

# Council Notes

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A Meeting of The Pharmaceutical Society of Northern Ireland was held at 6:30PM on Thursday 18<sup>th</sup> September 2008, in the Society's House, 73 University Street, Belfast. BT7 1HL

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## **Present**

Mr R Anderson (President)  
Ms A Bowen (Vice-President)  
Ms J Dougan (Honorary Treasurer)  
Dr L Byers  
Ms S McGrath  
Mrs M Singleton  
Ms A McCollum  
Mrs M Smith  
Dr K McClelland  
Prof J McElnay  
Mr M Nelson  
Prof S Gorman  
Mr P Kelly  
Dr C Fitzpatrick

## **Apologies**

Dr G Fleming  
Ms R Tasker  
Mrs P O'Neill

## **In Attendance**

Mr T Patterson (Director)  
Mr M Neale (Head of Public Affairs)  
Mr B Kerr (Registrar)  
Mr R Price (Policy Advisor)  
Ms N Ramsbottom (Clerical Officer)

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### **1. Introduction and Welcome, Apologies**

The President welcomed everyone to the meeting and in particular Professor Gorman who had returned to Council. He introduced Mrs Lisa Smith, the newly appointed Pre-Registration Facilitator to Council who was to sit in on the meeting and also thanked everyone for attending at the earlier time of 6.30pm due to the presentation by Dr Norman Morrow, DHSSPSNI. He then presented the apologies.

**Dr Norman Morrow then addressed the Council.**

**CONFIDENTIAL**

**2. Minutes of the Council Meeting of 17<sup>th</sup> July 2008**

These were presented to Council and were proposed by the Vice-President, Ms Bowen and seconded by Mr P Kelly, they were agreed by the Council.

**3. Matters of Accuracy**

None listed.

**4. Matters Arising**

**Confidence In Care Programme**

The President discussed the letter received by the Director from Dr N Morrow, DHSSPS regarding the “Confidence In Care Programme – Pharmacy Workstream” which was detailed on page 2 of the last Council minutes, inviting the Society to offer a nomination to the project team. The President proposed that the Director be the formal nominee and checked his availability.

**Motion: That this council nominates Mr T Patterson to join the confidence in care programme**

The motion was proposed by the President, seconded by the Vice-President and agreed by Council.

**5. Tabling of Any Other Business**

None listed.

**6. Correspondence**

**(i)** 28.07.08 A letter was received by the Director from Jean Ramsey, NIJAC to formally request to view the applicant information pack for Statutory Committee lay members for information purposes only.

**(ii)** 01.08.08 A letter was received by the President from GPR Archbold, Chairman of the Regional POCT Committee seeking representation from the Society in the Point of Care Testing (POCT.) The President noted that Dr K McClelland had previously been proposed by Council and agreed to represent the Society on this Committee.

**(iii)** 20.08.08 A letter was received by the Director from Dr M Mawhinney, DHSSPS regarding the Statutory Committee training programme. A session will be delivered on the role of the Inspectorate.

## **7. Corporate Handbook Revisions**

The Policy Advisor, Richard Price updated Council on recent developments on the corporate handbook. An email containing revisions was previously circulated to Council members for comment. No comments have yet been returned to the Policy Advisor.

The President sought clarification from the Council if more time was required to consider the documentation, asked that any comments should be sent to Mr Price. Council agreed to adopt the changes, subject to any further feedback within the next week.

The President thanked Mr Price for his work to date.

## **8. Website Presentation on New Website**

The Head of Public Affairs made a presentation to Council on the development of the new website. He reported that much of work had been completed particularly over the last month; also the colours of the site were now changed. Council were informed of the temporary web address of the new site: [psni.pw.gcdtech.com](http://psni.pw.gcdtech.com) and he asked that all comments and suggestions be returned to him at the Society. A link with the temporary web address will be sent out to all Council members by email.

The Director mentioned that the website was not yet a live site and would like Council's permission to transfer it onto a live site and then continue to work on it subject to approval.

