PSI Council Public Meeting Minutes

Minutes of meeting No.164 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, PSI House, Fenian Street, Dublin, at 08:30 am on Thursday, 26 March 2026.

Agenda Item 1 - Attendees & Apologies

Name	Role	Present (Yes/No)
Dr Denis O'Driscoll	President	Yes
Prof Laura Sahm	Vice President	Yes
Dr Paula Barry Walsh	Council Member	Yes
Ms Geraldine Campbell	Council Member	Yes
Ms Geraldine Crowley	Council Member	Yes - Online
Mr Peter Dennehy	Council Member	Yes
Ms Margaret Donnelly	Council Member	Yes
Ms Dorothy Donovan	Council Member	Yes - Online
Adj. Prof John Given	Council Member	Yes
Mr Richard Hammond S.C.	Council Member	Yes
Mr Martin Higgins	Council Member	Yes
Mr Mark Jordan	Council Member	No
Ms Emily Kelly	Council Member	Yes
Dr Ann McGarry	Council Member	Yes
Ms Áine Mac Grory	Council Member	Yes
Mr Nigel Moloney	Council Member	Yes
Mr Leon O'Hagan	Council Member	Yes
Ms Gráinne Power	Council Member	Yes
Ms Joan Peppard	Council Member	Yes
Mr Martin Sisk	Council Member	Yes
Dr Cyril Sullivan	Council Member	No

Members of PSI staff in attendance included:
Ms Joanne Kissane, Registrar and Chief Officer
Dr Cora Nestor, Head of Pharmacy Practice, Policy and Engagement
Dr Cheryl Stokes, Head of Corporate Services
Ms Aoife Mellett, Head of Legal Affairs, Governance and Programme Delivery
Mr Dan Burns, Head of Registration and Education
Ms Damhnait Gaughan, Head of Community Pharmacy Assurance
Mr Neil Wall, ICT Manager
Ms Louise Canavan, Communication and Engagement Officer
Ms Laura Irwin, Quality and Safety Manager
Ms Eileen Troy, Finance and Support Services Manager
Ms Elizabeth O'Halloran, Pharmacy Practice Research Officer
Ms Louise Hamra, Education and Professional Standards Officer
Mr Padraig Corbett, Pharmacy Practice and Policy Manager
Ms Sinead Donnellan, Education and Professional Standards Officer
Ms Ruth Baily, Governance Executive

Agenda Item 2 – Declaration of Conflicts of Interest

Issue
Declaration of interests by members of Council.

Information
No conflicts of interest were declared.

Decision Approved and/or Action Requested
There was no decision or action from this agenda item.

Agenda Item 3 – Draft Minutes of Public Council Meeting No. 163

Issue
Council was asked to approve the Draft Minutes of Public Council Meeting No. 163
Information
The President informed the Council that the draft minutes of the Public Council meetings held on 5 March 2026 had been circulated to the Council. No comments or amendments had been received. There was no further discussion or amendments to the minutes.

Decision Approved and/or Action Requested

Decision of Council: Council approved, by consensus, the minutes of the Public Meeting held on 5 March 2026.

Agenda Item 4 – Agreement on the Meeting Agenda

Issue
Agreement on the Meeting Agenda

Information
The meeting agenda was agreed.

Decision Approved and/or Action Requested
Decision Approved: The Council approved the agenda for the meeting by Consensus

Agenda Item 5 – Updates and Items from the Registrar
Agenda Item 5.1 – Registrar's Report
Agenda Item 5.2 – Q1 update on implementation of Service Plan 2026
Agenda Item 5.3 – Presentation of the PSI 2025 Annual Report and Financial Statements

Issue
Registrar's Report

Information
Council was updated by the Registrar on a range of ongoing projects and organisational activities. **Electronic Record-Keeping** Council was advised that work is ongoing on the legislative framework required to facilitate electronic record-keeping in retail pharmacy businesses. Draft revised PSI Guidelines on Record-Keeping were before Council for consideration and approval for release for public consultation. Council noted that current pharmacy and medicines legislation mandates the maintenance of paper-based records only and that PSI has consistently supported the introduction of electronic record-keeping. An Electronic Record-Keeping Implementation Group, chaired by the Department of Health, has been progressing the legislative and operational changes required. It was noted that these changes are intended to reduce administrative burden in community pharmacies and support increased patient-facing capacity. The Registrar further advised that the proposed measures represent an interim step pending the future implementation of a national e-prescribing service and wider digital health system reforms.

