

# NOT E S

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A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00PM on Thursday 19<sup>th</sup> June 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 (Hon. Treasurer)  
Ms A McCollum  
Mr M Nelson  
Mrs M Singleton  
Dr G Fleming  
Ms R Tasker  
Mr P Kelly  
Prof J McElnay  
Dr K McClelland  
Dr G Fleming  
Dr L Byers  
Dr C Fitzpatrick

## **Apologies**

Ms M Smith  
Ms S McGrath

## **In Attendance**

Mr T Patterson (Director)  
Mr M Neale (Head of Public Affairs)  
Ms N Ramsbottom (Clerical Officer)

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

The President welcomed everyone to the meeting and presented the apologies of those who were unable to attend.

### **2. Minutes of the Council Meeting of 20<sup>th</sup> April 2008**

These were presented to Council and were proposed by Ms A Bowen and seconded by Ms R Tasker.

### **3. Matters of Accuracy**

None.

### **4. Matters Arising**

### **Appointment of Pre-registration Facilitator**

Recruitment for the post of Pre-registration Facilitator has now been completed and an appointment made. Ms Lisa Smith, Pharmacy Governance pharmacist at the Ulster Hospital has agreed to accept the post and will commence work in September.

### **CW Young Fund**

It had been decided by Council at the last meeting that additional criteria requirements may need to be developed and applied to new applications, should there be a significant increase in numbers. The existing criteria are adequate for present needs.

### **Fellows Dinner**

Many letters of thanks and feedback on the Fellows dinner have arrived in the Society, which conveyed that the event was exceptionally well received. The President passed on his sincere thanks to all of the staff in the Society and in particular to Andrea McFall, who co-ordinated the event.

### **5. Tabling of Any Other Business**

None.

### **6. Correspondence**

(i) 21.05.08 A letter was received by the Director from Mr. Harry Cayton, Chief Executive, CHRE inviting him to take part in a discussion seminar on the relationships between regulation and professionalism.

The Director attended this meeting and found it very informative.

(ii) 27.05.08 A letter was received from Ms S McNicholl, DHSSPS to thank the Society for our submission of the response to the Public Consultation on Proposed Health and Social Care Reforms on the 12<sup>th</sup> May 2008.

### **7. Staff Reports**

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

The Director presented details of his report to Council members.

#### **White Paper Work**

The Director informed Council that following the ministerial answer and the passing of the assembly motion, both the Department and the Minister have asked for meetings to be scheduled. These take place on the 17<sup>th</sup> and 20<sup>th</sup> June.

### **Database and Website**

Mr R Price, Policy Advisor made a presentation to Council on the development of the new database and website and noted that it was still a work in progress. The Head of Public Affairs stated that over the next couple of months any new ideas for the database and website will be sent to Council for review and comment before any final decisions are made.

The President then asked Council if they were happy with the general layout. Council agreed that they were and the Director stated that Mr R Price would send the link containing the draft database and website out to all Council members.

### **PRLOG**

The Director updated Council on the last PRLOG meeting that he attended along with Mr M Neale, the Head of Public Affairs. It was confirmed that the Section 60 order, establishing a GPhC, would relate to GB only. If NI Ministers decide to transfer the powers of PSNI, this would require a further specific Section 60 order.

### **Priorities**

The Director discussed priorities – the five main areas of workstream over the next few months for Council to endorse for the next stages of development.

#### **(a) Obtain Patient/ Public support**

The Director noted that obtaining patient and public support would be useful in advance of setting up a patient forum and getting involved with patient consumer groups.

The Director noted that Fitness to Practise is also to be added onto this list of priorities

#### **(b) Work on Legislative and Governance Changes**

A discussion ensued on future legislative and governance changes. The Director suggested that a job description and specification for future Council members be put together as a tool to highlight the basic skills needed to become a Council member. Council agreed that this documentation should be brought to July Council for preliminary discussion, prior to a final decision in September

#### **(c) Liaise with Scotland**

The Director mentioned that it would be a good idea to liaise with Scotland and Wales with regard to legislative and governance changes and asked Council whether they would be in agreement for him to make contact. Council agreed that it was appropriate.

#### **(d) Conclude MOU Trusts/ Boards/ Inspectorate/ PSNI**

The Director noted that he would like to have a protocol set in place as soon as possible for a memorandum of understanding. The President noted that it would be expedient to move these things forward.

### **(e) Agree Communication Protocols with Department**

The Director updated Council on the five main issues which he would like to discuss with Dr N Morrow and Dr A McCormick at the meeting on 20<sup>th</sup> June at the Department.

- (i) To seek the views of the Department on PRLOG and pass this back to the Minister.
- (ii) To explain the confusion over the Section 60 orders and to gain official confirmation from Mr Tom Robinson.
- (iii) To confirm how PSNI could achieve being “plugged in” to the GPHC model with regards to regulations and how to progress with this.
- (iv) To look at urgent legislative change and proposed timings for this.
- (v) To look at improving future communications and reviewing this position with the Department.

