



Minutes of the meeting of the Special Purposes Committee held on 18 November 2025, at 09:30 a.m. The meeting was held online.

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Dr Denis O’Driscoll	President and Chair of the Committee	Yes
Prof Laura Sahm	Vice-President	Yes
Dr Ann McGarry	Chair of the Performance and Resources Committee	Yes
Ms Geraldine Campbell	Chair of the Audit and Risk Committee	No
Mr Richard Hammond S.C.	Chair of the Regulatory and Professional Policy Committee	No
Members of PSI staff in attendance included:		
Ms Joanne Kissane	Registrar & Chief Officer – Did not attend for item M on the agenda.	
Mr Des Butler	Acting Head of Legal Affairs, Governance and Programme Delivery	
Ms Ruth Bailly	Governance Executive - Did not attend for Item M on the agenda.	

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 Chair drew Committee 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
There were no declarations of interest.

Agenda Item C – Approval of Meeting Agenda

Issue

Approval of Meeting Agenda

Information

None

Decision Approved and/or Action Requested

The agenda was approved.

Agenda Item D – Request for approval of the draft Minutes of the meeting of the Special Purposes Committee held on 11 September 2025

Issue

Draft Minutes of the Special Purposes Committee Meeting held on 11 September 2025.

Information

The Chair noted that the draft Minutes of the Committee meeting, held on 11 September 2025, had been circulated to Committee members in advance of the meeting and that no amendments had been received.

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the Minutes of the Special Purposes Committee meeting, held on 11 September 2025, by consensus.

Agenda Item E – Committee Updates

Audit and Risk Committee

Performance and Resources Committee

Regulatory and Professional Policy Committee

Issue

Committee Updates

Audit and Risk Committee

Performance and Resources Committee

Regulatory and Professional Policy Committee

Information

The Chairs of each Advisory Committee provided a verbal update to the Committee on the outputs of recent meetings and current matters of priority and focus.

Performance and Resources (P&R)

The Chair of the P&R Committee noted the updates given at the Council meeting on 2 and 23 October. The next meeting of the Committee will be on Thursday, 27 November, where there will be further discussion on the Strategic Financing Review. Procurement, along with the Management Accounts, will also be on the agenda for the meeting. The Registrar noted that there have been 382 responses to the Public Consultation on the Pharmaceutical Society of Ireland (Fees) Rules 2026.

Audit and Risk (A&R)

In the absence of the Chair, the Registrar provided the Committee with an update on the key items scheduled for discussion at the upcoming A&R meeting. The internal audit on the High Level Review of the System of Internal Control has been completed, and the report will be discussed at the Committee meeting. The report was very good, providing reasonable assurance on the design, adequacy and operating effectiveness of the internal controls tested to mitigate and/or manage identified risks. There were two low-level findings, one in relation to staff using their own devices and a second in relation to an external review of the risk management framework.

Regulatory and Professional Policy Committee (RPP)

In the absence of a Chair, the Registrar updated the Committee on the key items to be discussed at the upcoming RPP meeting. The Registrar noted that training was launched on the Common Conditions Service and an email update was provided to all Council members informing them of the availability of the training. The IOP hosted a webinar on 6 November 2025 that provided an introduction and overview of the Common Conditions Service with presentations from the Department of Health, HSE, PSI and the IOP.

Work is continuing on the implementation of the Pricing Transparency guidance. PSI met with the DoH, IPU and the IT vendors. From 1 December, the PSI will commence monitoring the implementation of the pricing transparency guidance. However, the IT vendors have said that it may not be possible to implement the updates to have receipts available as required in January 2026. PSI will continue to engage with the DoH, IPU and IT vendors concerning this matter.

The Registrar updated the Committee on the Electronic Record Keeping Implementation Group, which has been established by the DoH. The group will support the introduction of electronic record-keeping in retail pharmacy businesses. PSI have been asked to lead a workstream on the provision of regulatory supports, to identify and deliver regulatory guidance and supports, where appropriate, which will assist in the safe implementation of electronic record keeping practices by pharmacists. The Registrar noted that the timeline for implementation of this work is short, with a proposed date of January 2026 being suggested for delivery. The Registrar advised that the legislation may be ready to be implemented at this point, but that the necessary enablers will not be in place. The

Committee discussed the implications for the organisation, the resources needed and the impact on the Service Plan for 2026. The Committee also discussed the impact on patient safety and the associated risks. The Committee note that it would be worth discussing the issue at Council on 11 December and, if necessary, Council writing to the Minister. The Registrar noted that this matter is rapidly evolving and confirmed that an update will be provided to the RPP Committee and Council at their next scheduled meetings.

