



**Minutes of the meeting of the Special Purposes Committee held on June 11, 2025, at 10:00 a.m. The meeting was held online.**

**Agenda Item A - Attendees & Apologies**

Name	Role	Present (Yes/No)
Ms. Katherine Morrow	President and Chair of the Committee	Yes
Dr. Denis O'Driscoll	Vice-President	Yes
Dr. Ann McGarry	Chair of the Performance and Resources Committee	Yes – Did not attend for Item G
Ms. Geraldine Campbell	Chair of the Audit and Risk Committee	Yes
Mr. Rory O'Donnell	Chair of the Regulatory and Professional Policy Committee	Yes
<b>Members of PSI staff in attendance included:</b>		
Ms Joanne Kissane	Registrar & Chief Officer – Did not attend for item H on the agenda.	
Mr. Dan Burns	Head of Strategic Policy Research and Communication and Acting Head of Governance and Programme Delivery.	
Ms. Ruth Baily	Business Planning and Information Governance Executive - Did not attend for Item H on the agenda.	

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

**Agenda Item B – Declaration of Conflicts of Interest**

<b>Issue</b>
Declaration of interests by members of the Special Purposes Committee.
<b>Information</b>
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.
<b>Decision Approved and/or Action Requested</b>

Dr. Ann McGarry declared a conflict for conflict for Item G on the agenda. Ms Joanne Kissane declared a conflict for item H on the agenda. Both left the meeting for these items.

### 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 2 April 2025

#### Issue

Draft Minutes of the Special Purposes Committee Meeting held on 2 April 2025.

#### Information

The Chair noted that the draft Minutes of the Committee meeting, held on 2 April 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 2 April 2025, on the proposal of Mr. Rory O'Donnell and seconded by Ms Geraldine Campbell.

### 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.

#### *Audit and Risk Committee (A&R)*

The Chair updated the Committee on the meeting held in person on 29 May. There was a workshop prior to the meeting on Cybersecurity delivered by Crowley's who carried out the Internal Audit. A&R will focus on the criteria outlined by Crowley's in the report, e.g. leadership, culture, third-party risk and review in September.

The report on the Internal Audit was presented to the Committee. The audit results indicated that reasonable assurance can be placed on the adequacy and operating effectiveness of controls concerning Business Continuity Planning in PSI, with one medium and two low findings. The auditors found that the established controls and procedures for Business Continuity and Disaster recovery at PSI are fundamentally sound and fit for purpose. The committee were updated on the implementation of the TCQR route. A&R have been receiving an update on the project at each meeting and will receive a further update in September. The consolidated internal audit findings were reviewed. The Audit and Risk Committee had asked the executive to look at both the high and medium-level findings. The Chair advised that some have now been completed, and good progress has been made on others. The Committee reviewed the Corporate Risk Register, and a member of the committee had raised a question concerning the risk related to Pharmaceutical Assistants. It was agreed that this issue should return to Council at the June meeting for discussion and review.

There was a brief discussion regarding Council expenses, the criteria, and how they are administered.

#### *Performance and Resources Committee (P&R)*

The Chair updated the Committee on the key items discussed at the meeting on 22 May, which was held in person. The Chair noted that the 2025 Procurement Plan, along with the PSI Corporate Procurement Plan, were discussed. The Chair noted the volume of procurements currently in train and those that will be undertaken later in the year. The project to address fire risk at PSI House has been completed, and the relevant certificates have been received. The Management Accounts to the end of March were approved by the Committee, the Committee asked for additional notes to be included to help Council understand variances, in particular in relation to the extra funding received from the DoH. The Committee also requested that a note be provided in the accounts concerning this funding.

Mazars presented to the Committee on the Core Funding Review (CFR). Mazars had just begun their work and expected the project to take a total of 14 weeks. It may be necessary to hold an out-of-course P&R meeting to review the progress of the CFR. Mazars will engage with both the DoH and other stakeholders, as well as registrants, concerning the CFR.

There was a presentation on the Organisational Development project from EY. The new model will work within the current headcount. The workforce plan is based on an additional eleven roles and will set out the business cases for each of the new positions. The results of both the penetration and vulnerability tests were presented to the P&R

Committee. The Service Plan progress update was outlined at the meeting; all projects are progressing well, but PSI are dependent on others for some projects, and this may have an impact on the progress of the Service Plan.

The Chair noted that the Committee will introduce a reflective session at the end of the meeting, starting from September, to ensure all Committee members are up to speed with all aspects of the Committee's work.

#### Regulatory and Professional Policy Committee (RPP)

The Chair advised that the Committee met on 12 May, and a subsequent out-of-session Council meeting was held to discuss the interim evaluation report of the Accreditation Team regarding the Atlantic Technological University (ATU). Council approved the Accreditation Team's recommendation to defer recognition and approval of the Atlantic Technological University (ATU) proposed master's degree in pharmacy. The Chair updated the Committee on the agenda items for review at the upcoming RPP meeting, which will be held in person on Thursday, 12 June.