Council was advised that the draft legislation is expected to be finalised by the end of March 2026, with an intended implementation date of 30 June 2026. Subject to Council approval, it is planned that PSI will issue the revised draft guidelines for a four-week public consultation, engage with the Pharmacy Panel, and bring a consultation report to the Regulatory and Professional Policy Committee and Council at the June meetings.

Reform of the Pharmacy Act
Council was updated on progress in respect of the reform of the Pharmacy Act, noting that this project has been included in the PSI Corporate Strategy for a number of years. Council was advised that the Department of Health has requested detailed proposed amendments to the Act, focused on the Fitness to Practise processes, by the end of Q1 2026.
Council further noted that the reform of the Pharmacy Act is included in the Department of Health Statement of Strategy 2025–2028. The Registrar advised that the proposed Fitness to Practise reforms are intended to bring PSI into line with other healthcare regulators.

In addition to Fitness to Practise reforms, Council was advised that a number of administrative amendments are also proposed, including a change to the organisation's name, a change to the reporting period for the Annual Report and Financial Statements, an extension of the terms of office of the President and Vice-President, and an updated title for the Registrar.

Continuing Professional Development (CPD)
Council was updated on the ongoing work to implement the revised CPD model for pharmacists. This includes the transition from the current five-yearly submission cycle to an annual e-portfolio review, the associated policies, and planned communications and engagement with pharmacists to support preparation for annual submission.
The Registrar noted the contribution of Dr Catriona Bradley, who has left the Irish Institute of Pharmacy, and commended her contribution to the evolving pharmacy landscape, in particular her role in the delivery and embedding of CPD for the profession over the past decade.

Decision Approved and/or Action Requested
Decision Approved: There was no decision or action arising from this agenda item.

Agenda Item 5.2 – Q1 update on implementation of Service Plan 2026

Issue
Q1 update on implementation of Service Plan 2026

Information
Council was updated on the progress of the projects set out in the 2026 Service Plan. Council noted that the Service Plan comprises 13 strategic projects and 14 programmes of work scheduled for delivery during 2026. The Registrar advised that, as at the end of the first quarter, all projects are progressing as planned and are currently reported as trending

green. Council further noted that there is currently no defined timeline for the implementation of a delineated pharmacy model.

Decision Approved and/or Action Requested

Decision Approved: There was no decision or action arising from this agenda item.

Agenda Item 5.3 – Presentation of the PSI 2025 Annual Report and Financial Statements

Issue

Presentation of the PSI 2025 Annual Report and Financial Statements

Information

A copy of the 2025 Annual Report and Financial Statements had been circulated to Council in advance of the meeting.

The Registrar presented the Annual Report and Financial Statements for the year ended 31 December 2025 and invited questions from Council. It was noted that this is the first Annual Report prepared under the 2025–2029 Corporate Strategy.

Council was advised that the report sets out progress on PSI's statutory responsibilities and strategic objectives, together with compliance reporting, Committee reports, an overview of corporate risks, and the summary and audited financial statements. Key developments during 2025 highlighted in the report included the expansion of pharmacy services, including the commencement of the Common Conditions Service, the accreditation of three new pharmacy degree programmes, the review of the PSI core funding model, and the launch of the new Corporate Strategy. Additional highlights included HRB funding to support patient and public involvement research, initiatives to promote pricing transparency in pharmacies, and the completion of an organisational and strategic workforce review, followed by the development of a new HR strategy.

Council noted key activity metrics for 2025, including 7,945 pharmacists and approximately 2,000 pharmacies on the Register at year-end, and an increase in expressions of concern received during the year. An overview of the financial position was also provided, including income, expenditure, and net assets as at 31 December 2025.

