

PSI Council Public Meeting Minutes

Minutes of meeting number 148 of the Council of the Pharmaceutical Society of Ireland (PSI), as established under the Pharmacy Act 2007, the public session of which convened in person and online at 3 pm on Thursday, December 12th, 2024.

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Katherine Morrow	President	Yes
Dr. Denis O' Driscoll	Vice-President	Yes
Dr. Cyril Sullivan	Council Member	Yes (online)
Dr. Ann McGarry	Council Member	Yes
Dr. Paula Barry Walsh	Council Member	Yes
Mr. Peter Dennehy	Council Member	Yes
Prof. Laura Sahm	Council Member	Yes (online)
Mr. Martin Sisk	Council Member	No
Mr. John Given	Council Member	Yes
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	Yes (online)
Ms. Geraldine Campbell	Council Member	Yes
Ms. Marie Louisa Power	Council Member	Yes
Mr. Sean Reilly	Council Member	Yes
Mr. Rory O'Donnell	Council Member	Yes
Ms. Joan Peppard	Council Member	Yes (online)
Ms. Dorothy Donovan	Council Member	No
Mr. Martin Higgins	Council Member	Yes
Mr. Mark Jordan	Council Member	Yes
Ms. Emily Kelly	Council Member	Yes
Mr. Richard Hammond S.C.	Council Member	No

Members of PSI staff in attendance included:

Ms. Joanne Kissane, Registrar.

Mr. Éanna Ó Lochlainn, Corporate Governance & Planning Officer.

Ms. Damhnait Gaughan, Head of Community Pharmacy Assurance.

Ms. Louise Harma, Pharmacy Practice Officer

Ms. Cora O’Connell, Acting Head of Practitioner Assurance
Mr. Dan Burns, Head of Strategic Policy, Research, Communication, Programme Delivery and Governance, Chief Risk Officer
Mr. Pádraig Corbett, Professional Standards Officer
Ms. Eileen Troy, Finance & Support Services Development Manager
Mr. Neil Wall, ICT & Corporate Reporting Manager
Dr. Cheryl Stokes, Head of Corporate Services

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

Agenda Item B – Declaration of Interest by Members of Council

Issue
Declaration of interests by members of Council.

Information
The President drew Council members’ attention to their obligations under paragraph 9 of Schedule 1 to the Pharmacy Act 2007, which deals with the necessary disclosure of interests by members of the Council.

Decision Approved and/or Action Requested by Council
Ms. Katherine Morrow declared a conflict of interest with regard to item H.4

Agenda Item C – Draft Minutes of Public Council Meeting No. 146

Issue
The Draft Minutes of Public Council Meeting No. 146 were tabled for approval by Council.

Information
None.

Decision Approved and/or Action Requested by Council
Decision Approved: Council approved the draft Minutes of the public session of Council meeting number 146 held on October 3 rd , 2024, on the proposal of Mr. Martin Higgins, seconded by Ms. Geraldine Campbell.

Agenda Item D – Agreement on the Meeting Agenda

Issue

A member of Council requested that the issue of unlicensed medicines be discussed by Council under Any Other Business.

Information

The President noted that she had not received advance notice that the item was to be tabled as required under the Standing Orders of Council.

Decision Approved and/or Action Requested by Council

Following a discussion by the President and a member of Council, the President agreed that the matter could be briefly articulated under Any Other Business.

Agenda Item F.1 Report to Council from the Business Transformation Project Programme Board. (This agenda item was brought forward as the Chair of the Business Transformation Project Programme Board had to leave the meeting early).

Issue

Report to Council from the Business Transformation Project Programme Board.

Information

Ms. Gráinne Power, Chair of the Board, presented the Report, a copy of which had been circulated to Council in advance of the meeting. She informed Council that Phase 2 was now operational. She informed Council that data relating to the business requirements of Phase 3 was being gathered, and that delivery of Phase 3 was expected in Q3 2025. It was anticipated that Phase 4 would be completed in-house, but the delivery date had yet to be agreed upon. Council noted the Business Transformation Project, which was originally scheduled for completion within three years, was now in its fourth year.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item E.1 Registrar's Report.

Issue

Registrar's Report to Council.

