

PSI Council Public Meeting Minutes

Minutes of meeting number 146 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 and commenced at 08:30 am on Thursday, October 3rd 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
Dr. Ann McGarry	Council Member	Yes
Dr. Paula Barry Walsh	Council Member	Yes (online)
Mr. Peter Dennehy	Council Member	Yes
Prof. Laura Sahm	Council Member	Yes (online)
Mr. Martin Sisk	Council Member	Yes
Mr. John Given	Council Member	Yes
Ms. Grainne Power	Council Member	Yes
Ms. Geraldine Crowley	Council Member	No
Ms. Geraldine Campbell	Council Member	Yes (online)
Ms. Marie Louisa Power	Council Member	No
Mr. Sean Reilly	Council Member	Yes
Mr. Rory O'Donnell	Council Member	Yes
Ms. Joan Peppard	Council Member	Yes
Ms. Dorothy Donovan	Council Member	Yes (online)
Mr. Martin Higgins	Council Member	Yes
Mr. Mark Jordan	Council Member	No
Ms. Emily Kelly	Council Member	Yes
Mr. Richard Hammond S.C.	Council Member	Yes

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. Aoife Mellett, Head of Governance and Programme Delivery and Chief Risk Officer
Ms. Cora O’Connell, Professional Standards Manager
Mr. Dan Burns, Head of Strategic Policy, Research and Communication
Ms. Ciara Dooley, Regulatory Risk Co-Ordinator
Dr. Cheryl Stokes, Head of Corporate Services
Ms Sophia Khan, APPEL student (for part)

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
 Prof. Laura Sahm, Ms. Katherine Morrow, and Mr. John Given declared a conflict of interest with regard to agenda item H.3. Dr. Paula Barry Walsh declared a conflict of interest with regard to item J.2.

Agenda Item C – Draft Minutes of Public Council Meeting No. 145

Issue
The Draft Minutes of Public Council Meeting No.145 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 145 held on June 20th 2024, on the proposal of Mr. Rory O’Donnell, seconded by Mr. Peter Dennehy.

Agenda Item D – Agreement on the Meeting Agenda

Issue
The President noted that no AOB item had been tabled in advance of the meeting.

Information

None.

Decision Approved and/or Action Requested by Council

No item was tabled for discussion under any other business.

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 drew Council’s attention to the new PSI website, which was launched in July. She commended all staff who had been involved in the project and highlighted the website’s improved design, searchability, multi-media, and accessibility for users.

The Registrar noted that in August, the Minister for Health, Stephen Donnelly T.D., agreed to progress the phase two recommendations made by the Expert Taskforce to expand the scope of practice for pharmacists. The Registrar noted that the Expert Taskforce provided evidence-based policy recommendations to the Minister, including a recommendation that pharmacists be enabled to exercise independent, autonomous prescribing within and related to the individual practitioner’s scope of practice.

The Registrar informed Council that PSI colleagues are members of the Community Pharmacy Expansion Implementation Oversight Group (IOG) chaired by the Department of Health and are supporting the implementation of the Taskforce recommendations commencing with the recommendation that pharmacists be enabled to prescribe for a number of Common Conditions.

The Registrar updated Council on the amendments to the Pharmacy Act as a result of the passing of the Health (Miscellaneous Provisions) Act 2024.

The Registrar noted that Phase 2 of the Business Transformation Project had now been delivered and that work was continuing in order to finalise preparations for Phase 3. She provided the Council with an update on the Registration Systems Data available to PSI as a result of the investment in the Business Transformation Project.

Decision Approved and/or Action Requested by Council

Council noted the Report.

Agenda Item E.2 Update on Q3 implementation of the Service Plan 2024.

Issue

Update on Q3 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 Update on the development of the PSI Corporate Strategy 2025-2028

Issue

Update and request for approval of the PSI Corporate Strategy 2025-2028.

(a) Review of feedback received on the draft PSI Corporate Strategy following public consultation.

(b) Request for approval of the draft Corporate Strategy 2025-2028 for submission to the Minister for Health.

Information

Council reviewed and discussed the feedback received from the public consultation and the draft strategy document, including comments on “cost-effectiveness”, “value for money”, and “good governance”. The Council agreed that this feedback was sufficiently addressed within the draft strategic objectives. Council requested certain amendments to some of the text in the strategy document. The Executive confirmed its intention to implement these changes before the December Council meeting, at which the final draft of the Corporate Strategy will be presented to Council for approval.