The Registrar acknowledged the contribution of Council, staff and external stakeholders to the delivery of the 2025 work programme and, in particular, thanked Ms Louise Canavan for coordinating the Annual Report and Dr Cheryl Stokes, Ms Eileen Troy and Ms Elaine Cronin for the preparation of the Financial Statements.

Decision Approved and/or Action Requested

Decision Approved: The 2025 Annual Report and Financial Statements were noted by Council.

Agenda Item 6 – Audit and Risk Committee
Agenda Item 6.1 – Report to Council from the Audit and Risk Committee.

Issue

Report to Council from the Audit and Risk Committee, incorporating its recommendations regarding approval of the year-end 2025 Financial Statements, the External Audit Report, the Statement of Internal Control, the Report of the Audit and Risk Committee, and the Risk Report, as contained in the PSI 2025 Annual Report.

Information

Council received an update on the report of the Audit and Risk Committee.
Council was advised that, following the external audit and as outlined in the update provided by the Registrar, the PSI received a clean audit opinion. The auditors identified one matter of emphasis relating to the funding arrangements for the PSI Pre-Existing Superannuation Scheme, noting that the funds remain held by PSI and have not yet been transferred to the Department of Health / DPER.

Council discussed the matter and noted that PSI has been engaging with the Department of Health over a number of years to seek a resolution, including correspondence issued in 2025 by the President and the former Chair of the Audit and Risk Committee. Council agreed that a further formal letter, signed by the President and the Chair of the Audit and Risk Committee, should be sent to the Department of Health, outlining Council's continued concern regarding the delay and seeking clarity on the timeline for resolution.
Council further considered the Statement of Internal Control and noted its obligation to confirm, in the Annual Report, that a review of the effectiveness of the system of internal control has been undertaken. Based on the information available, Council confirmed that it is satisfied that the PSI's systems of internal control operated effectively during 2025.

Decision Approved and/or Action Requested

Decision Approved: There was no decision or action arising from this agenda item.

Agenda Item 6.2 – Annual Report and Financial Statements

Issue

Annual Report and Financial Statements 2025

a) Request for approval of the PSI 2025 Annual Report incorporating the year-end Financial Statements
b) Request for approval from Council for the Letter of Representation to the External Auditor, for signature on behalf of the PSI Council

Information
Council reviewed the PSI 2025 Annual Report and the Financial Statements for the year ending 31 December 2025. Council was advised that a delay in the completion of the bank reconciliation, referred to in the External Auditor's Report, had been addressed and that the reconciliation was completed satisfactorily and provided to the auditors. Council approved the Letter of Representation to the External Auditor.

Decision Approved and/or Action Requested
Decision Approved: Council approved by consensus – a) The PSI 2025 Annual Report, incorporating the year-end Financial Statements for the year ended 31 December 2025; and b) The Letter of Representation to the External Auditor, for signature on behalf of the PSI Council.

Agenda Item 7. Regulatory & Professional Policy Committee

Agenda Item 7.1 – Report to Council from the Regulatory & Professional Policy Committee.

Issue
Report to Council from the Regulatory & Professional Policy Committee.

Information
Council noted the report from the Regulatory & Professional Policy Committee.

Decision Approved and/or Action Requested
Decision Approved: There was no decision or action arising from this agenda item.

Agenda Item 7.2 – Request for Approval of the Regulatory and Professional Policy Committee Work Plan 2026

Issue
Request for Approval of the Regulatory and Professional Policy Committee Work Plan 2026

Information
Council reviewed and approved the Regulatory and Professional Policy Committee Work Plan 2026.

Decision Approved and/or Action Requested
Decision Approved: Council approved the Regulatory and Professional Policy Committee Work Plan 2026 by Consensus.

