

# Council Notes

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A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00PM on Thursday 20<sup>th</sup> November 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 A McCollum  
Mrs M Singleton  
Mrs R Tasker  
Mrs M Smith  
Prof S Gorman  
Prof J McElnay  
Dr C Fitzpatrick  
Mr P Kelly

## **Apologies**

Dr G Fleming  
Dr K McClelland  
Dr L Byers  
Mr M Nelson  
Ms S McGrath  
Ms J Dougan (Hon.Treasurer)

## **In Attendance**

Mr T Patterson (Director)  
Mr B Kerr (Registrar)  
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 in particular Mr William Rial from the National Clinical Advisory Service (NCAS) who had asked to make a presentation at this month's Council meeting. He then presented the apologies.

**Mr William Rial then addressed the Council about the role of NCAS and the recent developments in regard to pharmacy.**

### **2. Minutes of the Council Meeting of 16<sup>th</sup> October 2008**

These were presented to Council.

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

Professor S Gorman noted that his name was absent from the attendees list of last month's Council. Ms N Ramsbottom will amend the minutes.

### **4. Matters Arising**

### **Council Appraisals**

The President noted that if a date and time for an appraisal of a Council member had not yet been arranged they should contact either himself or the Vice-President.

### **Committee Attendance**

The President referenced that the composition of the new Committees for 08-09 was included in the Council packs.

### **Benevolent Fund Manager**

See Director's report.

### **Scrutiny Committee**

The President stated that the Director will update on this after further advice from solicitors.

### **Website Development**

The President noted that the new website was now operational but was not yet complete and was being updated on a daily basis.

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

None.

## **6. Correspondence**

- (i) 24.10.08 A letter was received by the President from Mr. T Hannawin, Chief Executive, PCC to inform him that on the 9<sup>th</sup> October PCC had elected a new Chairman, Mr. Tim Corrie and a new Vice-Chairman, Mr. Lindsay Gracey.
- (ii) 03.11.08 A letter was received by the Director from Mr. Tom Robinson, DHSSPS regarding details of another Chairman the Department would propose to appoint to the National Appeal Panel, Mr. Eamonn McArdle.

Council agreed that on the basis of the information provided there were no objections to this appointment. A letter will be sent to Mr. Tom Robinson detailing this.

- (iii) 03.11.08 A letter was received by the Director on behalf of Sinn Fein's Health Advisory Group inviting a representative from the Society to attend the health consultation and to come and make a short presentation at the conference.

The Head of Public Affairs stated that Sinn Fein had invited interested parties to attend the health consultation and that he would attend on the 4<sup>th</sup> December on behalf of the Society.

- (iv) 10.11.08 A letter was received by the Registrar from Professor David Jones, School of Pharmacy, QUB nominating Miss Karen Alexander as the winner of the 2008 Pharmaceutical Society of Northern Ireland's gold medal award for overall distinction in Pharmacy.

Professor S Gorman updated Council with the suggestion that the gold medal and cheque be awarded to Miss Alexander when she receives her certificate of registration in September 2009.

- (v) 11.11.08 an email was received by the Registrar from Professor Paul McCarron, Head of Department of Pharmacy and Pharmaceutical Sciences, University of Ulster to inquire whether it was possible for the students from UU to apply for the CW Young Fund and if so, would it be possible to amend the written information regarding this. Prof. McCarron also inquired as to how he could start to integrate UU into the Society business and roles; he asked whether UU students would also be able to attend AGM meetings.

Prof. J McElroy and Prof. S Gorman offered to withdraw from the Council meeting at this point and declared an interest. The President noted their interest but invited them to remain at the meeting.

A discussion on the subject then ensued. The Director noted that the Society would need to take legal advice on some of these issues and asked Council for their permission to do so and to feed back to the Council. This was agreed.

**Action Point:** The Director will research matters raised by Prof McCarron and report back to Council.

The issue regarding all pharmacy students attending the AGM was referred to the Education Committee for consideration.

## **7. Staff Reports**

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

#### **White Paper Work**

See key arrangements

#### **Key Engagements**

The Director detailed a list of meetings he had recently attended on behalf of the Society. These were listed in the Council pack.

The Benevolent Fund Manager interviews took place on the 3<sup>rd</sup> November. There were some eighty hits on the website to view the job details, however few applications were made and only two interviews were conducted. PWC had now sourced a number of other candidates and the Director referenced he would update on this at the December Council meeting.

The Director had met with Mr. Tim Ferris regarding the Statutory Committee appraisals and had advanced this process.

The CHRE have launched the performance review for next year. The review is a fifty-two page template covering the performance standards and is to be returned to CHRE by 20<sup>th</sup> January 2009. By the 23<sup>rd</sup> February CHRE will have completed preliminary assessments. This will be published in March 2009.

