

## PSI Council Public Meeting Minutes

**Minutes of meeting number 151 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which convened in person and online 08.30am on Thursday, March 6th, 2024.**

### Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Katherine Morrow	President	Yes
Dr. Denis O' Driscoll	Vice-President	Yes
Dr. Cyril Sullivan	Council Member	Yes (online)
Dr. Ann McGarry	Council Member	Yes
Dr. Paula Barry Walsh	Council Member	Yes
Mr. Peter Dennehy	Council Member	Yes
Prof. Laura Sahm	Council Member	Yes
Mr. Martin Sisk	Council Member	Yes
Mr. John Given	Council Member	Yes
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Ms. Geraldine Campbell	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes (online)
Mr. Sean Reilly	Council Member	Yes (online)
Mr. Rory O'Donnell	Council Member	Yes
Ms. Joan Peppard	Council Member	Yes
Ms. Dorothy Donovan	Council Member	No
Mr. Martin Higgins	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes
Ms. Emily Kelly	Council Member	Yes
Mr. Richard Hammond S.C.	Council Member	Yes

#### ***Members of PSI staff in attendance included:***

Ms. Joanne Kissane, Registrar & Chief Officer.
Mr. Éanna Ó Lochlainn, Corporate Governance & Planning Officer.
Ms. Damhnait Gaughan, Head of Community Pharmacy Assurance.
Ms. Louise Harma, Pharmacy Practice Officer.

Ms. Cora O’Connell, Acting Head of Practitioner Assurance.
Mr. Dan Burns, Head of Strategic Policy, Research and Communication; Acting Head of Governance and Programme Delivery.
Mr. Pádraig Corbett, Professional Standards Officer.
Ms. Eileen Troy, Finance & Support Services Development Manager.
Mr. Neil Wall, ICT & Corporate Reporting Manager.
Dr. Cheryl Stokes, Head of Corporate Services.

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

### Agenda Item B – Declaration of Interest by Members of Council

<b>Issue</b>
Declaration of interests by members of Council.
<b>Information</b>
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 interests by members of the Council.
<b>Decision Approved and/or Action Requested by Council</b>
No conflicts of interest were declared by any Council member

### Agenda Item C – Draft Minutes of Public Council Meeting No. 148 & 149

<b>Issue</b>
The Draft Minutes of Public Council Meetings Nos. 148 & 149 were tabled for approval by Council.
<b>Information</b>
None.
<b>Decision Approved and/or Action Requested by Council</b>
<b>Decision Approved:</b> Council approved the draft minutes of the public Council meeting of December 12th, 2024, on the proposal of Mr. Richard Hammond, seconded by Dr. Paula Barry Walsh.
<b>Decision Approved:</b> Council approved the draft minutes of the public Council meeting of January 16th, 2025, on the proposal of Ms. Joan Peppard, seconded by Mr. Peter Dennehy.

### Agenda Item D – Agreement on the Meeting Agenda

#### Issue

No changes were proposed to the meeting agenda as circulated.

#### Information

None

#### Decision Approved and/or Action Requested by Council

None

### Agenda Item E.1 Registrar's Report.

#### Issue

Registrar's Report to Council.

#### Information

A copy of the Report had been circulated to Council in advance of the meeting.

The Registrar updated the Council in her report on significant activities undertaken since the last Council meeting including an update on the progress being made by the Community Pharmacy Expansion Implementation Oversight Group.

She highlighted the outputs from the public consultation on proposed changes to the Continuing Professional Development (CPD) system, the report of which was due to be considered by Council at the meeting.

She noted that the procurement process for a Core Funding Review, which would seek to outline how the PSI could maintain a sustainable financial position with appropriate funding, had commenced. Council queried if the use of consultants for the Core Funding Review was necessary. The Registrar detailed the rationale underpinning this, emphasising the importance of leveraging external expertise to ensure a comprehensive and unbiased analysis. Additionally, the Registrar noted the requirement that the consultants provide a robust evidence base for the PSI's future funding model, including an analysis of value for money and where efficiencies could be delivered.

Council noted the challenges for both the Preliminary Proceedings Committee and the Professional Conduct Committee to meet the targets as set out in their Key Performance Indicators (KPIs). Council noted the import of the Committees being consulted when KPIs are being set; this had not always been the case heretofore.

Council discussed the number of onsite pharmacy inspections that had taken place since the last Registrar's Report. Updated figures accurate to the date of the Council meeting were provided by the Executive.

Council noted that the number of mediations initiated on foot of a complaint remained at zero. Council discussed the process and mechanism of referral of a complaint to mediation and briefly discussed paragraph 4.4 of the Pharmaceutical Society of Ireland Mediation Guidelines. Council noted that, at times, there was a reluctance on the part of complainants and registrants to engage in the mediation process.

#### **Decision Approved and/or Action Requested by Council**

The Report was noted by Council.

