

Report on material decisions of the Special Purposes Committee

From: Ms. Katherine Morrow, President and Chair of the Special Purposes Committee.

The Special Purposes Committee met online on Wednesday, 2 April 2025. The agenda items below reflect the material decisions made by the Committee at its meeting on 2 April. The agenda from the meeting can be found in Appendix 1.

Agenda Item F: Request for approval of the process for EOI and appointment for Disciplinary Committees

Agenda Item F.1 Information Booklet for the upcoming EOI Process

The Committee were advised that an EOI needs to be run for 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. The Committee requested that a declaration on conflicts of interest should also 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, there was a change to the process agreed by Council, whereby the EOI process was open to both existing Committee members and external applicants. An EOI was carried out in 2023, resulting in the creation of a panel of nine members, seven of whom were serving Committee members. The Committee discussed the current process and whether this should be retained, adapted or whether they would propose to revert 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 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 within the process, and resourcing impacts. 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:

- (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 changes requested being actioned.
- (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.

Appendix 1



Agenda for the Special Purposes Committee

Meeting 2 April 2025 9.30am

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*

<u>Indicative Time</u>	<u>Item Descriptor and Presenter</u>		
9:30	A	Apologies	President
9:35	B	Declaration of Interests (See Appendix A)	President
9:40	C	Approval of Meeting Agenda	President
9:45	D	Request for Approval of the draft Minutes of the Meeting of the Special Purposes Committee held on 19 February 2025 *	President
9:50	E	Committee Updates Audit and Risk Committee*** Performance and Resources Committee*** Regulatory and Professional Policy Committee***	Committee Chairs
10:10	F F.1	Request for approval of process for EOI and appointment for Disciplinary Committees*** Information booklet for upcoming EOI Process*	Acting Head of Governance and Programme Delivery
10:30	G	Review of the Registrar's Report to Council*	President
10:40	H	Reflection on Training and Development Day, March 2025***	President
10:50	I	AOB	

We anticipate the meeting will end at approximately: 11:00

Next Meeting Date: Wed 11 June 2025 in person at PSI House