Information

A copy of the Report had been circulated to Council in advance of the meeting. The Registrar thanked PSI Staff members Mr. Pádraig Corbett and Ms. Cora O'Connell for their work on drafting the amended CPD and Registration Rules for public consultation. She noted that APPEL students Ms. Ella Fitzsimons and Ms. Sophia Khan were concluding their 4th Year placement with PSI and thanked them for their contributions while with the organisation. She also praised the work that had been done on delivering the PSI's next Corporate Strategy and the Service Plan that would underpin it.

Council sought further details regarding the HPRA's Patient Forum. Council were informed that colleagues in PSI have been engaging with colleagues in the HPRA concerning a collaborative arrangement where PSI, in 2025, will lead a session with the HPRA Patient forum to gain some valuable insights from patients on our work. Council was informed that the PSI welcomed the opportunity to avail of the services of HPRA's Patient Safety Forum.

Council discussed proposals for reform of the Pharmacy Act and noted that under the proposals as per the PSI position paper on the need for reform of the Pharmacy Act 2007, legislative changes were being sought to remove a number of roles from the Council, including that Council would no longer consider sanctions as recommended by the Professional Conduct Committee and the Health Committee following statutory inquiries of those Committees.

Council also noted that none of the Preliminary Proceedings cases had met the key performance indicator which required cases to be completed within six months. Notwithstanding that not all PPC cases were heard within the desired metric of six months, Council noted significant progress had been made to expedite cases awaiting hearing.

Council complimented the PSI's Inspection Team on the rise in the number of on-site inspections, which stood at 348 at year-end.

Council queried if a change to the Irish Institute of Pharmacy's (IIOP) governance structure was being envisaged through the proposed amendments to the CPD Rules. It was noted that the distinction between the two bodies contributed to the level of trust in which the IIOP was held by the profession. The Executive confirmed there had been no change to the governance structures of the IIOP and that the amendments to the Rules propose to give effect to the policy position of the Council approved in April 2024. The policy provides for a preference to continue with the outsourced model where possible.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item E.2 Update on Q4 implementation of the Service Plan 2024.

Issue

Update on Q4 implementation of the Service Plan 2024.

Information

The Registrar provided Council with an update on the 2024 Service Plan. She invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Council noted the update.

Agenda Item E.3 Request for Approval from Council of the PSI 2025 Service Plan and Budget

Issue

a) Recommendation of the Performance and Resources Committee on the PSI Budget 2025.

(b) Request for Approval from Council of the PSI's 2025 Service Plan and Budget.

Information

A copy of the 2025 Service Plan and Budget had been circulated to Council in advance of the meeting. Dr. Ann McGarry, Chair of the Performance and Resources Committee informed Council that the Committee was content to recommend the PSI's 2025 Service Plan and Budget to Council for its approval.

Council requested clarification regarding the wording in the document relating to the management of the contract of the IIOP. The Executive agreed to review the relevant section. Council noted that two fixed-term PSI posts were being funded from the PSI reserves.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI 2025 Service Plan and Budget on the proposal of Mr. Sean Reilly, seconded by Dr. Ann McGarry.

Agenda Item E.4 Request for approval from Council of the draft Corporate Strategy 2025-2028 following review by the Minister for Health

Issue

Request for approval from Council of the draft Corporate Strategy 2025-2028 following review by the Minister for Health

Information

Council thanked the Strategy Sub-Group and PSI staff members, Ms. Aoife Mellett and Ms. Ciara Dooley, for their work on the Corporate Strategy 2025-2028.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the draft Corporate Strategy 2025-2028 following its review by the Minister for Health on the proposal of Mr. Rory O'Donnell, seconded by Mr. Martin Higgins.