#### Decision Approved and/or Action Requested

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

#### Agenda Item F – Appointments to Disciplinary Committees

##### Issue

##### Appointments to Disciplinary Committees

##### Information

The Committee considered reappointments and appointments to the Disciplinary Committee. Committees. The Committee was asked to recommend the following appointments to Council at their meeting on 26 June.

- Two lay members to the Preliminary Proceedings Committee (PPC) from the panel.
- Two reappointments to the Health Committee (HC).
- An appointment to the Health Committee (HC) from the panel.
- A reappointment to the Professional Conduct Committee (PCC).
- Appointments to the Professional Conduct Committee (PCC) from the panel.

The panel was established in 2024 to fill upcoming vacancies for both lay members and pharmacists on PSI's Disciplinary Committees.

#### Decision Approved and/or Action Requested

**Decision:** The Committee agreed to recommend the following appointments to Council for approval at its meeting on 26 June 2025:

Preliminary Proceedings Committee

That Ms. Audrey Deane be appointed from the panel to the Preliminary Proceedings Committee for a term of four years;  
That Ms. Angela Walsh be appointed from the panel to the Preliminary Proceedings Committee for a term of four years;  
On the proposal of Dr. Denis O'Driscoll, seconded by Mr. Rory O'Donnell.

Health Committee

That Ms. Margaret Doherty be reappointed to the Health Committee for a term of four years;  
That Mr. David McNally be reappointed to the Health Committee for a term of four years;  
On the proposal of Ms. Geraldine Campbell, seconded by Dr. Denis O'Driscoll.

That Mr. Graham Knowles be appointed from the panel to the Health Committee for a term of four years;  
On the proposal of Dr. Ann McGarry, seconded by Ms. Geraldine Campbell.

Professional Conduct Committee

That Ms. Barbara O'Connell be reappointed to the Professional Conduct Committee for a term of four years;  
That Ms. Celine Newman be reappointed to the Professional Conduct Committee for a term of four years;  
That Mr. Stephen Dixon be reappointed to the Professional Conduct Committee for a term of four years;  
That Mr. John Given be reappointed to the Professional Conduct Committee for a term of four years;  
That Ms. Valerie Beatty be reappointed to the Professional Conduct Committee for a term of four years;  
That Ms. Lorraine Gannon be reappointed to the Professional Conduct Committee for a term of four years;  
That Mr. Tom Finn be reappointed to the Professional Conduct Committee for a term of four years;  
That Ms. Valerie Bowens be reappointed to the Professional Conduct Committee for a term of four years;  
On the proposal of Dr. Ann McGarry, seconded by Dr. Denis O'Driscoll.

That Ms. Mairead Britton Doyle be appointed from the panel to the Professional Conduct Committee for a term of four years;

That Mr. James Buckley be appointed from the panel to the Professional Conduct Committee for a term of four years;  
On the proposal of Mr. Rory O'Donnell, seconded by Ms. Geraldine Campbell.

### Agenda Item G – Appointments to Advisory Committees

#### Issue

#### Appointments to Advisory Committees

#### Information

The Committee considered reappointments and appointments to the Advisory Committees. The Committee was asked to recommend the following appointments to Council at their meeting on 26 June.

- The current terms of office of three Advisory Committee members will expire shortly.
- The current terms of office of two members of the BTP Programme Board will expire shortly.
- Members may serve two terms of office on an Advisory Committee and the BTP Programme Board, each term lasting two years or until the term of office of the Council member ends.

#### Decision Approved and/or Action Requested

**Decision:** The Committee agreed to recommend the following appointments to Council for approval at its meeting on 26 June 2025:

That Ms. Grainne Power be reappointed to the Regulatory and Professional Policy Committee until 24 August 2025 (bringing her second term up to the maximum of two years).

That Adj Prof. John Given be reappointed to the Audit and Risk Committee to 24 August 2025 (bringing his second term up to the maximum of two years).

That Dr. Ann McGarry be reappointed as Chair of the Performance and Resources Committee for a period of two years or until she ceases to be a member of Council, whichever is sooner.

That Ms. Grainne Power be reappointed to the Business Transformation Programme Board for a period of two years or until she ceases to be a member of Council, whichever the sooner.

That Dr. Paula Barry Walsh be reappointed to the Business Transformation Programme Board for a period of two years or until she ceases to be a member of

Council, whichever the sooner.  
On the proposal of Mr. Rory O'Donnell, seconded by Ms. Geraldine Campbell.

#### Agenda Item H – Mid-Year performance review of the Registrar

##### Issue

Mid-year performance review of the Registrar

##### Information

Documentation relating to the mid-year performance review of the Registrar had been circulated to the Committee in advance of the meeting, with year to date progress and associated commentary populated. The Committee discussed the review.

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

**Action: None**

#### Agenda Item I – AOB

##### Issue

AOB

The meeting concluded at 10:50.

Signed by

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Chair

\_\_\_\_\_  
Date