

Report on material decisions of the Special Purposes Committee

From: Dr Denis O’Driscoll, President and Chair of the Special Purposes Committee.

The Special Purposes Committee met online on Tuesday 3 March 2026. The agenda items below reflect the material decisions made by the Committee at its meeting on 3 March. The agenda from the meeting can be found in Appendix 1.

Agenda Item 6 – Review of draft Skill and Competency Matrix of Council

The Committee was advised that the draft Skills and Competency Matrix for Council was developed in response to a previous request for a more structured approach to identifying the competencies required for upcoming Council vacancies. The draft matrix was informed by an analysis of the Code of Practice for the Governance of State Bodies and aligned with the PSI Corporate Strategy 2025–2028, ensuring consistency with governance and strategic priorities. The Committee noted that certain competency areas may be less well represented within the current Council, including digital transformation, cybersecurity, organisational development, and information governance. EDI, ESG, and sustainability were identified as emerging but increasingly important competencies reflecting evolving governance expectations. Following discussion, the Committee approved the draft Skills and Competency Matrix and agreed that the RFQ should proceed.

Agenda Item 7 – Council and Committees 2025 Self-Evaluation– Action Plan

The Committee reviewed the Council and Committee 2025 Self-Evaluation Action Plan and noted that a number of actions have been completed, are in progress, or are scheduled for forthcoming Council meetings. The Committee discussed the key themes arising from the self-evaluation, including the need to strengthen Council effectiveness, enhance governance practices, and support the functioning of Council and its Committees.

The Committee noted ongoing work to improve induction and onboarding arrangements, including the potential introduction of staged induction, continued access to training, and the development of optional site visits for all Council members. It was agreed that existing Committee structures support effective preparatory work for Council.

The Committee acknowledged the significant workload associated with FTP matters and the impact this can have on Council’s ability to engage in forward-looking and strategic discussion. The forthcoming legislative

reforms under the Pharmacy Act 2007 (as amended), particularly in relation to the statutory complaints process, were noted as areas requiring careful management.

The Committee identified timeliness of Council papers and minutes as a recurring issue and noted steps underway to improve the timely circulation of documentation. Attendance at meetings continues to be monitored, with follow-up where required. The Committee discussed meeting formats, recognising the operational and quorum considerations associated with in-person and hybrid arrangements. While routine Council meetings outside Dublin were considered to be cost-prohibitive, it was agreed that separate development or team-building events would be considered as appropriate.

The Committee noted the strong and constructive relationship with the Department of Health. A recurring theme from the self-evaluation was the importance of ensuring adequate space for strategic discussion and horizon-scanning within Council agendas, with a greater focus on emerging risks and longer-term issues.

Agenda Item 8 – Appointments to the PSI Disciplinary Committees

Appointments to the PSI Disciplinary Committees

- Appointment of a Chair to PPC
- Appointment of a lay member to the PPC

The Committee considered appointments to the Preliminary Proceedings Committee (PPC). The Committee was advised that the term of office of the current Chair expires on 9 April and a new Chair must be appointed. For clarity, the Committee was advised that the current Chair is a lay member, and a lay majority is required on the Committee. Therefore, along with the appointment of a Chair, a new member must also be appointed.

The Committee was asked to recommend the following appointments to Council at their meeting on 26 March.

- 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. Kathryn Clifford be appointed as a lay member of the Preliminary Proceedings Committee. Ms Clifford has been selected from the Disciplinary Committee Reserve Panel. Following discussion, the Committee agreed to the appointments.

Appendix 1



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 |

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| 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