Council clarified that there was no requirement to make any changes to the draft, which was before them today for submission to the Minister.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the submission of the PSI’s Draft 2025-2028 Corporate Strategy to the Minister for Health on the proposal of Mr. Richard Hammond and seconded by Dr. Cyril Sullivan.

Agenda Item F.1 Report to Council from the Business Transformation Project Programme Board.

Issue

Report to Council from the Business Transformation Project Programme Board.

Information

Ms. Grainne Power, Chair of the Business Transformation Programme Board, presented the Report, a copy of which had been circulated to Council in advance of the meeting. She noted the scoping requirements for Phase 3 would be discussed by the Board at its next meeting. Council was informed that Phase 2 of the Business Transformation Programme was delivered on time, within budget, and met the quality standards agreed upon with the PSI's technology partners. She invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Council noted the Report.

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 a revised draft Treasury Management Policy had been discussed at the Committee's last meeting and that options with regard to the appointment of an Investment Manager to manage the PSI's reserves were being explored. She invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Council noted the Report.

Agenda Item G.2 Request for Approval of PSI Management Accounts to March 31st 2024.

Issue

Request for Approval of PSI Management Accounts to June 30th 2024 and Year-end forecast.

Information

A copy of the quarterly management accounts and year-end forecast had been circulated to Council in advance of the meeting. Dr. McGarry informed Council that the PSI's expected deficit for quarter two was lower than what had been anticipated in the budget but that this was largely due to timing with regard to activities. She invited questions from Council. Council queried if any recurring costs were being funded from PSI reserves. Council was informed that PSI reserves were being utilised as per the Reserves Policy and that the salaries of the Advanced Practice Manager and the Advanced Practice Co-ordinator, which are both 3-year contracts, would be paid for out of reserves, as agreed by Council.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the PSI quarterly management accounts to June 30th 2024 and year-end forecast, on the proposal of Mr. John Given and seconded by Mr. Martin Sisk.

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

A copy of the Report had been circulated to Council in advance of the meeting. Mr. Rory O'Donnell 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 the themes underpinning a future model of CPD for Pharmaceutical Assistants

Issue

Request for Approval from Council of the themes underpinning a future model of CPD for Pharmaceutical Assistants.

Information

A copy of the themes underpinning a future model of CPD for Pharmaceutical Assistants had been circulated to Council in advance of the meeting. Mr. Rory O'Donnell invited questions from Council. Council had no questions.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the themes underpinning a future model of CPD for pharmaceutical assistants on the proposal of Mr. Richard Hammond and seconded by Ms. Joan Peppard.

Agenda Item H.3 Request for Approval from Council of Accreditation Panel for MPharm visits to the National University of Ireland, Galway (NUIG)

Issue

Request for Approval from Council of the Accreditation Panel for MPharm visits to the National University of Ireland, Galway (NUIG).

Information

Prof. Laura Sahm, Ms. Katherine Morrow, and Mr. John Given recused themselves from the meeting. Details of the proposed accreditation panel had been circulated to Council in advance of the meeting.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the following Accreditation Panel for MPharm visits to the National University of Ireland, Galway (NUIG): Prof. Chris Langley, Dr. Nicola Tyers, Dr. Aaron Courtenay, Prof. Amira Guirguis, and Mr. Billy Kelly, on the proposal of Dr. Cyril Sullivan, and seconded by Mr. Martin Sisk.

Agenda Item H.4 - Quarterly Update on the Operation of the IIOp

Issue

Quarterly Update on the Operation of the IIOp

Information

Prof. Laura Sahm, Ms. Katherine Morrow, and Mr. John Given returned to the meeting. A copy of the quarterly update had been circulated to Council in advance of the meeting. Council queried if the update should be bi-annual rather than a quarterly requirement, given that it placed a considerable administrative burden on the IIOp to produce it. The Executive explained that quarterly reporting was a requirement of the current contract.

Decision Approved and/or Action Requested by Council

The update was noted by Council.

Agenda Item H.5 - Codeine Specialist Surveyor Report

Issue

Codeine Specialist Surveyor Report

Information

A copy of the Codeine Specialist Surveyor Report had been circulated to Council in advance of the meeting. Mr. Rory O'Donnell informed Council that of the 250 pharmacies surveyed, 100 pharmacies did not sell the selected product to the specialist surveyor based on the scenario provided to them, but 149 had. PSI would respond to the survey findings, including writing to the pharmacies in question. Council noted the outcome of the survey and discussed the regulatory measures, status and practice issues associated with the supply by pharmacists of Codeine containing medicinal products.

