

Agenda for the Special Purposes Committee Meeting

3 March 2026 1.00 pm

Location: Online via MS Teams

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

Agenda Notation: * = document in advance; ** = presented in slide deck, *** = verbal update

<u>Indicative Time</u>	<u>Item Descriptor and Presenter</u>		
1:00 pm	1	Apologies	President
1:02 pm	2	Declaration of Interests (See Appendix A)	President
1:03 pm	3	Approval of Meeting Agenda	President
1:05 pm	4	Request for Approval of the draft Minutes of the Meeting of the Special Purposes Committee held on 13 February 2026 *	President
1.07 pm	5	Committee Updates Audit and Risk Committee*** Performance and Resources Committee*** Regulatory and Professional Policy Committee***	Committee Chairs
1:25 pm	6	Review of draft Skills and Competency Matrix of Council *	Des Butler
1.40 pm	7	1. Outputs of Self-Evaluation of Special Purposes Committee December 2025 (survey)* 2. Council and Committees 2025 Self-Evaluation– Action Plan * 3. Council and Committees 2024 Self-Evaluation– Action Plan - outstanding items *	President
1.55 pm	8	Appointments to the PSI Disciplinary Committees • Appointment of a Chair to PPC • Appointment of a lay member to the PPC	Des Butler
2.05 pm	9	Feedback from the President 1-2-1's with Council *	President
2.20 pm	10	Reflection of outputs of Chairs Training and next steps*	President
2.30 pm	11	Advisory Committees Terms of Office *	Des Butler
2.35 pm	12	Update Council appointments and reappointments, including an update on EOI for ARC external member appointments***	Des Butler
2.40 pm	13	End-of-Year Performance Review of Registrar *	President
2.55 pm	14	AOB	President

We anticipate the meeting will end at approximately 3:00 pm
Next Meeting Date: 2 June 2026

APPENDIX A

Pharmacy Act 2007 Schedule 1, Section 9: Disclosure of certain interests

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

- (a) an arrangement to which the Council is a party or a proposed such arrangement, or
- (b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

- (a) shall at the meeting, disclose that fact and the extent of the interest,
- (b) may not influence or seek to influence a decision to be made in relation to the matter,
- (c) shall absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,
- (d) may not vote on a decision relating to the matter, and
- (e) may not take part in any further deliberation of the Council or any of its committees relating to the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member’s course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.