Minutes of the meeting the Special Purposes Committee held on 2 April 2025 at 09:30am. 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 Mc Garry	Chair of the Performance and Resources Committee	Yes
Ms. Geraldine Campbell	Chair of the Audit and Risk Committee	Yes
Mr. Rory O'Donnell	Chair of the Regulatory and Professional Policy Committee	Yes
Members of PSI staff in attendance included:		
Ms Joanne Kissane	Registrar & Chief Officer	
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	

***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
No conflicts of Interest were declared.

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 19 February 2025

Issue
Draft Minutes of the Special Purposes Committee Meeting held on 19 February 2025.

Information
The Chair noted that the draft Minutes of the Committee meeting, held on 19 February 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 19 February 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 of the Advisory Committees gave a verbal update to the Committee on outputs of recent meetings and current matters of priority and focus. *Audit and Risk Committee (A&R)* The Chair updated the Committee on the discussions relating to the Corporate Risk Register (CRR), noting that there would be further discussion at a future meeting regarding two

particular risks. The Chair noted that, while the BTP is currently paused, a proposal is under consideration to retire the legacy Case Management System during this period. The Executive team is actively reviewing the proposal. The Chair noted that a number of items were closed off on the Internal Audit recommendations, and further items are expected to be closed off by the next meeting.

Performance and Resources Committee (P&R)
The Chair advised that the Organisation Development Project and Strategic Financing Review are the two major projects being overseen by the Committee. The Chair also noted that there will be a substantial number of procurements to manage throughout 2025, which represent a significant workload for the organisation. The Chair noted the good work being done in relation to cybersecurity, specifically in penetration and vulnerability testing, and also advised the Committee that older IT equipment is being replaced.

Regulatory and Professional Policy Committee (RPP)
The Chair advised that the Committee is working very well. The Chair noted that occasionally there is a difficulty with quorum, but no meeting has had to be cancelled to date.

Decision Approved and/or Action Requested
Action: There were no actions arising from this agenda item.

Agenda Item F – Request of approval of process for EOI and appointment for Disciplinary Committees
Agenda Item F.1 Information booklet for upcoming EOI Process

Issue
Request for approval of the process for EOI and appointment for Disciplinary Committees Information booklet for upcoming EOI Process

Information
The Committee was advised that an Expression of Interest (EOI) needs to be run to establish a panel of Pharmacy Owners and a panel of Chairs and Acting Chairs for the PSI Disciplinary Committees. The Committee were presented with a memo on the current process for the EOI and appointment to the Disciplinary Committees.

The Committee discussed the draft booklet for the Pharmacy Owners, which will be included with the application material, and was satisfied with changes that had been made in relation to content relating to conflicts of interest (as requested at the previous meeting). The Committee requested that a declaration of conflicts of interest be included in the application form. The Committee were happy to approve the booklet for distribution as part of the EOI process, subject to a small number of additional minor changes being made.

The Committee discussed the EOI process for the Chairs and Acting Chairs of the PSI Disciplinary Committees. Previously, Chairs and Acting Chairs were appointed from the membership of the Disciplinary Committees. In 2023, a change was made to the process agreed upon by Council, whereby the EOI process was open to both existing Committee members and external applicants. An EOI was conducted in 2023, resulting in the establishment of a nine-member panel, with seven serving Committee members. The Committee discussed the current process and whether it should be retained, adapted, or whether they would propose reverting to the previous process of appointing from within the Committees. The Committee noted that it may be too early to revert to the previous appointment process, and continuing with the external Expression of Interest (EOI) would open up a broader candidate base. Following the discussion, the Committee agreed to continue to seek external applicants for the upcoming EOI. The Committee then discussed the assessment and appointment process for Chairs and Acting Chairs. As part of the current process, the assessment panel shortlist the applications that meet the relevant competencies and recommends their appointment to SPC. The process then includes an interview with the external candidates. The Committee discussed the value of the interview process, including the timing of this step within the process. Following the discussion, the Committee agreed that Chairs and Acting Chairs would be interviewed prior to being recommended for appointment to the reserve panel to SPC. In the interest of fairness and transparency, it is proposed that this would apply to all shortlisted candidates, both current members of the Committees and external appointees. It was agreed that the proposed change of process will go to Council for approval at the 24 April meeting.

Decision Approved and/or Action Requested

Decision:

(i) The Committee approved the process for issuing an EOI for pharmacy owners to be appointed to a reserve panel for the PSI Disciplinary Committees.

(ii) The Committee approved the booklet for the pharmacy owners' EOI, subject to the requested changes being implemented.

(iii) The Committee approved a revised procedure for the appointment of Chairs and Acting Chairs to a reserve panel for the PSI Disciplinary Committees for proposal to Council at the 24 April meeting.

Agenda Item G – Review of the Registrar’s Report to Council

Issue
Review of the Registrar’s Report to Council

Information
The Committee reviewed the structure of the Registrar’s Report, which is presented at each Public Council meeting. The Report summarises the work of the PSI between each Council meeting and includes information such as updates on strategic projects and registration and inspection statistics. The Committee noted that the report is also used for other purposes, such as governance meetings with the Department of Health. The Committee were satisfied with the overall content and structure of the report but proposed moving some of the information from the body of the report to an appendix.

Decision Approved and/or Action Requested
Decision: The Committee agreed that the Registrar’s Report is a very useful document serving multiple purposes, and the information contained therein should remain the same, while proposing that some recurring items be moved to an appendix of the report

Agenda Item H – Reflection on Training and Development Day, March 2025

Issue
Reflection on Training and Development Day, March 2025

Information
The Committee was updated on the survey carried out following the Training and Development day. The feedback from Council was positive. The Committee agreed that the presentations were interesting and covered a wide range of topics pertinent to the Council's work.

Decision Approved and/or Action Requested
Action: There were no actions arising from this agenda item

Agenda Item I – AOB

Issue
AOB

The meeting concluded at 11:30.

Signed by

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Chair **Date**