



**Minutes of the meeting of the Special Purposes Committee held on September 11, 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 - Did not attend for item G(b)
Dr Ann McGarry	Chair of the Performance and Resources Committee	Yes
Ms Geraldine Campbell	Chair of the Audit and Risk Committee	Yes – Did not attend for item G(a)
<b>Members of PSI staff in attendance included:</b>		
Ms Joanne Kissane	Registrar & Chief Officer – Did not attend for item G (a) on the agenda.	
Ms Ruth Baily	Governance Executive - Did not attend for Item G (a) 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**

Ms Geraldine Campbell declared a conflict for Item G(a) on the agenda. Prof Laura Sahm declared a conflict for item G (b) 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 11 June 2025

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

Information
The Chair noted that the draft Minutes of the Committee meeting, held on 11 June 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
<b>Decision Approved:</b> The Committee approved the Minutes of the Special Purposes Committee meeting, held on 11 June 2025, on the proposal of Ms Geraldine Campbell and seconded by Dr Ann McGarry.

### 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
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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 updated the Committee on an out-of-course, single-agenda meeting held on 10 July to discuss the Core Funding Review (CFR). The Chair updated the Committee on the work carried out to date on the CFR and the outputs from the review. Mazars, who are assisting with the work, presented the draft report to the Committee outlining the proposed increase to the registration fees, along with the modelling as to how the quantum of the increase was arrived at. The draft report will be discussed at the P&R meeting on September 17 and will be presented to Council for discussion on October 2. There will be further discussion with stakeholders, including the IPU, HPAI and PIER, together with the Pharmacist Panel. The Executive has engaged with the DoH and further engagement is planned to keep them informed of ongoing progress.

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

The Chair provided the Committee with an update on the key items scheduled for discussion at the upcoming meeting on 16 September. A revised Cybersecurity Report, featuring a new template, will be presented at the meeting. Additionally, the TCQR Audit Report will be presented to the Committee. This audit examined the processes and policies related to TCQR and concluded that there is a strong level of assurance in these processes, which is highly reassuring for the organisation.

#### 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 on 17 September, including progress on the Common Conditions and the Continuation of Contraception Services. The Registrar provided an update on the status of the enabling legislation, the draft protocols, the training and education for pharmacists and the outcomes of the public consultation on the draft rules and guidance. The Registrar also provided an update on the closed consultations on the draft PSI Guidance on Pricing Transparency in pharmacies and on proposed changes to the RPB Registration Rules to support the operation of a delineated operating model. The Evaluation Report on the application from the South East Technological University for Accreditation of the Five-Year Fully Integrated Masters Degree Programme in Pharmacy will also be considered at the meeting.

### **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 of Registered Pharmacists who are Pharmacy Owners to the Reserve Panel for Disciplinary Committees**

## **(b) Appointment of Chairs and Acting Chairs to the Reserve Panel for Disciplinary Committees**

### **(c) Appointment of Chairs and Acting Chairs to the Disciplinary Committees**

#### **Issue**

##### **Appointments to Disciplinary Committees**

- (a) Appointments of Registered Pharmacists who are Pharmacy Owners to the Reserve Panel for Disciplinary Committees**
- (b) Appointment of Chairs and Acting Chairs to the Reserve Panel for Disciplinary Committees**
- (c) Appointment of Chairs and Acting Chairs to the Disciplinary Committees**

#### **Information**

##### **(a) Appointments of Registered Pharmacists who are Pharmacy Owners to the Reserve Panel for Disciplinary Committees**

The PSI's Reserve Panel for Disciplinary Committees for registered pharmacists who are pharmacy owners (including pharmacists who are sole traders, directors or shareholders of a corporate body operating a pharmacy business), from which vacancies on any three of the PSI's Disciplinary Committees are filled, has expired. Therefore, it is necessary to establish a new reserve panel from which upcoming vacancies for registered pharmacists who are pharmacy owners could be filled. Following the completion of an Expression of Interest (EOI) process, a panel comprising three names was proposed for consideration by the SPC to be appointed to the PSI Reserve Disciplinary Committee Panel.

Following discussion, the Committee are recommending to Council the approval of the following pharmacists who are pharmacy owners (including pharmacists who are sole traders, directors or shareholders of a corporate body operating a pharmacy business) to be appointed to the PSI Reserve Disciplinary Committee Panel at their meeting on 2 October.

- Rory O Donnell
- Ian Middlehurst
- Sarah Collins

##### **(b) Appointment of Chairs and Acting Chairs to the Reserve Panel for Disciplinary Committees**

In addition, the PSI's Reserve Disciplinary Committee Panel for Chairs and Acting Chairs, from which vacancies on any three of the PSI's Disciplinary Committees are filled, has expired. Therefore, it is necessary to establish a new panel from which upcoming vacancies for Chairs and Acting Chairs can be filled. Following the completion of an EOI process for Chairs and Acting Chairs, the Committee were asked to recommend a panel to Council for approval at its meeting on 2 October.