Agenda Item E.5 Request for Approval from Council of the Appointment of a Returning Officer and Alternate Returning Officer for the Election of Council pharmacist members in 2025

Issue

Request for Approval from Council of the Appointment of a Returning Officer and Alternate Returning Officer for the Election of Council pharmacist members in 2025

Information

In accordance with the terms of Section 10(3)(f) of the Pharmacy Act 2007, an election will be held to elect five pharmacists for appointment by the Minister for Health to the PSI Council in order to replace the following pharmacist members whose four-year term of office as members of Council will finish on June 20th 2025:

1. Mr. John Given, MPSI.
2. Ms Katherine Morrow, MPSI.
3. Mr. Rory O'Donnell, MPSI.
4. Ms. Marie Louisa Power, MPSI.
5. Mr. Sean Reilly, MPSI.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the following appointments:

1. Returning Officer - Ms. Joanne Kissane MPSI, PSI Registrar and Chief Officer;
2. Substitute Returning Officer - Mr. Dan Burns MPSI, Head of Strategic Policy, Research Communication, Governance & Programme Delivery;
3. Scrutineer - Mr. John Lynch, Former Director of Compliance at the Health Products Regulatory Authority (HPRA);
4. Scrutineer - Mr. John Bryan, Former Head of Community Pharmacy Assurance at the Pharmaceutical Society of Ireland (PSI),

on the proposal of Mr. Martin Higgins and seconded by Dr. Denis O’Driscoll.

Agenda Item G.1 Report to Council from the Performance & Resources Committee

Issue

Report to Council from the Performance & Resources Committee.

Information

Dr. Ann McGarry, Chair of the Performance and Resources Committee, presented the Report, a copy of which had been circulated to Council in advance of the meeting. She informed Council that the PSI’s finances would face significant challenges in 2026 and that a Core Funding Review Project would commence in Q1 2025.

Dr. McGarry informed Council that funding to cover the increase in costs relating to the accreditation of new schools of pharmacy could be discussed with the Department of Health in 2025.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item G.2 Request for Approval of PSI Management Accounts to September 30th, 2024.

Issue

Request for Approval of PSI Management Accounts to September 30th 2024.

Information

A copy of the quarterly management accounts had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI quarterly management accounts to September 30th, 2024, on the proposal of Mr. Peter Dennehy and seconded by Ms. Geraldine Campbell.

Agenda Item G.3 Request for Approval from Council of Updated Reserves Policy.

Issue

Request for Approval from Council of Updated PSI Reserves Policy.

Information

A copy of the Updated Reserves Policy had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Updated PSI Reserves Policy., on the proposal of Dr. Paula Barry Walsh and seconded by Mr Martin Higgins.

Agenda Item G.4 Request for Approval from Council of Updated Treasury Management Policy.

Issue

Request for Approval from Council of Updated PSI Treasury Management Policy.

Information

A copy of the updated PSI Treasury Management Policy had been circulated to Council in advance of the meeting. Dr. McGarry invited questions from Council. Council noted the absence of any reference in the updated Treasury Management Policy to limits with regard to payment of fees as charged by investment managers, noting that dividends arising from investments could be eroded by a sub-optimal fee structure. The Chair advised Council that this had been discussed by the Committee, that this would be covered within the procurement and contracting process, and that the Committee would keep the matter under review.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the updated PSI Treasury Management Policy on the proposal of Dr. Denis O’Driscoll, and seconded by Mr. Martin Higgins.

Agenda Item G.5 Request for Approval from Council of the Winding up of a Pension Scheme established prior to the Pharmacy Act 2007

Issue

Request for Approval from Council of the Winding up of a Pension Scheme established prior to the Pharmacy Act 2007

Information

On questioning by Council, the Executive confirmed the winding up of the pension scheme would not resolve issues with regard to other PSI staff pension schemes and that these matters were still ongoing. The Executive confirmed that all PSI staff pensions payments remained the responsibility of the Executive, and not that of a third party.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the winding up of the pension scheme established prior to the Pharmacy Act 2007 on the proposal of Mr. Martin Higgins and seconded by Ms. Geraldine Campbell.

Agenda Item H.1 Report to Council from the Regulatory and Professional Policy Committee

Issue

Report to Council from the Regulatory and Professional Policy Committee.

Information

Mr. Rory O’Donnell, Chair of the Regulatory and Professional Policy Committee, presented the Report, a copy of which had been circulated to Council in advance of the meeting. He invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item H.2 Request for Approval from Council of Updated Third County Qualification Route (TCQR) Policy.

Issue

Request for Approval from Council of Updated TCQR Route Policy.