**Motion: this Council directs that the new website should be switched to a live version when work was completed**

This was proposed by Prof J McElnay, seconded by Mrs M Smith and agreed by Council.

The President thanked Mr Mark Neale, Mr Richard Price, Mr Brendan Kerr and Miss Tracy Donnelly for their hard work on the new website.

## **9. Consultations**

The Policy Advisor, Mr R Price gave a presentation to Council on an overview of four consultations. Each consultation was discussed individually and the pathway of action was allocated.

The President checked that Council were content with this outcome and thanked Mr R Price for all of his work. See appendix 1 for further information

## **10. Staff Reports**

### **(i) Director's Report**

#### **White Paper Work**

The Director noted that he would come back to this issue at the end of his report.

#### **Database and Website**

The Director reported that the Registrar would cover this issue within his report.

#### **Key Engagements**

The Director detailed a list of meetings he had recently attended on behalf of the Society, in particular the series of meetings with Northern Pharmacies and the meeting with Mr Harry Cayton and Mr Douglas Bilton from CHRE on the 20<sup>th</sup> August.

#### **NI Legislation**

The Director updated Council on recent proposals on the future composition of Council which have developed from talks with Gail Anderson, DHSSPSNI. The latest request for Council's view on these proposals, transition arrangements and CPD regulations was previously circulated to Council in advance of the meeting.

The President asked for Council's view on the proposals and a discussion ensued. The Director asked if Council were in agreement with these proposals. Council indicated in the affirmative.

#### **Motion: that this Council proceed to develop the legislative reform in keeping with the proposals listed in appendix 2**

These were proposed by Prof J McElnay, seconded by Dr C Fitzpatrick and agreed by Council.

#### **Key Priorities**

The Director discussed key priorities of work for the first half of the year these are related to the society's CHRE performance review. He asked Council to detail any additional comment on these areas of work or to contact him directly.

#### **PRLOG**

The Director provided a verbal update on the PRLOG meeting in London on 17<sup>th</sup> September. The key issues were a likely delay in the consultation leading to a delay in the formation of GPhC and the fact that Scotland, as part of the "National Conversation" were considering the future of regulation in Scotland.

### **White Paper Work**

The Director updated Council on the current White Paper work. Following receipt of the letter from Joyce Cairns, DHSSPSNI and the presentation by Dr N Morrow, Chief Pharmaceutical Officer, DHSSPSNI at the Council meeting, the President asked Council for their views and opened the matter up for discussion. A lengthy discussion then developed.

It was decided that a response to Joyce Cairns letter will be sent to the Department with a suggestion of a further meeting to explore the Society's options. The proposed response will be brought to the October Council meeting. The establishment of a professional forum was also agreed as a key priority for the work of the office.

### **Business Plan**

Work has commenced on a Business plan for 2008/2009 and proposals will be brought to the October Council meeting via Finance and House committee.

### **CPAC [Central Pharmaceutical Advisory Committee of the DHSSPS]**

The Director noted that Mrs M Smith was due to retire from her position on this committee but was happy for her name to be put forward again for nomination. The President asked Council if anyone else was willing to be considered for nomination for this position. It was suggested that Ms S McGrath should also be nominated. Council were in agreement on this suggestion.

### **Action: Respond to CPAC with nominees**

### **Council Self Assessment and Appraisal**

The Director asked Council to discuss options for self assessment and appraisal and agree a procedure for this year's appraisal. He presented a general structure for telephone appraisal to Council members for comment and approval.

The President asked if Council were content with this suggestion. Council unanimously agreed to adopt the appraisal regime proposed with appraisees being offered the option of face to face or telephone appraisals. The scheme is to be reviewed after completion with a view to further development.

