interim period pending the recruitment of the new Registrar. It was noted that sanction must be sought from the Department of Health (DoH) for both the acting position and the full-time position. The position of Acting Registrar would be open to all eligible PSI staff. If no internal candidate was successful, a short external competition would take place.

The Public Appointment Service (PAS) will run the competition for the substantive appointment to the five-year fixed-term contract role.

The HR Team will begin the process of developing the business cases for both roles for submission to the DoH for sanction.

The Committee discussed the appointment of an external chair for the interview panel for the acting role. There was a discussion on the make-up of the panel, who from the Council would sit on the panel and what the optimum number of people on the panel should be. The PSI has previously engaged a number of people who have acted as chair of interview panels who would be at the appropriate level to chair the panel. HR will manage the process on behalf of PSI.

Pending sanction is received from the DoH for the recruitment of the permanent role, the Committee agreed to seek approval from Council for the Registrar’s job description and vacancy notice at its upcoming meeting in November. If sanction is received earlier from the DoH, approval will be sought from Council by email.

Decision Approved, and/or Action Requested

Decision Approved: The Committee approved the development and submission of the business cases for the acting and substantive Registrar positions to the Department of Health to be progressed by the Executive and to be approved by the PSI President. The Committee approved the review and updating of the Registrar’s job description and vacancy notice for approval by Council. The Committee approved that the Registrar would approach appropriate persons to chair the interview panel for the acting post.

Agenda Item E – Advisory and Disciplinary Committees: Expiry of upcoming terms of office.

Issue

Advisory and Disciplinary Committees: Expiry of upcoming terms of office

Information

The Committee was advised that the terms of office of one member of each of the Committees, Audit and Risk, Performance and Resources and Regulatory and Professional Policy ends on the 11 December.

Decision Approved, and/or Action Requested

Action Requested It was agreed that each of the Committee Chairs would speak to the individuals involved to seek their views about being reappointed to the particular Committees. It was also agreed to discuss succession planning for the Committees at the next Special Purposes Committee meeting on the 2 December.

Agenda Item F – Any Other Business

Information

There was no other business to discuss

The meeting concluded at: 17:30.

Signed by:

Chair

Date