



Minutes of the meeting the Special Purposes Committee held on 20 February 2024 at 9:30 pm. The meeting was convened on-line.

Agenda Item A - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Katherine Morrow	President and Chair of the Committee	Yes
Ms. Joan Peppard	Vice-President	Yes
Dr. Ann Mc Garry	Chair of the Performance and Resources Committee	No
Ms. Geraldine Campbell	Chair of the Audit and Risk Committee	Yes, for Agenda Item F.
Mr. Rory O'Donnell	Chair of the Regulatory and Professional Policy Committee	Yes
Members of PSI staff in attendance included:		
Ms Joanne Kissane	Registrar	
Ms Aoife Mellett	Head of Governance and Programme Delivery (Acting)	
Dr. Cheryl Stokes	Head of Corporate Services	
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
The Registrar declared a conflict for Item E and joined the meeting once that had been dealt with. No other 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 17 January 2024

Issue

Draft Minutes of the Special Purposes Committee Meeting held on 17 January 2024.

Information

The Chair noted that the draft Minutes of the Committee meeting, held on 17 January 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

Decision Approved: The Committee approved the Minutes of the Special Purposes Committee meeting, held on 17 January 2024, on the proposal of Ms. Joan Peppard and seconded by Mr. Rory O'Donnell.

Agenda Item E - Review Performance Appraisal Process for Registrar

Issue

Review Performance Appraisal Process for Registrar

Information

The Committee considered the Performance Appraisal Process for the Registrar, which had been discussed at the previous meeting on 17 January. Following that meeting there were a number of small updates to the process for the Committee to agree to at this meeting. Following discussion, the Committee agreed to the finalised process to recommend to Council for approval at its meeting on 7 March.

Decision Approved and/or Action Requested

Action: The Committee agreed to recommend the Performance Appraisal Process for Registrar to Council at its meeting on 7 March on the proposal of Mr. Rory O'Donnell, seconded by Ms. Joan Peppard.

Agenda Item F - Appointments to Advisory Committees

Issue

Appointments to Advisory Committees

Information

The Committee discussed the appointment of Mr Richard Hammond to the Advisory Committees of the PSI. The Committee were reminded that Mr Hammond was appointed to Council by the Minister as the representative of the provision of Continuing Professional Development (CPD) in relation to pharmacy.

The Committee noted that Mr Hammond expressed an interest in being appointed to both the Regulatory and Professional Policy Committee ('RPP') and the Performances and Resources Committee ('P&R'). Generally, a Council member sits on one Advisory Committee, however, there is no rule precluding a Council member sitting on two.

The Committee noted that there is currently a shortage of members on the P&R but given Mr Hammond's appointment as the CPD representative to Council, his appointment to the RPP Committee would be more appropriate. The Committee noted that Mr Hammond would be an excellent addition to either or both Committees. In the interests of fairness and transparency it was agreed that an EOI would be carried out for the P&R Committee and any members (including Mr Hammond) who wish to sit on a second Committee would be invited to apply.

The Committee agreed to recommend the appointment of Mr Hammond to the RPP Committee to Council at its meeting on 7 March.

Decision Approved and/or Action Requested

Action: The Council agreed to recommend the appointment of Mr. Richard Hammond to the Regulatory and Professional Policy Committee to Council at its meeting on 7 March on the proposal of Mr. Rory O'Donnell, seconded by Ms. Geraldine Campbell.

Agenda Item G – Council Training for March – Council Development Day 21 March

Issue

Council Training for March – Council Development Day 21 March

Information

The Committee was updated on the proposed agenda for the Council training and development day, which will be held on 21 March.

There will be a Public Council meeting to start the day to approve the Annual Report and Financial Statements. This will be followed by the Council Training and Development session. There will be a presentation by Dr. Pat O’Mahony, Chair of the Expert Taskforce and the CEO of the NMBI, will present on their project on Compassionate Regulation. The Registrar of the Veterinary Council (‘VCI’) will present on the role of Regulators in health and wellbeing focusing in particular on recent VCI research carried out. Tom Ward of the IPA will present on the Code of Practice for the Governance of State Bodies.

All sessions will include a Q&A session at the end to allow meaningful engagement with Council. A session on the role of Council in the FTP decision-making process, which is likely to be a two-hour session, would also be of benefit to Council. If it is not possible to include it in the March meeting, it will be included in the October Training and Development Day.

Decision Approved and/or Action Requested

Action/Decision: There was no decision or action arising from this matter.

Agenda Item H – A Update on EOI process for Disciplinary Committees

Issue

Update on EOI process for Disciplinary Committees

Information

The Committee was updated on the proposal to run an Expression of Interest (EOI) for the PSI Disciplinary Committees. The previous reserve panel has expired, and while all Committees are currently quorate, it is considered prudent to have a reserve panel in place should any current Committee member resign.

The Committee discussed the matter and noted the time commitment involved for Disciplinary Committee members. The Committee members were informed that when the previous EOI was run, an information evening outlining the roles and responsibilities of Committee members along with the time commitment involved was held.

Following discussion, a proposal to hold a similar information session was agreed upon, likely online, for prospective Committee members. The work on the EOI process will commence, and the Committee will be kept updated on its progress.

Decision Approved and/or Action Requested

Action: Following discussion, work on the EOI will progress, and it was agreed to hold an information session for prospective Committee members.

Agenda Item I – AOB

Information

There was no AOB.

The meeting concluded at 10:45.

Signed by

Chair

Date