**Action:** The Head of Public Affairs was asked to transmit this information to the Society's membership.

## **(ii) Head of Public Affairs Report**

### **Assembly Affairs**

Mr M Neale updated Council on recent developments. All political parties on the Health Committee were briefed on issues pertinent to new regulations from the Responsible Pharmacist consultation, meanwhile highlighting the Society's view that the consultation was not a formal Northern Ireland consultation and that while we support the current regulations, we do have concerns regarding future regulations.

As Council had decided that the Society would be represented at various party political conferences, Mr M Neale asked Council who would additionally represent the Society at these functions. He suggested that one member of Council and one member of staff should represent the Society. The President detailed that he could attend some of the conferences but not all. He asked possibly more than one Council member should attend each event. Council agreed that at least one member and one staff should be invited to attend.

### **CHRE Report**

Mr M Neale noted that the CHRE performance reviews of all the healthcare regulators were released at the end of August and the Society facilitated CHRE with a "public" launch in NI regarding the report on Friday 5<sup>th</sup> September. The meeting was not well attended by the public, there were two persons attending.

### **Newsletter**

The next copy of the newsletter will be published in mid October.

## **(iii) Registrar's Report**

### **Registration**

The Registrar asked Council to confirm the registrations of sixty-one new pharmacists added to the register (detailed in the appendix 3).

### **Motion: that this Council approves the registrations of the pharmacists as listed in the appendix 3 to the Registrars report**

These registrations were proposed by Mrs M Smith, seconded by Mr P Kelly and agreed by Council.

### **Personal Registration**

The Registrar noted that the number of pharmacists registered has been steadily increasing over recent years.

## **Database**

Some 60% of work has now been completed on the new database. This is scheduled to be completed in early 2009.

## **Website Development**

The Registrar noted that this subject had been detailed earlier in the meeting

## **Statutory Committee**

The Registrar updated Council. Two positions on the Statutory Committee for lay persons have now been filled and there is a reserve list of three lay persons. All five lay persons would receive training in early October along with the Chair and the pharmacist members. Training will include DHSSPS personnel, CFR and PSI observers.

There is notice of a new hearing which is scheduled for 14<sup>th</sup> November 2008.

## **Legislation Reform**

The Registrar updated Council on the ongoing activity with the DHSSPS with regard to updating pharmacy legislation through the Confidence in Care programme. The last meeting was held on the morning of the 18<sup>th</sup> September. This was to agree the context of the project which will modernise the 1976 Order to reconstitute the Council and Statutory Committee. It will provide a wider tool kit of available sanctions for the Statutory Committee. It will enable mandatory CPD and a non practising register. Finally it will consider the regulation of pharmacy technicians in NI

The Registrar will be attending a meeting in the DH, London on the 19<sup>th</sup> September with regards to the Responsible Pharmacist regulations laid before the Health Committee at the NI Assembly. He will detail feedback from this meeting at the next Council meeting.

## **Health and Disability**

The Registrar detailed a case of exceptional circumstances regarding a pharmacist and asked Council to approve their restoration to the register and to waive the re-instatement fee.

Council members unanimously agreed this action.

The Registrar detailed changes to the web based register in regard to listing voluntary conditions relating to health and disability in regard to fitness to practise.

### **Audit Plan by CHRE**

The audit plan by CHRE is in the final stage of development on initial fitness to practise investigations. This is in consultation with the 9 healthcare regulators and should be initiated early in 2009 for each regulator.

### **Registration Evening**

The Registrar discussed the registration evening which is to take place on Monday 22<sup>nd</sup> September at 6pm and asked if Council members would attend

The President asked Council if they had any questions for the Registrar. A question was raised as to the numbers of pharmacists who had retired from the register this year. The registrar undertook to supply the figure to council via email.

## **11. Report from Committee Meetings**

### **(i) Education**

There was no meeting of the education committee since last council meeting.

### **(ii) Ethics and Law**

Mrs M Singleton briefly updated Council on the ongoing work of the committee.