Information

A copy of the Updated TCQR Route Policy had been circulated to Council in advance of the meeting. Questions were invited from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the updated TCQR Route Policy on the proposal of Mr. Martin Higgins, and seconded by Dr. Paula Barry Walsh.

Agenda Item H.3 - Request for Approval from Council of Revised PSI Fees Rules to be submitted for Public Consultation

Issue

Request for Approval from Council of Revised PSI Fees Rules to be submitted for Public Consultation

Information

A copy of the revised PSI Fees Rules to be submitted for public consultation, had been submitted to Council in advance of the meeting. Questions were invited from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the revised PSI Fees Rules on the proposal of Dr. Ann McGarry, and seconded by Ms. Joan Peppard.

Agenda Item H.4 - Request for Approval from Council of Accreditation Panel for MPharm visits.

Issue

Request for Approval from Council of Accreditation Panels for MPharm visits.

Information

A copy of the names and details of proposed accreditation team members to consider applications for first-time accreditation and continued accreditations of MPharm programmes in 2025 were circulated in advance of the meeting. All proposed members had been nominated through an Expression of Interest process carried out earlier in the year.

Ms. Katherine Morrow recused herself from the meeting for this agenda item.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the following Accreditation Panels for MPharm visits on the proposal of Ms. Geraldine Campbell, and seconded by Dr. Paula Barry Walsh.

Atlantic Technological University:

Prof. Chris Langley,
Dr. Helen Hull,
Dr. Deborah Lowry,
Dr. Paul McCague,
Mr. Billy Kelly,
Dr. Deirdre Stritch.

Royal College of Surgeons in Ireland:

Mr. Billy Kelly,
Dr. Joe Bush,
Dr. Philip Rogers,
Dr. Ilona Obara,
Ms. Andrea Durnin.

Trinity College Dublin:

Prof. Anthony Cox,
Dr. Ilona Obara,
Mr. Michael Tunney,
Ms. Elizabeth Noonan,
Dr. Deirdre Stritch.

University College Cork:

Prof. Andy Husband,
Ms. Fiona Hughes,
Ms. Aisling Reast,
Dr. Liz Mitchell,
Ms. Mairead Boland.

South East Technological University:

Prof. Chris Langley,
Dr. Nicola Tyers,
Dr. Aaron Courtenay,
Prof. Amira Guirguis,
Mr. Billy Kelly,
Ms. Andrea Durnin.

Agenda Item H.5 Request for Approval from Council of PSI Registration Rules Amendments for Public Consultation.

Issue

Request for Approval from Council of PSI Registration Rules Amendments for public consultation.

Information

Ms. Katherine Morrow rejoined the meeting. A copy of the PSI Registration Rules Amendments for public consultation was circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI Registration Rules Amendments for public consultation on the proposal of Mr. Martin Higgins, and seconded by Dr. Ann McGarry.

Agenda Item H.6 Request for approval from Council of PSI (CPD) Rules Amendments for Public consultation.

Issue

Request for Approval for approval from Council of PSI (CPD) Rules Amendments for Public consultation.

Information

A copy of the PSI (CPD) Rules Amendments for public consultation, was circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI Registration Rules Amendments for public consultation on the proposal of Ms. Geraldine Campbell, and seconded by Dr. Denis O’Driscoll.

Agenda Item H.7 Request for Approval from Council of draft IOP Annual Work Plan 2025.

Issue

Request for Approval from Council of draft IOP Annual Work Plan 2025.

Information

A copy of the draft IOP Annual Work Plan 2025 had been circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the IOP Annual Work Plan 2025 on the proposal of Mr. Martin Higgins, and seconded by Mr. Peter Dennehy.

Agenda Item H.8 Request for Approval from Council for Suspension of Practice Review 2025.

Issue

Request for Approval from Council for Suspension of Practice Review 2025.

Information

Mr. Rory O'Donnell, Chair of the Regulatory and Professional Policy Committee, asked Council to suspend Practice Review for 2025, pending the implementation of changes to the Pharmaceutical Society of Ireland (Continuing Professional Development) and Pharmaceutical Society of Ireland (Registration) Rules.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the Suspension of Practice Review 2025 on the proposal of Dr. Ann McGarry and seconded by Dr. Cyril Sullivan.

