



**Minutes of the meeting the Special Purposes Committee held on 19 February 2025 at 09:30 am. 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
<b>Members of PSI staff in attendance included:</b>		
Ms Joanne Kissane	Registrar – Did not attend for item J	
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 J	

**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>
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 13 November 2024

Issue
Draft Minutes of the Special Purposes Committee Meeting held on 13 November 2024.

Information
The Chair noted that the draft Minutes of the Committee meeting, held on 13 November 2024, 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 13 November 2024, on the proposal of Mr. Rory O'Donnell and seconded by Dr. Ann McGarry.

#### Agenda Item E – Appointment to Disciplinary Committees

Issue
Appointment to Disciplinary Committees

Information
<p>The Committee was advised that following the appointment of two members of the Health Committee to the Expert Witness panel, there is now only one pharmacy owner on the Health Committee. Under article 34(5) of the Pharmacy Act 2007, each of the PSI disciplinary committees is required to have at least two members who are pharmacy owners. Ms. Margaret Doherty MPSI, currently a pharmacy owner, and member of the Professional Conduct Committee, has agreed, if recommended by the Committee and approved by Council, to move to the Health Committee. Following discussion, the Committee agreed to recommend the appointment of Ms. Margaret Doherty MPSI, to the Health Committee for the remainder of her term of office, for approval at its meeting on 6 March.</p> <p>The Committee was advised that the terms of office of a number of Chairs and Acting</p>

Chairs of Disciplinary Committees will shortly expire. The Committee were asked to consider appointments as Chairs and Acting Chairs to the Disciplinary Committees.

The Committee was asked to recommend the appointment of Mr. Michael Conor Heaney, to Council, as Chair of the Health Committee, at its meeting on 6 March, for the duration of the remainder of his term of office, which finishes on 4 October 2027.

The Committee was asked to recommend the appointment of Dr. Elaine Byrne, to Council, at its meeting on 6 March, from the reserve panel of Chairs and Acting Chairs, to the role of Acting Chair of the Health Committee, for a term of four years.

The Committee was asked to recommend the appointment to Council of Mr. Mark Kane, to Council for appointment as Chair of the Professional Conduct Committee, at its meeting on 6 March, for the duration of the remainder of his term of office, which finishes on 6 December 2025.

The Committee was asked to recommend the appointment to Council of Mr. William Paul Ard, to Council for appointment as Acting Chair of the Professional Conduct Committee, at its meeting on 6 March, for the duration of the remainder of his term of office, which finishes on 28 September 2026.

The Committee was asked to recommend the appointment to Council of Mr. John Naughton, to Council for appointment as Acting Chair of the Preliminary Proceedings Committee, at its meeting on 6 March, for the duration of the remainder of his term of office, which finishes on 23 June 2025.

- Following discussion, the Committee agreed to recommend to Council the appointment of Mr. Michael Conor Heaney, to Council, as Chair of the Health Committee, at its meeting on 6 March, for the duration of the remainder of his term of office.
- Following discussion, the Committee agreed to recommend to Council the appointment of Dr. Elaine Byrne, to Council, at its meeting on 6 March, from the reserve panel of Chairs and Acting Chairs, to the role of Acting Chair of the Health Committee.
- Following discussion, the Committee agreed to recommend to Council the appointment of Mr. Mark Kane, to Council for appointment as Chair of the Professional Conduct Committee, at its meeting on 6 March, for the duration of the remainder of his term of office.
- Following discussion, the Committee agreed to recommend to Council the appointment of Mr. William Paul Ard, to Council for appointment as Acting Chair of the Professional Conduct Committee, at its meeting on 6 March, for the duration of the remainder of his term of office.

- Following discussion, the Committee agreed to recommend to Council the appointment of Mr. John Naughton, to Council for appointment as Acting Chair of the Preliminary Proceedings Committee, at its meeting on 6 March, for the duration of the remainder of his term of office.

### Decision Approved and/or Action Requested

#### Action: (i)

The Committee agreed to recommend the appointment of Ms. Margaret Doherty MPSI, to the Health Committee for the remainder of her term of office, for approval at its meeting on 6 March. on the proposal Ms. Geraldine Campbell of seconded by Dr. Denis O'Driscoll.

#### (ii)

- The Committee agreed to recommend to Council the appointment of Mr. Michael Conor Heaney, to Council, as Chair of the Health Committee, at its meeting on 6 March, for the duration of the remainder of his term of office which finishes on 4 October 2027.
- The Committee agreed to recommend to Council the appointment of Dr. Elaine Byrne, to Council, at its meeting on 6 March, from the reserve panel of Chairs and Acting Chairs, to the role of Acting Chair of the Health Committee for a term of four years.
- The Committee agreed to recommend to Council the appointment of Mr. Mark Kane, to Council for appointment as Chair of the Professional Conduct Committee, at its meeting on 6 March, for the duration of the remainder of his term of office which finishes on 6 December 2025.
- The Committee agreed to recommend to Council the appointment of Mr. William Paul Ard, to Council for appointment as Acting Chair of the Professional Conduct Committee, at its meeting on 6 March, for the duration of the remainder of his term of office which finishes on 28 September 2026.
- The Committee agreed to recommend to Council the appointment of Mr. John Naughton, to Council for appointment as Acting Chair of the Preliminary Proceedings Committee, at its meeting on 6 March, for the duration of the remainder of his term of office for the duration of the remainder of his term of office, on the proposal of Mr. Rory O'Donnell and seconded by Dr. Ann McGarry.