Decision Approved and/or Action Requested

Action: There were no actions arising from this agenda item.

Agenda Item F – Appointments to Disciplinary Committees

(a) Appointments to the Professional Conduct Committee (PCC)

(b) Appointment of a Chair and Acting Chair to the Professional Conduct Committee (PCC)

Issue

Appointments to Disciplinary Committees

(a) Appointments to the PCC

(b) Appointment of a Chair and Acting Chair to the PCC

Information

(a) Appointment to the PCC

The Committee was advised that there will be an upcoming vacancy on the PCC as a current PCC member will complete their time on the Committee. Therefore, the Committee was asked to recommend the appointment of Mr John Cafferty, a pharmacist and member of the reserve panel, to the PCC to ensure that the PCC is quorate. Following discussion, the Committee recommended the appointment of Mr John Cafferty from the panel, for a period of four years, to Council at its meeting on 11 December.

(b) Appointment of a Chair and Acting Chairs to the PCC

The Committee was advised that the term of office of the Chair of the PCC will end in early December. It is proposed that the current acting Chair, Ms Susan Ahern, will be appointed as Chair. The

Committee was asked to recommend Ms Ahern's appointment to Council at its meeting on 11 December.

Following Ms Ahern's appointment as Chair, it will be necessary to appoint an acting Chair to the Committee. The Committee was asked to recommend the appointment of Dr Conor McCrystal to Council at its meeting on 11 December.

Following discussion, the Committee agreed to recommend the appointment of Ms Susan Ahern as Chair of the PCC and Dr Conor McCrystal as acting Chair of the PCC to Council at its

meeting on 11 December.

Decision Approved and/or Action Requested

Decision:

The Committee agreed to recommend to Council at its meeting on 11 December the appointment of:

- Mr John Cafferty to the Professional Conduct Committee for a period of four years.
- Ms Susan Ahern as Chair of the Professional Conduct Committee until the end of her term, 31 December 2027.
- Dr Conor McCrystal as Acting Chair to the Professional Conduct Committee until the end of his term, 1 February 2027.

On the proposal of Dr Ann McGarry, seconded by Prof Laura Sahn.

Agenda Item G – Review of Standing Orders

Issue

Review of Standing Orders

Information

The Committee previously reviewed the Standing Orders to include the recording of meeting transcripts to support accurate preparation of minutes. Following this amendment, the updated Standing Orders were circulated to Council for further review. An email was sent to Council members on 13 October inviting comments by 24 October. Two responses were received.

The first submission concerned the timelines for submitting agenda items for Council meetings versus submissions for Any Other Business (AOB). The Registrar clarified the following:

Standing Order 5.3: A Council member wishing to request an item for inclusion on the agenda must do so at least 14 days before the meeting. This timeframe is necessary as the addition of an item requires the preparation of a memo and/or briefing paper.

Standing Order 5.4: A Council member may raise a matter at a public Council meeting under AOB, provided they notify the President and Registrar no less than 3 days before the meeting. The Registrar confirmed that she had clarified the rationale for the associated timelines to the Council member.

The second submission related to the requirement for proposing and seconding items at meetings. The Acting Head of Legal Affairs, Governance and Programme Delivery clarified that the Standing Orders provide for decisions to be reached by consensus (Standing Order 10.5), with voting only used where consensus cannot be achieved (Standing Order 12). The Committee noted that the practice of proposing and seconding agenda items has become customary over time. However, it agreed that adopting a consensus-based approach would be more efficient and aligned with the intention of the Standing Orders.

The SPC report to Council will outline the submissions and the discussions. The report will confirm the Committee's reasoning to move from the practice of requiring a proposer and seconder to a consensus-based approach in line with the intention of the Standing Orders. The Committee were happy to proceed with this proposal.

Decision Approved and/or Action Requested

Decision: Following discussion, the Committee decided to change from the practice of proposing and seconding matters at Committee and Council meetings, which had become custom and practice over time. Committees and Council will instead operate on a consensus basis as outlined in the Standing Orders.

Agenda Item H – Terms of Office on PSI Disciplinary Committees (Beyond 8 Years)

Issue

Terms of Office on PSI Disciplinary Committees (Beyond 8 Years)

Information

The Committee discussed the issue of terms of office for PSI Disciplinary Committee members. It was noted that, under current PSI policy, members are appointed for an initial period of four years and may be reappointed for a further four years, resulting in a maximum of eight years' service. Occasionally, members may move between different Disciplinary Committees, but this does not extend the total permitted length of service, which remains eight years.