Agenda Item 7.3 – Request for approval of

a) Consultation Report on Draft Safe Staffing Guidelines

b) Draft PSI Guidelines on Safe Staffing

Issue
Request for approval of a) Consultation Report on Draft Safe Staffing Guidelines b) Draft PSI Guidelines on Safe Staffing

Information
Council was asked to approve the Consultation Report on Draft Safe Staffing Guidelines, along with the proposed amended Draft PSI Guidelines on Safe Staffing. Both documents were presented to Council for consideration and approval following a Public Consultation. Council was reminded of the provenance of the Guidelines, acknowledging that they are intended to be supportive to all practitioners, including those in governance roles, in ensuring safe staffing levels in pharmacies. Council noted that the documents have been amended as a result of contributions received during the consultation process. Council were mindful of the current evolutions in practice, and noted the expanded services in pharmacies, i.e. Common Conditions Service, along with vaccination services and was cognisant of the imperative of having sufficient staffing resources to safely and professionally deliver these clinical services. Following discussion, Council approved the Consultation Report on Draft Safe Staffing Guidelines and the Draft PSI Guidelines on Safe Staffing, subject to one further minor amendment to reflect Council's view of the importance of the appropriate staffing level matching the clinical services being delivered.

Decision Approved and/or Action Requested
Decision Approved: Council approved the by Consensus – a) Consultation Report on Draft Safe Staffing Guidelines b) Draft PSI Guidelines on Safe Staffing

Agenda Item 7.4 – Implementation of Agreed Pharmacy Policy Changes with Department of Health

Request for approval of the Revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business for Public Consultation

Issue
Implementation of Agreed Pharmacy Policy Changes with Department of Health Request for approval of the Revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business for Public Consultation

Information

Council reviewed the Revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business for Public Consultation. Council noted the draft Guidelines and discussed matters relating to the implementation of electronic record-keeping. It was noted that, in the initial stages, it is likely that a dual system will operate, whereby some pharmacies continue to maintain paper-based records while others transition to electronic record-keeping systems. Following discussion, Council approved the Revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business for Public Consultation.

Decision Approved and/or Action Requested

Decision Approved: Council approved the Revised Draft PSI Guidelines on Record Keeping in a Retail Pharmacy Business for Public Consultation by consensus.

Agenda Item 7.5 – Reform of the Pharmacy Act
Request for approval of the Draft Policy Proposals for Reform of the Fitness to Practise Process for Submission to the Department of Health

Issue

Reform of the Pharmacy Act

Request for approval of the Draft Policy Proposals for Reform of the Fitness to Practise Process for Submission to the Department of Health

Information

Council reviewed the Draft Policy Proposals for the Reform of the Fitness to Practise (FtP) process, prepared for submission to the Department of Health. Council was advised that Phase 1 of the reform programme will focus on Fitness to Practise, with Phase 2 addressing matters relating to the regulation of pharmacies.

Council noted that the reform of the Pharmacy Act is included in the Department of Health Statement of Strategy 2025–2028, and that the Department of Health has requested submission of the draft FtP policy proposals by 01 April. It was also noted that the Draft Policy Proposals were discussed at the recent Council Training and Development Day.

Council noted that the proposed changes are intended to enhance the effectiveness and efficiency of the PSI Fitness to Practise process, while also aligning PSI's FtP framework more closely with current and proposed legislation governing other healthcare professional regulators.

Council discussed the proposal to remove Council's role in the consideration of individual FtP cases and emphasised the importance of Council retaining full oversight and governance of the FtP framework and processes. Council also discussed the appeal mechanisms within the FtP process and, following discussion, noted that the High Court

acts as the final arbiter.

Council was further advised that a number of technical and administrative amendments are proposed alongside the FtP reforms, including a proposed change to the organisation's name to The Pharmacy Council. It was noted that the title of the Chief Officer/Registrar is proposed to change to Chief Executive Officer, in line with other healthcare regulators. Council also noted proposals to extend the terms of office of the President and Vice-President from one year to two years, and to amend the reporting deadline for the Annual Report and Financial Statements from 31 March to 30 June.

Following detailed consideration and debate, and noting that the Draft Policy proposals will be scrutinised for legal validity, Council agreed that the Draft Policy Proposals for the Reform of the Fitness to Practise process should be submitted to the Department of Health.

Decision Approved and/or Action Requested

Decision Approved: Council approved by consensus the Draft Policy Proposals for Reform of the Fitness to Practise Process for submission to the Department of Health.