### Agenda Item F – Appointments to Regulatory and Professional Policy Committee

#### Issue

Appointments to Regulatory and Professional Policy Committee

### Information

The Committee was advised that Ms. Dorothy Donovan completed her first term of office on the Regulatory & Professional Policy (RPP) Committee on 1 February 2025. The terms of reference of the RPP Committee state that members will serve for up to two years and will be eligible for re-appointment for a second term. Each member will ordinarily serve no more than two consecutive terms on the Committee. Following discussion, the Committee was happy to recommend to Council for its approval, the re-appointment of Ms Donovan to the RPP Committee until such time as her term of office as a member of the PSI Council is completed which will be on 15 May 2026.

### Decision Approved and/or Action Requested

**Action:** The Committee agreed to recommend to Council, for its approval, at its meeting on 6 March, the re-appointment of Ms. Dorothy Donovan to the Regulatory and Professional Policy Committee until her term of office on Council expires, on 15 May 2026, on the proposal of Dr. Denis O'Driscoll seconded by Ms. Geraldine Campbell.

### Agenda Item G – Report on Council and Committee Self-Evaluation Exercise December 2024

### Issue

#### Consideration of

- Committee Report on Council and Committee Self-Evaluation Exercise December 2024
- Outputs of Self-Evaluation of Special Purposes Committee December 2024
- Council and Committee Self-Evaluation Action Plan 2024

### Information

The Committee discussed the Council and Committee Self-Evaluation Action Plan 2024, which will be discussed at the closed session of Council at its meeting on 6 March.

- The Committee discussed the recommended action relating to the evolution of the Council minutes and noted that Council have a collective responsibility to ensure that the minutes accurately reflect the discussion
- New software for the Council iPads will be rolled out in June to support Council - this will coincide with the appointment of new Council members.
- In relation to streamlining FTP papers, it was noted that all regulators have difficulty in this area; the Committee requested that some Council members be included in the review of any update or change intended to streamline FTP papers.

- The Committee discussed the matter of AI and the risk to the organisation; the Committee noted that Council and Committee members should not share papers via any fora, including AI.
- The Committee noted that attendance at Council Training and Development days is expected of all Council members, in the same way as a typical Council meeting.

Following discussion and a number of minor edits, the Committee recommended the Council and Committee Self-Evaluation Action Plan 2024 for approval to Council at its meeting on 6 March.

### Decision Approved and/or Action Requested

**Decision:** The Committee recommended the Council and Committee Self-Evaluation Action Plan 2024 for approval to Council at its meeting on 6 March on the proposal of Ms. Geraldine Campbell and seconded by Dr Ann McGarry.

**Action:**

- (I) The Committee agreed to review the Registrar's Report at a future meeting.
- (II) The Committee agreed to include an update from each Committee as part of the agenda at the SPC.
- (III) The Committee agreed that the SPC meeting on 11 June would be in person.

### Agenda Item H – Update on EOI for Disciplinary Committees

#### Issue

#### Update on EOI for Disciplinary Committees

#### Information

The Committee was updated on the upcoming EOI's for Disciplinary Committees. Following the departure of a number of Committee members to the panel of Expert Witnesses the Reserve Panel has been largely exhausted. There will be two separate EOI's; one for Pharmacy owners and a second for Chairs and acting Chairs. The Committee discussed the appointment process and the necessity of holding interviews for Chairs and acting Chairs. The Committee also discussed the issue of conflicts of interest for Disciplinary Committee members and how this could be more clearly addressed in the information booklets for potential new Committee members. The Committee discussed the merits of an internal versus an external process for the Chairs' EOI, noting that many of those on the now exhausted panel were already Committee members. The process for the EOI will be discussed at the next meeting of the Committee.

### Decision Approved and/or Action Requested

**Action:** The process for the upcoming EOIs will be agreed by the Committee before the booklet is issued.

### Agenda Item I – Council Training and Development Day, March 2025

#### Issue

Council Training and Development Day, March 2025.

#### Information

The Committee discussed the draft agenda for the Council Training and Development Day. Following discussion, it was agreed to combine the first two items and to give more time to the presentation from EY on the organisation development item, thereby allowing for more discussion and questions from Council.

#### Decision Approved and/or Action Requested

**Action:** The agenda for the day will be updated to reflect the discussion.

### Agenda Item J – End of Year Performance Appraisal

#### Issue

End of Year Performance Appraisal

#### Information

The President updated the Committee on the Registrar's end-of-year performance appraisal. The Committee were satisfied with the proposed appraisal.

#### Decision Approved and/or Action Requested

**Action:** The President will provide an update to Council on the Registrar's end of year performance appraisal at the March Council meeting.

### Agenda Item K – AOB

#### Issue

AOB

#### Information

There were no items raised under AOB

<b>Decision Approved and/or Action Requested</b>
<b>Action:</b> N/A

The meeting concluded at 11:30.

Signed by

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Chair

\_\_\_\_\_  
Date