Decision Approved and/or Action Requested by Council

The update was noted by Council. Council agreed to revisit the matter at a future meeting.

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, informed Council that Mr. Liam Burke had completed his second and final term of office as an external non-Council member of the Committee. She thanked Mr. Burke for his dedication and hard work. Ms. Campbell 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.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. 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 of Appointment and Re-Appointment to the Audit & Risk Committee.

Issue

Request for Approval from Council of Appointment and Re-Appointment to the Audit & Risk Committee

Information

Dr. Paula Barry Walsh recused herself from the meeting for this item.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of Ms. Anna Donegan as an external non-Council member and the re-appointment of Dr. Paula Barry Walsh as a Council member to the PSI Audit & Risk Committee, on the proposal of Ms. Joan Peppard, and seconded by Mr. Martin Higgins.

Agenda Item J.3 – Request for (a) Approval from Council of Appointments to the PSI’s Disciplinary Committee Panel and Request for Approval from Council of Appointment of Chair of the Preliminary Proceedings Committee (PPC)

Issue

(a) Request for Approval from Council of Appointments to the PSI’s Disciplinary Committee Panel.

(b) Request for Approval from Council of Appointment of Chair of the Preliminary Proceedings Committee (PPC)

Information

Dr. Paula Barry Walsh returned to the meeting.

J.3(a) Council was informed that in May 2024, PSI issued a call for Expressions of Interest (EOI) for appointment to a panel from which vacancies on any one of its three Disciplinary

Committees (Health, Professional Conduct, Preliminary Proceedings) would be filled, as and when they arose.

The EOIs were reviewed by an assessment panel consisting of two external members (one of whom was appointed Chair of the panel), and two Council members. The Special Purposes Committee considered the panel's recommendations for appointment at a meeting on September 11th 2024, and are now recommending to Council that the persons listed be appointed to the panel.

Council agreed that the term of office of the PSI's Disciplinary Committee Panel should be extended from 2 to 3 years.

J.3(b) Council was informed that the Preliminary Proceedings Committee (PPC) Chair had resigned, and it was now necessary to appoint a new Chair. Mr Hugo Bonar, currently the Acting Chair of the PPC, was being proposed as Chair.

Decision Approved and/or Action Requested by Council

Decision Approved: Council approved the appointment of the following persons to the PSI Disciplinary Committee Panel for a term of 3 years;

1. Collette Finnegan,
2. Ronan Sheridan,
3. Tin Beljo,
4. Mairead Britton-Doyle,
5. James Buckley,
6. Kathryn Clifford,
7. Sinéad Courtney-Kelly,
8. Audry Deane,
9. James Doorley,
10. Robert Gillan,
11. Marie-Therese Hackett,
12. Graham Knowles,
13. Jerome Mallon,
14. Ann Sheehan,
15. Sinéad Slattery,
16. Angela Walsh,
17. John Cafferty,
18. Lara Marin,
19. Mary Mockler,
20. Muireann Ní Shuilleabhain,
21. Samuel Obasi,
22. Claire O' Cleary,
23. Alessio Terrano,

on the proposal of Mr. Martin Higgins, seconded by Ms. Grainne Power.

Decision Approved: Council approved the appointment of Mr. Hugo Bonar as Chair of the Preliminary Proceedings Committee on the proposal of Mr. Richard Hammond and seconded by Dr. Ann McGarry.

Agenda Item J – Any Other Business

Issue

Any Other Business

Information

Council’s attention was drawn to a question of a potential conflict of interest with regard to the Rapporteur appointed to accompany the Accreditation Panel to the visits to the National University of Ireland, Galway (NUIG). A Council member queried whether the Rapporteur had received copies of the submissions and was informed not; this was subsequently clarified and readdressed by the Executive as documents had issued at that point. The Executive informed Council of the details of the role of the Rapporteur, the process and the prior communications with NUIG with respect to the visit and that the Executive had no concerns with regard to the matter, and neither had NUIG expressed any.

Decision Approved and/or Action Requested by Council

None.

The Meeting concluded at 9:50 am.

President

Date