Agenda Item 7.6 – Irish Institute of Pharmacy (IIOP) updates

a) Draft IIOP Annual Workplan 2026

Request for approval of:

b) CPD Review Policy for Pharmacists (IIOP)

c) Quality Assurance of CPD Activities Policy (IIOP)

d) ePortfolio Review Exemption Policy

Issue

Irish Institute of Pharmacy (IIOP) updates

a) Draft IIOP Annual Workplan 2026

Request for approval of:

b) CPD Review Policy for Pharmacists (IIOP)

c) Quality Assurance of CPD Activities Policy (IIOP)

d) ePortfolio Review Exemption Policy

Information

Council received an update on matters relating to the Irish Institute of Pharmacy.

Council approved the Draft IIOP Annual Workplan for 2026. Council was advised that the contract for services with the IIOP has been extended for a further three months, pending finalisation of the main contract and associated budget arrangements.

Council also considered policies arising from the implementation of the revised Continuing Professional Development (CPD) model. Council was advised that CPD is transitioning to an annual review cycle and that the updated policies are intended to support the new annual submission and assurance processes.

Decision Approved and/or Action Requested
Decision Approved: The Council approved by consensus: a) Draft IIOP Annual Workplan 2026 b) CPD Review Policy for Pharmacists (IIOP) c) Quality Assurance of CPD Activities Policy (IIOP) d) ePortfolio Review Exemption Policy

Agenda Item 8. Performance and Resources Committee

Agenda Item 8.1 – Report to Council from the Performance and Resources Committee.

Issue
Report to Council from the Performance and Resources Committee.

Information
Council was updated on the report from the Performance and Resources Committee.

Decision Approved and/or Action Requested
Decision Approved: There was no decision or action arising from this agenda item.

Agenda Item 8.2 – Approval of the Performance and Resources Committee Workplan for 2026

Issue
Approval of the Performance and Resources Committee Workplan for 2026

Information
Council reviewed the Performance and Resources Committee Workplan for 2026. Council was advised that the P&R Committee would review IT and HR related items at alternate meetings throughout the year.

Decision Approved and/or Action Requested
Decision Approved: The Council approved by consensus the Performance and Resources Committee Workplan for 2026.

Agenda Item 8.3 – Procurement

a) Annual Review of Procurement Policy

b) Approval of the Corporate Procurement Plan 2025-2028

Issue
Procurement a) Annual Review of Procurement Policy b) Approval of the Corporate Procurement Plan 2025-2028

Information

Council was updated on the annual review of the Procurement Policy. Council was advised that the Procurement Policy was updated in line with new national procurement circulars, revised EU thresholds, strengthened climate and SME obligations, and enhanced governance expectations.
The Corporate Procurement Plan for 2025-2028 was updated to include an analysis of expenditure in 2025, based on invoices and credit notes posted in the period, the inclusion of the Annual Procurement Plan for 2026, and the inclusion of the role of the Internal Auditor in monitoring compliance. Council discussed procurement for exceptional circumstances and was advised that the criteria are set out in the policy, and any procurement carried out is subject to audit.
Following discussion, Council approved the Procurement Policy and the Corporate Procurement Plan 2025-2028

Decision Approved and/or Action Requested

Decision Approved: Council approved by consensus –

a) The updated Procurement Policy
b) The Corporate Procurement Plan 2025-2028

Agenda Item 8.4 – Treasury and Investment Management

a) Annual Review of Treasury and Investment Management Policy
b) Investment Strategy

Issue

Treasury and Investment Management
a) Annual Review of Treasury and Investment Management Policy
b) Investment Strategy

Information

Council discussed the Treasury and Investment Management Policy and the proposed Investment Strategy. Council was advised that, following advice from the PSI's Investment Manager, Davys, changes were proposed to the Treasury and Investment Management Policy to include 'alternatives' as a permitted security and to enable a more diversified multi-asset, multi-manager approach to medium-term investments than the direct equity approach currently permitted in the policy. The proposed changes would also facilitate the implementation of the Investment Strategy to increase returns. Council approved the revised Treasury and Investment Management Policy and the Investment Strategy. Council was further advised that appropriate levels of liquidity would be maintained within the investment portfolio to ensure continued access to funds to meet operational and expenditure requirements.