The Committee discussed the assessment and selection process, which included an interview with all shortlisted candidates. The Committee noted that all of the remaining applicants were pharmacists. The Registrar confirmed that the legislation does not preclude pharmacists

from chairing any of the Disciplinary Committees and that pharmacists have previously chaired these Committees. The Registrar informed the Committee of other Regulatory bodies where a registrant chairs the various Disciplinary Committees. The Committee also discussed the training provided to the Chairs and Acting Chairs. During the discussion, an error was highlighted in the memo presented to the SPC. The Registrar agreed to revise the memo and seek written approval from the Committee regarding their recommendation of the persons to be appointed to the PSI Disciplinary Committee Panel for Chairs and Acting Chairs. Following approval by the Committee of the revised memo, the Committee are recommending the following persons to the PSI Disciplinary Committee Panel for Chairs and Acting Chairs to Council for approval at its meeting on 2 October.

- Katherine Morrow
- Muireann Ní Shúilleabháin
- Conor McCrystal
- Ronan Sheridan
- Rana Al Damin

### (c) Appointment of Chairs and Acting Chairs to the Disciplinary Committees

A number of PSI Disciplinary Committee Chair and Acting Chair roles are currently vacant. The term of one of the two Acting Chairs of the Health Committee is set to conclude on 2 October 2025, having served the maximum two full terms on the Committee. It is necessary, therefore, to appoint a Chair and an Acting Chair to the Health Committee, as well as an Acting Chair to the Preliminary Proceedings Committee.

Following a discussion, the Committee is recommending the following appointments to Council for approval at its meeting on 2 October.

- Mr David O'Brien be appointed as a member of the Health Committee, and to the role of Chair for the duration of the remainder of his term of office, which finishes on 31 December 2027.
- Ms. Rana Al Damin be appointed to the Health Committee and to the role of Acting Chair, for a term of four years.
- Ms Katherine Morrow be appointed to the Preliminary Proceedings Committee, and to the role of Acting Chair, for a term of four years.

### Decision Approved and/or Action Requested

**Decision:** The Committee agreed to recommend the appointment of a panel of Pharmacists who are Pharmacy Owners to the Council at its meeting on 2 October, on the proposal of Dr Ann McGarry and seconded by Ms Geraldine Campbell.

The Committee agreed to recommend the appointment of:

- Katherine Morrow
- Muireann Ní Shúilleabháin

- Conor McCrystal
- Ronan Sheridan

to the PSI Disciplinary Committee Panel for Chairs and Acting Chairs at its meeting on 2 October, following written approval of the Committee.

The Committee agreed to recommend to Council the appointment of

- Mr David O'Brien to the Health Committee, and to the role of Chair for the duration of the remainder of his term of office, which finishes on 31 December 2027.
- Ms. Rana Al Damin to the Health Committee and to the role of Acting Chair, for a term of four years.
- Ms Katherine Morrow to the Preliminary Proceedings Committee, and to the role of Acting Chair, for a term of four years

Following written approval of the Committee.

### **Agenda Item G – Appointments to Advisory Committees**

**(a) Appointment of a Chair of the Regulatory and Professional Policy Committee**

**(b) Reappointments of PSI Council members to Advisory Committees**

**(c) Appointment of Council Members to PSI Advisory Committees**

#### **Issue**

##### **Appointments to Advisory Committees**

- (a) Appointment of a Chair of the Regulatory and Professional Policy Committee**
- (b) Reappointments of PSI Council members to Advisory Committees**
- (c) Appointment of Council Members to PSI Advisory Committees**

#### **Information**

The Committee considered the following appointments and reappointments to the Advisory Committees of Council. The Committee considered and was asked to recommend the following appointments to Council at their meeting on 2 October.

- The appointment of a Chair to the Regulatory and Professional Policy Committee
- The reappointment of Council members to the PSI Advisory Committees of Council
- The appointment of two existing Council members to PSI Advisory Committees who have served two terms on an Advisory Committee to another Advisory Committee
- Following the Council elections, the appointment of newly elected Council members to the PSI Advisory Committees

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

**Decision:** The Committee agreed to recommend the following appointments to Council for approval at its meeting on 2 October 2025:

