

## Agenda for the Special Purposes Committee Meeting

18 November 2025 9.30 am

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

Indicative Time	Item Descriptor and Presenter		
9:30 am	A	Apologies	President
9:32 am	B	Declaration of Interests (See Appendix A)	President
9:33 am	C	Approval of Meeting Agenda	President
9:35 am	D	Request for Approval of the draft Minutes of the Meeting of the Special Purposes Committee held on 11 September 2025 *	President
9.37 am	E	Committee Updates Audit and Risk Committee*** Performance and Resources Committee*** Regulatory and Professional Policy Committee***	Committee Chairs
9:55 am	F	Appointments to Disciplinary Committees (a) Appointment to the PCC Committee* (b) Appointment of a Chair and an Acting Chair to the PCC Committee*	Des Butler
10.05 am	G	Review of the Standing Orders of Council*	Des Butler
10.20 am	H	Terms of Office on PSI Disciplinary Committees (Beyond 8 Years) *	Des Butler
10.35 am	I	Proposed SPC meeting dates for 2026*** • 03 March • 02 June • 08 September • 17 November	President
10.40 am	J	Annual Review Terms of Reference of the Special Purposes Committee*	President
10.45 am	K	Reflection on the October Training and Development Day***	President
10.55 am	L	Objective setting and End-Year Performance Review of Registrar	President
11.15 am	M	Update on the process for Annual Performance Review of Council and Committees***	Des Butler
11.20 am	N	Review of Council Action Plan*	President
11.30 am	L	AOB	President

***We anticipate the meeting will end at approximately 11:35 am***  
***Next Meeting Date: Subject to discussion at SPC meeting 18 Nov. 25***

## **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.