### **DHSSPSNI – Improving Governance of Controlled Drugs**

Mrs Singleton noted that the Policy Advisor, Mr R Price had already detailed this consultation earlier

The minutes of the Ethics and Law Committee were presented see appendix 5 the report was proposed to be adopted by Mrs Singleton, was seconded by Ms S McGrath and agreed by Council.

### **(iii) Finance and House**

The Honorary Treasurer, Ms J Dougan briefly updated Council on four motions to be brought to Council.

### **Accreditation Fees**

**Motion: That this Council directs that the fees for members attending accreditation panels should be the in line with that paid by the RPSGB.**

Proposed by the Honorary Treasurer, seconded by the President and agreed by Council.

### **Change of Name Fee**

**Motion: That this Council directs that the Society should cease to charge £50 for a new certificate on a change of name following marriage.**

Proposed by Mr P Kelly, seconded by the Honorary Treasurer and agreed by Council.

Dr C Fitzpatrick commented that this should also apply to a change of name following divorce.

### **CW Young Fund**

The Honorary Treasurer updated the Council that no applicants had met the current criteria published for securing funding.

**Motion: That this Council approves that the letter enclosed in the minutes of the Finance and House Committee should be sent to any applicant for the CW Young fund (see appendix 6.)**

Proposed by the Honorary Treasurer, seconded by Ms A McCollum and agreed by Council.

### **DDA/Health and Safety**

The Honorary Treasurer updated Council on recent developments. An Architect had now been engaged and had issued an estimate of costs for work to be completed on disability access. Council were asked to approve an increased budget of £20,000 plus vat to facilitate this work.

**Motion: That this Council approves an additional spend of £20,000 towards disability access improvements on the building**

Proposed by the Honorary Treasurer, seconded by Mr P Kelly and agreed by Council.

The minutes of the Finance and House committee were proposed by the Honorary Treasurer, seconded by the President and agreed by Council. (See appendix 7.)

### **(iv) Practice**

Mr M Nelson briefly updated Council on Practice Committee issues.

### **Pharmaceutical Services Improvement Programme**

Mr M Nelson updated Council on Mr M Timoney's recent presentation relating to the emerging work of the new three year programme 2008/11. The Society is awaiting further information from the DHSSPS.

The minutes of the Practice committee were proposed by Mr M Nelson, seconded by Dr L Byers and agreed by Council.

### **12. Completion of the Elected Terms of Six Council Members Retiring by Rotation**

The President updated Council on the responses received from the six Council members retiring by rotation. Five out of six re-nominations agreed to stand for Council again. Mrs P O'Neill has indicated her wish to retire from Council. A new nomination to Council was received from Mr W Wylie.

The President thanked retiring Council members for standing for Council once again.

### **13. Nominations for Fellowships**

The President detailed that the Head of Public Affairs will be encouraging the membership to consider nominations for Fellowships.

### **14. Any Other Business**

#### **New Committee Structures**

The President discussed the new Committee structures which are due to take place in October and asked the Vice-President on how this would be processed

The Vice-President asked Council to let either herself or Ms N Ramsbottom, know whether they would prefer to attend either afternoon or evening meetings and record this as either a first or second preference. This would assist in matching both competence and availability when selecting committee members.

The President noted that this would be helpful to try and maximise attendance at the Committee meetings.

### **15. Date of Next Meeting**

The next Council Meeting is scheduled for Thursday 16<sup>th</sup> October 2008 at 7pm in the Society House.

**The Council Meeting concluded at 10.20pm**

## **Enclosures**

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|-------------------|---------------------------------------|
| <b>Appendix 1</b> | <b>Consultations list and process</b> |
| <b>Appendix 2</b> | <b>Legislative reform</b>             |
| <b>Appendix 3</b> | <b>List of new registrants</b>        |
| <b>Appendix 4</b> | <b>Minutes of Ethics and Law</b>      |
| <b>Appendix 5</b> | <b>C W Young Letter</b>               |
| <b>Appendix 6</b> | <b>Finance and House Minutes</b>      |