Decision Approved and/or Action Requested

Decision Approved: Council approved by consensus –

a) The updated Treasury and Investment Management Policy
b) The Investment Strategy

Agenda Item 8.5 – Allocation of Funds to Practitioner Health Programme

Issue
Allocation of Funds to Practitioner Health Programme

Information
Council discussed a proposal to increase PSI's annual contribution from the current level of €10,000 to €15,000 in 2027, and to €20,000 in 2028. Council noted information on the number of pharmacists who have accessed the service since 2020 and discussed the value of the support provided to registrants. Council also noted the importance of enhancing transparency in relation to the funding of the Programme, including clearer information on value for money and cost-effectiveness. In addition, Council requested that the availability of the Practitioner Health Programme be more clearly signposted to registrants, including through the PSI newsletter and as part of the continued registration process.

Decision Approved and/or Action Requested
Decision Approved: The Council approved by consensus the increase in funding to the Practitioner Health Programme to €15,000 in 2027 and €20,000 in 2028.

Agenda Item 9 Special Purposes Committee
Agenda Item 9.1 – Report to Council from the Special Purposes Committee

Issue
Report to Council from the Special Purposes Committee.

Information
Council received an update on the report of the Special Purposes Committee (SPC). Council was advised that the SPC undertook a review of the skills mix of Council, including consideration of the appropriate Council skills matrix, and agreed to proceed with a request for quotation (RFQ) as part of the procurement process. The SPC also reviewed the action plan to strengthen Council effectiveness, including arrangements for the induction of new Council members and the provision of ongoing training and development, with a view to ensuring appropriate support for incoming members. It was noted that Council papers are being circulated in a timely manner, and that the working relationship between PSI and the Department of Health is strong, which was recognised as particularly important in the context of the ongoing reform of the Pharmacy Act.

Decision Approved and/or Action Requested
Decision Approved: There was no decision or action arising from this agenda item.

Agenda Item I.2 – Request for Approval - Appointments to Disciplinary Committees

Issue
Request for Approval - Appointments to Disciplinary Committees a) Appointment of a Chair to the PPC b) Appointment of a lay member to the PPC.

Information
Council considered appointments to the Disciplinary Committees. Council was advised that the term of office of the outgoing Chair of the Preliminary Proceedings Committee (PPC), Mr Hugo Bonar, will conclude on 9 April 2026, on completion of the maximum permissible term of eight years (two consecutive terms of four years). Council noted that, to ensure continuity and the effective discharge of the Committee's statutory functions, it was necessary to consider the appointment of a new Chair to the PPC. Council further noted that, as Mr Bonar serves as a lay member of the Committee, the conclusion of his term will also result in a vacancy for a lay member. To ensure that the Committee remains properly constituted and continues to meet quorum requirements, Council considered the appointment of a lay member from the Disciplinary Committee Reserve Panel. Following consideration, Council agreed that : • Mr John Naughton, who is currently serving as Acting Chair of the Preliminary Proceedings Committee, be appointed as Chair of the Committee for the remainder of his existing term of office, which concludes on 4 February 2029; and • Ms Kathryna Clifford be appointed as a lay member of the Preliminary Proceedings Committee, selected from the Disciplinary Committee Reserve Panel. Council recorded its thanks to Mr Hugo Bonar for his significant contribution to the work of the Preliminary Proceedings Committee, both as a member and as Chair.

Decision Approved and/or Action Requested
Decision Approved: Following discussion, Council approved the following appointments to the Professional Conduct Committee by Consensus: • That Mr. John Naughton, who is currently serving as Acting Chair of the Preliminary Proceedings Committee, be recommended for appointment as Chair of the Committee for the remainder of his existing term of office, which concludes on 4 February 2029. • That Ms. Kathryna Clifford be appointed as a lay member of the Preliminary Proceedings Committee, selected from the Disciplinary Committee Reserve Panel.

Agenda Item 10 – AOB

Issue
AOB

Information
Council members were reminded to return their iPads as Council documents will be circulated via iBabs in future.

Decision Approved and/or Action Requested
Decision Approved: There was no decision or action from this agenda item.

The meeting concluded at 11.30.

Signed by

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Chair **Date**