The Director asked Council if they were in agreement on the above suggestions. They agreed that they were. The President noted that these proposals show that the PSNI are competent and in line with modernisation. The Director then thanked Council for their support.

A discussion ensued on the most appropriate time to officially invite Dr N Morrow to attend a Council meeting and the basis for the invitation. This was unanimously agreed to be the September Council meeting. The Director will draft a letter to Dr Morrow to this effect and will seek prior confirmation of the capacity in which he will visit and a paper setting out the areas he wishes to address.

### **(ii) Registrar’s Report**

The Director noted that the Registrar sent his apologies for being unable to attend the meeting and that he would present his report to Council.

The Director asked Council to confirm two new registrations to the register

These were proposed by Professor McElnay and seconded by Dr K McClelland.

### **Personal Registration**

The renewal of registration of pharmacists in NI has started. All pharmacists have received a personalised registration form and voluntary equality monitoring form. On the 18<sup>th</sup> June, the following figures were correct:

Pharmacists registered: 1421

Incomplete registration: 6

No response: 503

Pharmacists withdrawn: 35

### **Database**

Work is steadily progressing on the database.

### **Statutory Committee Reconstitution Meeting**

The Director and the Registrar are working with PWC to advertise positions on the Statutory Committee for lay members. An advertisement will be placed in June '08, interviews will be in late July and training is planned for early October.

### **Motion for Council**

The Director asked Council to give permission to confirm the appointment of two lay people by PWC and the training of the Statutory Committee in October. Council agreed.

### **Removal of Members Who Have Not Paid Fees**

The Director asked Council to approve the removal of names from the register of those pharmacists who have not paid membership fees two months after statutory notification has been sent in line with the timetable for removal for non-payment of registration fees.

This was proposed by Dr K McClelland and seconded by Dr C Fitzpatrick

### **(iii) Head of Public Affairs's Report**

#### **Assembly debate 27/5**

Mr M Neale updated Council on the Assembly debate on the 27<sup>th</sup> May. The Assembly unanimously backed the motion proposed by Iris Robinson MP MLA. All parties spoke and the motion was passed unanimously.

#### **Health and Social Care Bill/ Section 60 Order**

Minister M McGimpsey is no longer supporting an amendment to the bill to rectify the anomaly as created by the Health Act 1999. Lord Trimble has laid an amendment that had already been discussed with the DHSSPS which would bring NI into line with Scotland. This will be put before the House of Lords next week.

#### **Ministerial Meeting – 17<sup>th</sup> June**

The President, Director and Head of Public Affairs attended the meeting with the Minister of Health, Mr Michael McGimpsey MLA and some officials on Tuesday 17<sup>th</sup> June. The Minister seemed keen that the Society and the Department should work together to come to a solution regarding the future of the Pharmacy Regulation and Leadership. This issue will be further addressed at the meeting on 20<sup>th</sup> June.

#### **Meeting with Minister for Social Development, Ms Margaret Ritchie**

This meeting took place on the 18<sup>th</sup> June following discussions with BCPP/Community Health Network to highlight the role community pharmacy can play in community regeneration and urban renewal. This was a very productive meeting.

### **Media Activity**

Mr M Neale updated Council on recent media activity. There have been a significant number of press releases, which have been carried in the trade press. Both the “Belfast Telegraph” and the “Ulster Tatler” have agreed to cover details of the recent Fellows dinner.

### **Membership Communication**

The second PSNI newsletter will be posted or emailed to the membership within the next few days.

## **8. Consultations**

### **RPSGB Consultation**

The Policy Advisor, Mr R Price gave a presentation to Council on the RPSGB formal consultation. (Draft responses were included in the June Council packs.)

Some questions were asked regarding the presentation and a discussion on the subject ensued. The President then asked Mr R Price to include some additional items to this consultation.

### **MHRA Consultation**

Mr R Price discussed the informal MHRA consultation and asked Council for comments. Some discussion on the subject then developed.

Mr Price updated Council on future consultations to take place in August and September.

- (i) MHRA Pharmacovigilance reporting – deadline 15<sup>th</sup> August
- (ii) NI Courts Service Jury Pools – deadline 4<sup>th</sup> September
- (iii) DH/DHSSPS future of tobacco control – deadline 8<sup>th</sup> September

It was decided that some consultations would be brought to Council early, as there would be no Council meeting in August.

## **9. Report from Committee Meetings**

### **(i) Education**

#### **Access to CPD Website for Data for Research Purposes**

Dr G Fleming updated Council on the access to CPD website data for research purposes. Dr D McAree has discussed access to the website with Professor S Gorman and Ms S Haughey and in addition has received further written information from Ms Haughey.

It was agreed that, in the interests of data protection, this aspect of the research could not be supported by the Society at the present time.

### **UU Accreditation**

Dr Fleming noted that the final report from the RPSGB had now been received by the Society. Dr McAree and others on the accreditation panel were very happy with the content of the report.