The Committee was advised that the Pharmacy Act 2007 does not specify a statutory limit on the aggregate duration of service on Disciplinary Committees, nor does it require a fallow period between terms. The legislation only prohibits individuals from serving on more than one Disciplinary Committee at the same time.

The Committee further noted that Council members may serve a maximum of eight years (two four-year terms), and that the Code of Practice for the Governance of State Bodies recommends a two-term (ten-year) limit for board service as best practice, though this is not binding for committees.

Following discussion, the Committee agreed that, in the interests of good governance and in line with current PSI Council practice, individuals should not serve more than two four-year terms (eight years in total) on PSI Disciplinary Committees. The Committee also suggested that further consideration should be given to introducing a fallow period for former Council members before appointment to a Disciplinary Committee, to support best practice in governance.

Decision Approved and/or Action Requested

Decision: Following discussion, the Committee agreed that the maximum term of service for any individual on a PSI Disciplinary Committee should be set at eight years in total,

whether served on a single committee or across multiple committees. This decision reflects current PSI policy and supports good governance practice.

Agenda Item I Proposed SPC Meeting Dates for 2026

Issue

Proposed SPC Meeting Dates for 2026

- 03 March
- 02 June
- 08 September
- 17 November

Information

The Committee discussed the proposed dates for the 2026 SPC meetings. Following discussion, the Committee agreed on the dates.

Decision Approved and/or Action Requested

Action: The Committee agreed on the SPC meeting dates by consensus.

Agenda Item J Review Terms of Reference of the Special Purposes Committee

Issue

Review Terms of Reference of the Special Purposes Committee

Information

The Committee reviewed the Terms of Reference (ToRs) of the Special Purposes Committee. The ToRs were reviewed last year. The Committee noted that the ToRs were sufficiently broad to carry out its remit and were happy to approve the ToRs.

Decision Approved and/or Action Requested

Action: Following discussion, the Committee approved the SPC ToRs.

Agenda Item K: Reflection on the October Training and Development Day

Issue

[Reflection on the October Training and Development Day](#)

Information

The Committee discussed the October training and development day. The Committee noted the training on iBabs and noted that further training may be necessary. The Committee discussed the recent training on Fitness to Practise (FTP), noting that the slides from the session will be circulated by the Acting Head of Legal Affairs, Governance and Programme Delivery. The introduction of the checklist, as presented during the training, was also considered. The Committee agreed that the checklist would support the FTP process; however, successful implementation would require the engagement of all Council members, some of whom were unable to attend the training day. It was agreed that the checklist will be discussed further at the Closed Session of the Council meeting on 11 December, with a view to introducing it on a trial basis.

Decision Approved and/or Action Requested

Action: There were no actions arising from this matter.

[Agenda Item L – Objective Setting and End-Year Performance Review of Registrar](#)

Information

[Objective Setting and End-Year Performance Review of Registrar](#)

Issue

The Committee were presented with draft objectives for the Registrar for 2025 by the Chair as part of the annual objective-setting process. The Committee discussed the draft objectives and provided feedback to the President for discussion with the Registrar.

Decision Approved and/or Action Requested

Action: The President will provide feedback to the Registrar on the draft objectives.

[Agenda Item M – Update on the process for Annual Performance Review of Council and Committees](#)

Information

[Update on the process for Annual Performance Review of Council and Committees](#)

Issue

The Committee was advised that four suppliers have been invited to tender for the Annual Performance Review of Council and Committees. To date, three suppliers have responded, with the closing date for submissions being today (18 November). The selected vendor will be required to conduct surveys and interviews with a number of Council members. The results of the evaluation will be presented at the Council meeting on 11 December.

Decision Approved and/or Action Requested

Action: There were no actions arising from this matter

Agenda Item N – Review of Council Action Plan

Information

Review of Council Action Plan

Issue

The Council Action Plan was reviewed and updated. There was a discussion on the minutes and how they could be circulated to Committee members faster. The Action Plan was updated and will be circulated to Council for their meeting on 11 December.

Decision Approved and/or Action Requested

Action: The Council Action Plan will be updated following the meeting and circulated to Council for their meeting on 11 December.

Agenda Item O – AOB

Information

AOB

Issue

There was no AOB

Decision Approved and/or Action Requested

Action: There were no actions arising from this matter

The meeting concluded at 11:40.

Signed by

Chair

Date