Agenda Item I.1 Report to Council from the Audit & Risk Committee.

Issue

Report to Council from the Audit & Risk Committee.

Information

A copy of the Report had been circulated to Council in advance of the meeting. Ms. Geraldine Campbell, Chair of the Audit & Risk Committee, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item I.2 Request for Approval from Council of the PSI's Anti-Fraud and Corruption Policy

Issue

Request for Approval from Council of the PSI Anti-Fraud and Corruption Policy

Information

A copy of the PSI Anti-Fraud and Corruption Policy had been circulated to Council in advance of the meeting. Ms. Geraldine Campbell, Chair of the Audit & Risk Committee, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI Anti-Fraud and Corruption Policy on the proposal of Mr. Rory O'Donnell, and seconded by Mr. Peter Dennehy.

Agenda Item I.3 Request for Approval from Council of the updated PSI Safety Statement

Issue

Request for Approval from Council of the updated PSI Safety Statement

Information

A copy of the updated PSI Safety Statement had been circulated to Council in advance of the meeting. Ms. Geraldine Campbell, Chair of the Audit & Risk Committee, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the updated PSI Safety Statement on the proposal of Mr. Martin Higgins, and seconded by Dr. Ann McGarry.

Agenda Item I.4 Request for Approval from Council, via Email, of the Process for the Appointment of an External Auditor.

Issue

Request for Approval from Council, via Email, of the Process for the Appointment of an External Auditor.

Information

Council was informed that following the decision by the PSI's previous External Auditor not to extend their contract for a further year, as provided for within the current contract, a

tender process would now be required in order to seek the services of a new External Auditor. The outcome of the tender would not be known until after the Council meeting. The Audit & Risk Committee had therefore agreed to consider the results of the tender and its evaluation by a Panel by email, following which it would submit its recommendation to Council for approval, also by email, to ensure the timely appointment of a new External Auditor for the PSI.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the process for the appointment of an External Auditor on the proposal of Mr. Denis O’Driscoll and seconded by Mr. Martin Higgins.

Agenda Item J.1 Report to Council from the Special Purposes Committee

Issue

Report to Council from the Special Purpose Committee.

Information

A copy of the Report had been circulated to Council in advance of the meeting. The Chair of the Committee, Council President Ms. Katherine Morrow, invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

The Report was noted by Council.

Agenda Item J.2 – Request for Approval from Council for Appointment to the Board of the Business Transformation Programme (BTP), Appointment to PSI Disciplinary Committees and Appointment to PSI Advisory Committees.

Issue

Agenda Item J.2 – Request for Approval from Council for

- (a) Appointment to the Board of the Business Transformation Programme (BTP)
- (b) Appointment to PSI Disciplinary Committees
- (c) Appointment to PSI Advisory Committees

Information

Mr. Peter Dennehy recused himself from the meeting for this item.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of;

- (a) Mr. Sean Angland to the Business Transformation Programme Board for a term of two years from January 1st 2025, on the proposal of Mr. Martin Higgins, and seconded by Dr. Ann McGarry
- (b) The re-appointment of Mr. Derek Fehily to the Preliminary Proceedings Committee for one further year until December 13th 2025, and the appointment of Mr. David McNally, MPSI, to the Health Committee, on the proposal of Dr. Denis O’Driscoll and seconded by Mr. Martin Higgins.
- (c) The re-appointment of Mr. Peter Dennehy to the Regulatory and Professional Policy Committee for a second term, on the proposal of Mr. Martin Higgins, and seconded by Mr. Rory O’Donnell.

Agenda Item K.1 – Any Other Business

Issue

Any Other Business

Information

Mr. Peter Dennehy returned to the meeting. A Council member addressed Council on the matter of unlicensed medicines, highlighting the ongoing concern within the pharmacy profession regarding their availability and use. It was agreed the issue should be looked at by the Regulatory and Professional Policy Committee and that it should report back to Council on its findings.

Decision Approved and/or Action Requested by Council

No item had been tabled for discussion under item D of the agenda.

The Meeting concluded at 4:50 pm.

President

Date