### **Motion**

Dr Fleming recommended to Council that the University of Ulster now proceed to the next step – step 3.

Council agreed on the motion.

### **Cross Sector Experience**

This issue had been discussed with the Hospital pre-registration Liaison Group and Dr Fleming had discussed this issue with Mrs M Singleton. It has been agreed that pre-registration students undertaking twelve months hospital placements should spend four weeks in community pharmacy. The hospital employers would arrange the placements.

### **Motion**

It is recommended to Council that Pre-registration students completing twelve months training in hospital will undertake four weeks experience in Community pharmacy.

This was proposed by Dr G Fleming, seconded by Ms A Bowen

### **Boots the Chemists**

Boots the Chemists have requested permission to use an adapted form of the Society's CPD paperwork in their Pre-registration training packs. Dr Fleming noted that the Education committee had no objection to the CPD paperwork being used for training purposes, and that this would also help students become familiar with the CPD paperwork as early as possible.

### **Motion**

Dr G Fleming recommended Council to approve the permission to use the adapted CPD forms by Boots the Chemists.

Council unanimously agreed.

The minutes of the Education committee were proposed by Dr G Fleming, seconded by Ms A Bowen

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

### **Consultations**

Mrs M Singleton updated Council on the recent work of the Ethics and Law committee. Two consultations were considered –

- 1) Veterinary Medicines Directorate (VMD) – Distribution Category Review, 5<sup>th</sup> and 6<sup>th</sup> Consultation. Response date: 4<sup>th</sup> June 2008 and
- 2) Consultation on Veterinary Medicines Regulations 2008. Response date: 9<sup>th</sup> June 2008.

Mrs Singleton drew up the final responses, which were actioned through the office.

The minutes of the Ethics and Law committee were proposed by Mrs M Singleton, seconded by Mr M Nelson

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

The Honorary Treasurer, Ms J Dougan noted that this would be discussed within point 10 of the agenda.

### **(iv) Practice**

Mr M Nelson noted that a date for the next Practice committee meeting would be advised soon.

## **10. (i) Current Financial Plan 07/08**

The Vice-President and Professor J McElroy both asked that their apologies be recorded for the June Finance and House Committee meeting.

The Director discussed the financial accounts for last year in detail (the financial plan was included in June's Council pack.)

### **(ii) Financial Plan 08/09/ Finance and House**

The Honorary Treasurer and Director updated Council on Finance and House issues and discussed the 08/09 financial plan. The review draft budget for 08/09 and service level agreement for the CPD Facilitators were included in this report.

The Director asked Council for views, questions and concerns on these issues. The Honorary Treasurer noted that the Finance and House committee had spent a huge amount of time on each cost at the last committee meeting and that this was a very detailed account.

The minutes of the Finance and House committee were proposed by the Honorary Treasure and seconded by Mr P Kelly.

The Director asked Council to take some time to look at the notes page of the 08/09 financial plan, in particular and to raise any issues or concerns on the plan. Some discussion then ensued on the budget and it was noted, that over a two year period including the coming year, there would be a break even situation.

### **Motion**

The Director proposed that Council approve the recurring elements of the budget and accept in principle the non-recurring items on the understanding that specific proposals will be brought back to Council in advance of expenditure.

The budget was agreed in principle and proposed by the Honorary Treasurer and seconded by Mr P Kelly. The President then noted that this was agreed by all.

### **Motion**

The Director also proposed a motion to Council to agree to purchase Personal Indemnity and Directors and Officers Insurance, which would primarily be for lay members and pharmacists on the Statutory Committee.

A full discussion and explanation of this then took place.

This motion was proposed by the Honorary Treasurer, seconded by Dr K McClelland

### **(iii) Benevolent Fund**

The Director discussed a proposal for development of the Benevolent Fund. He noted that a dedicated resource is envisaged which would provide support for people who are in difficulties and is a much more productive way to go forward for the Benevolent fund.

A detailed discussion on the subject then took place.

The Honorary Treasurer and Dr K McClelland noted that they were in agreement with this new model. Ms A McCollum mentioned that this model does need to be reviewed and promoted and that she had concerns over the meaning of the term counselling.

Dr Colin Fitzpatrick stated that this new proposal fits in with the new regulatory frameworks and issued some advice about the counselling aspect of this model.

The Director stated that this was very helpful, he agreed to change counselling to signposting on the job description and thanked Council for their direction and input.

**Motion**

The Director recommended the proposal for the development of the PSNI Benevolent fund as set out in the paper dated 7<sup>th</sup> May 2008.

This was proposed by the Honorary Treasurer, seconded by Mr P Kelly

**Motion**

The Society's accounts were then proposed by the Honorary Treasurer, seconded by the President and agreed by Council

**14. Date of Next Meeting**

The next Council Meeting is scheduled for Thursday 17<sup>th</sup> July 2008 at 7pm in the Society House.

**The Council Meeting concluded at 11.00pm**