#### **Agenda Item E.2 Update on Q1 implementation of the Service Plan 2025.**

##### **Issue**

Update on Q1 implementation of the Service Plan 2025.

##### **Information**

The Registrar provided Council with an update on the 2025 Service Plan. She informed Council that thirteen of the fifteen priority projects were trending green, the BTP was trending red, and one project had not yet started. She invited questions from Council. Council had no questions.

#### **Decision Approved and/or Action Requested by Council**

Council noted the update.

#### **Agenda Item E.3 – Request for Approval of Proposed Pharmaceutical Society of Ireland (Fees) (Amendment) Rules 2025**

##### **Issue**

Request for Approval of Proposed Pharmaceutical Society of Ireland (Fees) (Amendment) Rules 2025

##### **Information**

Subsequent to consideration and feedback from the DoH, Council was asked to approve amended draft Pharmaceutical Society of Ireland (Fees) (Amendment) Rules 2025 and to submit these for Ministerial approval. This maintained the quantum of the fee for Stage 2 in totality but further broke it down into constituent parts.

#### **Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the Proposed Pharmaceutical Society of Ireland (Fees) (Amendment) Rules 2025, on the proposal of Mr. Richard Hamond, seconded by Mr. Peter Dennehy.

**Agenda Item F.1 Report to Council from the Business Transformation Project Programme Board.**

**Issue**

[Report to Council from the Business Transformation Project \(BTP\) Programme Board.](#)

**Information**

Ms. Gráinne Power, Chair of the BTP Programme Board, presented the Report, a copy of which had been circulated to Council in advance of the meeting.

Council were informed that the requirements of Phase 3 of the Business Transformation Programme have resulted in a cost proposal from the partner vendor which exceeded the approved budget and that, on that basis, a decision had been made to pause this phase until such time as the estimate and solution approach could be further examined, with support from an independent third party. It is expected that an update will be provided to the Programme Board at its next meeting in April. This is considered by the Programme Board to be a prudent approach, given the need to carefully manage costs while seeking to maximise business benefits from the project.

**Decision Approved and/or Action Requested by Council**

The Report was noted by Council.

**Agenda Item G.1 Report to Council from the Performance & Resources Committee**

**Issue**

[Report to Council from the Performance & Resources Committee.](#)

**Information**

Dr. Ann McGarry, Chair of the Performance and Resources Committee, presented the Report, a copy of which had been circulated to Council in advance of the meeting. She highlighted that the Core Funding Review is a priority project for the Committee.

She also informed Council that clarification was still outstanding from the Department of Health on whether the PSI was officially being designated the national competent authority for pharmacies under the Network and Information Systems Directive (NIS2). The Registrar confirmed that she had discussed the matter with officials from the Department of Health

and highlighted that the appropriate expertise and resourcing would need to be in place should this new role be assigned to the PSI. The Council discussed the risks to the PSI associated with this new function and advised that this additional responsibility be fully funded by the Department of Health.

#### **Decision Approved and/or Action Requested by Council**

The Report was noted by Council.

#### **Agenda Item G.2 Request for Approval of the Performance & Resources Committee 2025 Work Plan**

##### **Issue**

**Request for Approval of the Performance & Resources Committee 2025 Work Plan.**

##### **Information**

A copy of the Performance & Resources Committee 2025 Work Plan had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council had no questions.

#### **Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the Performance & Resources Committee 2025 Work Plan on the proposal of Mr. Martin Sisk and seconded by Mr. Rory O'Donnell.

#### **Agenda Item G.3 Request for Approval of the Updated PSI Procurement Policy and the Annual Procurement Plan**

##### **Issue**

**Request for Approval for Approval of the Updated PSI Procurement Policy and the Annual Procurement Plan.**

##### **Information**

A copy of the updated PSI Procurement Policy and the Annual Procurement Plan had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council had no questions.

#### **Decision Approved and/or Action Requested by Council**

**Decision Approved:** Council approved the updated PSI Procurement Policy and the Annual Procurement Plan, on the proposal of Mr. John Given, and seconded by Mr Mark Jordan.

### Agenda Item H.1 Report to Council from the Regulatory and Professional Policy Committee

#### Issue

Report to Council from the Regulatory and Professional Policy Committee.

#### Information

Mr. Rory O'Donnell, Chair of the Regulatory and Professional Policy Committee, presented the Report, a copy of which had been circulated to Council in advance of the meeting. He invited questions from Council. Council had no questions.

#### Decision Approved and/or Action Requested by Council

The Report was noted by Council.

### Agenda Item H.2 Request for Approval of the Regulatory and Professional Policy Committee 2025 Work Plan

#### Issue

Request for Approval of the Regulatory and Professional Policy Committee 2025 Work Plan.

#### Information

A copy of the Regulatory and Professional Policy Committee 2025 Work Plan had been circulated to Council in advance of the meeting. Mr. O'Donnell invited questions from Council. Council had no questions.

#### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the Performance & Resources Committee 2025 Work Plan on the proposal of Mr. Martin Higgins and seconded by Mr. Richard Hammond.

### Agenda Item H.3 Request for Approval from Council of public consultation Report and proposed amendments to PSI Continuous Professional Development (CPD) and PSI (Registration) Rules.

#### Issue

Request for Approval from Council of the public consultation report and proposed amendments to PSI Continuous Professional Development (CPD) and PSI (Registration) Rules.

### Information

A copy of the public consultation Report and proposed amendments to PSI (CPD) and PSI (Registration) Rules had been circulated in advance of the meeting. Questions were invited from Council. Council noted the need for clear communication and engagement with registrants as part of the implementation of future changes to the CPD system.

### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the public consultation report and the proposed amendments to PSI Continuous Professional Development, (CPD) and PSI (Registration) Rules on the proposal of Mr. Martin Sisk, and seconded by Ms. Joan Peppard.

### Agenda Item H.4 Update for Council on the 2024 Survey of the Register Report

#### Issue

[Update for Council on the 2024 Survey of the Register](#)

### Information

Mr. Rory O'Donnell, Chair of the Regulatory and Professional Policy Committee, updated Council on the 2024 Survey of the Register. Council expressed appreciation to the Executive and noted the clarity and usefulness of the contents thereof.

### Decision Approved and/or Action Requested by Council

The update was noted by Council.

### Agenda Item I.1 Report to Council from the Special Purposes Committee

#### Issue

[Report to Council from the Special Purpose Committee.](#)

### Information

A copy of the Report had been circulated to Council in advance of the meeting. The Chair of the Committee, Council President Ms. Katherine Morrow, invited questions from Council. Council had no questions.

### Decision Approved and/or Action Requested by Council

The Report was noted by Council.



### Agenda Item I.2 – Request for Approval of appointments to the roles of Chair and Acting Chairs on the PSI Disciplinary Committees.

#### Issue

Request for Approval from Council of appointments to the roles of Chair and Acting Chairs on the PSI Disciplinary Committees.

#### Information

Council was informed that a number of PSI Disciplinary Committee Chairs and Acting Chairs would shortly complete their respective terms of office and that a number of appointments were now necessary in order to fill the vacancies arising.

#### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the appointment of;

Dr. Elaine Byrne; (currently on the reserve panel of Chairs and Acting Chairs), to the Health Committee, and to the role of its Acting Chair, for a term of four years.

Mr. Mark Kane; (currently Acting Chair of the Professional Conduct Committee), as Chair of the Professional Conduct Committee, for the duration of the remainder of his term of office, which finishes on 6 December 2025.

Mr. William Paul Ard; (currently a member of the Professional Conduct Committee, and also currently on the reserve panel of Chairs and Acting Chairs) to the role of Acting Chair of the Professional Conduct Committee for the duration of the remainder of his term of office which finishes on 28 September 2026.

Mr. John Naughton; (currently a member of the Professional Conduct Committee, and also currently on the reserve panel of Chairs and Acting Chairs), as a member of the Preliminary Proceedings Committee, and its Acting Chair, for the duration of the remainder of his term of office which finishes on 23 June 2025

on the proposal of the Mr. John Given, and seconded by Mr. Mark Jordan. Mr. Richard Hammond abstained.

### Agenda Item I.3 Request for approval from Council of appointment to the Health Committee.

#### Issue

Request for approval from Council of appointment to the Health Committee.

#### Information

Council was informed that there was currently only one pharmacy owner member on the

Health Committee, following the appointment of Mr. Michael Lyons, MPSI and Ms. Anne Harty, MPSI, as expert witnesses. The Professional Conduct Committee currently has three pharmacy owner members. Council was asked to approve the appointment of Ms. Margaret Doherty, MPSI, currently a pharmacy owner and member of the Professional Conduct Committee, with her consent, to the Health Committee,

#### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the appointment of Ms. Margaret Doherty, MPSI, to the Health Committee for the remainder of her term of office, which is due to finish on 23 June 2025, on the approval of Mr. Richard Hammond, and seconded by Mr. John Given.

#### Agenda Item I.4 Request for approval from Council of re-appointments to the PSI Advisory Committee

#### Issue

Request for approval from Council of re-appointments to the PSI Advisory Committee

#### Information

Council was informed that Ms Dorothy Donovan had completed her current term of office on the Regulatory and Professional Policy Committee and was content to be re-appointed until such time as her term as a member of the PSI Council would be completed on 15 May 2026.

#### Decision Approved and/or Action Requested by Council

**Decision Approved:** Council approved the re-appointment of Ms. Dorothy Donovan to the Regulatory and Professional Policy Committee until such time as her term of office as a member of the PSI Council is completed, which will be on 15 May 2026, on the proposal of Prof. Laura Sahm, and seconded by Mr. Mark Jodan.

**The Meeting concluded at 10:30 am.**

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President

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Date