- That Mr Richard Hammond be appointed Chair of the Regulatory and Professional Policy Committee for a period of two years, or until he ceases to be a member of Council, whichever is sooner, on the proposal of Dr Ann McGarry, seconded by Professor Laura Sahm.
- That Professor Laura Sahm be reappointed to the Regulatory and Professional Policy Committee for a period of two years, or until she ceases to be a member of Council, whichever the sooner.
- That Ms Geraldine Crowley be reappointed to the Regulatory and Professional Policy Committee for a period of two years, or until she ceases to be a member of Council, whichever the sooner.
- That Mr Mark Jordan be reappointed to the Regulatory and Professional Policy Committee for a period of two years, or until he ceases to be a member of Council, whichever the sooner.
- That Mr Martin Sisk be reappointed to the Performance and Resources Committee for a period of two years, or until he ceases to be a member of Council, whichever the sooner.
- That Ms Emily Kelly be reappointed to the Performance and Resources Committee for a period of two years, or until she ceases to be a member of Council, whichever the sooner.
- That Mr Martin Higgins be reappointed to the Performance and Resources Committee for a period of two years, or until he ceases to be a member of Council, whichever the sooner.
- That Dr Cyril Sullivan be reappointed to the Audit and Risk Committee for a period of two years, or until he ceases to be a member of Council, whichever the sooner.

On the proposal of Dr Ann McGarry, seconded by Ms Geraldine Campbell.

- That Ms Grainne Power be appointed to the Performance and Resources Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner.
- That Adj. Professor John Given be appointed to the Regulatory and Professional Policy Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner.

- That Mr Leon O’Hagan be appointed to Audit and Risk Committee for a period of two years or until he ceases to be a member of Council, whichever is sooner.
- That Mr Nigel Moloney be appointed to the Performance and Resources Committee for a period of two years or until he ceases to be a member of Council, whichever the sooner.
- That Ms Áine MacGrory be appointed to the Regulatory and Professional Policy Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner.
- That Ms Margaret Donnelly be appointed to the Regulatory and Professional Policy Committee for a period of two years or until she ceases to be a member of Council, whichever the sooner.

On the proposal of Professor Laura Sahm, seconded by Ms Geraldine Campbell.

#### Agenda Item H – Amendments to the Standing Orders of Council

##### Issue

##### Amendments to the Standing Orders of Council

##### Information

The Standing Orders of Council were amended to introduce the use of Microsoft Teams Transcript, or other appropriate tool for recording Council meetings whether held in person, hybrid, or online. Following discussion, the Committee agreed to recommend the update of the Council Standing Orders to Council at their meeting on 2 October.

The Committee also agreed to ask the Council if they wished to make any further amendments to the Standing Orders following the Council meeting on 2 October. These would then be discussed at the SPC meeting on 18 November and brought back to the Council for final approval on 11 December.

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

**Action:** The Committee agreed to recommend the update of the Standing Orders of Council for approval to Council at their meeting on 2 October, on the proposal of Dr Ann McGarry and seconded by Ms Geraldine Campbell.

#### Agenda Item I Review of the Terms of Reference of the Special Purposes Committee

## Issue

### Review of the Terms of Reference of the Special Purposes Committee

## Information

The Terms of Reference (ToR's) of the Special Purposes Committee were amended to introduce the use of Microsoft Teams Transcript, or other appropriate tool for recording Committee meetings whether held in person, hybrid, or online. Following discussion, the Committee agreed to recommend the updated Terms of Reference of the Committee to Council at their meeting on 2 October.

## Decision Approved and/or Action Requested

**Action:** The Committee agreed to recommend the updated Terms of Reference for approval to Council at its meeting on 2 October, on the proposal of Professor Laura Sahm and seconded by Ms Geraldine Campbell.

### Agenda Item J Process for the Annual Performance Review of Council and Committees

## Issue

### Process for the Annual Performance Review of Council and Committees

## Information

The Registrar advised the Committee that a procurement is underway to secure a provider to conduct the Annual Performance Review of the Council and its Committees. The Committee discussed carrying out the mid-year reviews in-house. It was agreed that once the sanctioned resources are in place in the Governance team, the delivery of the process could be revisited.

## Decision Approved and/or Action Requested

**Action:** There were no actions arising from this matter

### Agenda Item K Agenda Planning for the October Training and Development Day

## Issue

### Agenda Planning for the October Training and Development Day

## Information

The Registrar updated the Committee on the proposed agenda for the Council Training and Development Day on 23 October. There will be a session on the proposed Service Plan for delivery in 2026. The draft plan will be presented to Council for discussion and input and before being submitted to Council for approval at its meeting on 11 December. A training session will be held on the new Council software system. Furthermore, Caroline Conroy will provide training on the Fitness to Practice process

The Committee discussed the need to discuss the necessary areas of reform of the Pharmacy Act. It was also agreed that a workshop on the areas of reform of the Pharmacy Act would be held at the Private Council meeting on 20 November.

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

**Action:** There were no actions arising from this matter

#### **Agenda Item I – AOB**

#### **Issue**

The Registrar advised the Committee that the PSI has been advised that a Periodic Critical Review (PCR) of the organisation will be carried out in 2026.

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

**Action:** There were no actions arising from this matter

**The meeting concluded at 11:40.**

**Signed by**

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**Chair**

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**Date**