The Director had met with Ms Joyce Cairns and Mrs Gail Anderson regarding the legislative reform work. There were two substantial issues discussed – (1) the earliest date that the new legislation will go live is December 2009. This is due to the modification of primary legislation and having to enter new offences. (2) The current proposal for the new Council structure would see the Department making the appointments for this. The Director would continue to work with the Department to ensure legislation was enacted at the earliest possible time and further discussion would take place on the appointments process to ensure independence.

### **Priorities**

The Director stated that a list of work priorities was included in the Council packs and that from now on completed areas of work would be omitted from the list and areas of work to be looked at in early next year would be included instead.

### **Professional Forum**

A proposal will be brought to the December Council meeting.

### **Fellowship**

The Director discussed the additional guidance for the selection process for the Fellowship Award which was included in the packs for Council's consideration. This was intended to be added to the guidelines for the consideration of an award by this year's Fellowship panel.

The Director asked Council if they were content with the new guidance document and noted that he would like to ask for a review of these guidelines for next year.

Council agreed to re-appoint the Fellowship panel that sat in 2007 for the 2008 process. They decided that should any member be unable to attend that the office would then select a random replacement from the list of Fellows.

Council agreed to this proposal.

### **Equality and Diversity**

The Director updated Council on the proposed Equality and Diversity training for both Council members and staff. He noted that he had located a local organisation which would conduct the training by organising two sessions – one in an external venue to accommodate Council and one during working hours in the Society for staff. It is also envisaged that persons could attend either event. The training will last for three hours and the Director would ideally like to have both training sessions completed by 27<sup>th</sup> February 2009.

The Director highlighted the Equality and Diversity paper included in the packs for further details. Some questions were then asked by Council as to whether they needed to attend if they had already received such training in their workplace. The Director noted that the training would be relevant to regulation in particular. He then asked Council's permission to organise the training. Council agreed.

**Action Point:** The Director to organise the training and circulate the details to Council members and staff.

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

#### **Registration**

The Registrar asked Council to confirm the registrations of eight new pharmacists added to the register: Mr Peter and three restorations: He noted that there was one additional name to be added

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

#### **Personal Registration**

The Registrar noted that there were now 2021 pharmacists currently registered with the Society.

#### **Database**

Work is progressing very slowly on the new database. It is hoped that this will go live in early 2009.

#### **Website Development**

See Public affairs report.

#### **Statutory Committee**

The Registrar updated Council on the outcome of the hearing which took place on 14<sup>th</sup> November 2008. Ms Roisin McKenna who had been convicted of three criminal offences was charged with three breaches of the Code of Ethics. She did not personally attend the hearing.

The Statutory Committee decided that Ms McKenna was not to be considered for restoration to the register for a period of ten years and she would have to apply to the Statutory Committee for restoration. These details are now in the public domain and Ms McKenna has been informed.

### **Legislation Reform**

Activity is continuing with the DHSSPS with regards to updating pharmacy legislation through the Confidence in Care Programme.

The Registrar noted that he would discuss Responsible Pharmacist Regulations in the Practice Committee report.

### **CHRE**

See the Directors report.

### **Annual Registration of Premises**

The forms are ready to be distributed as we have received the confirmation of the fee. The forms are to be personalised for the first time this year.

### **Internet Pharmacies**

The Registrar stated that were a number of issues regarding internet pharmacies and whether the Society registers them. He updated Council on two local internet pharmacies located on non-registered premises and that it is assumed that only GSL products are being sold. He noted that this was a new issue and as there is no active regulation of internet pharmacies it will require new work activity for both the Department and the Society.

The Director noted that the Office will be working closely with the Department regarding this and will report back to Council with any developments. The President asked the Director to keep Council informed.

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

#### **Assembly Affairs**

The Head of Public Affairs updated Council on recent developments. He had attended the DUP conference with the President on Saturday 1<sup>st</sup> November and will be attending the UUP conference with the President on the 6<sup>th</sup> December at the Ramada Hotel, Belfast. He will also be attending Sinn Fein's Health consultation in the Long Gallery at Stormont on the 4<sup>th</sup> December.

### **Press Activity**

Press activity has been very quiet in October and November and the most recent press coverage has been through the trade magazines. The Belfast Telegraph had approached the Society regarding the use of aspirin as a preventative medicine for CVD in diabetics.

### **CHRE**

The Head of Public Affairs met with Ms Rachel de Souza of CHRE on the 11<sup>th</sup> November 2008 regarding CHRE's engagement in NI.

### **Public Patient Involvement (PPI)**

The Head of Public Affairs updated Council on the PPI event which will be held on the 25<sup>th</sup> November in the Radisson Hotel at the Gasworks. The venue was booked for fifty people and there are currently thirty five confirmed attendees. This is a key event to give the patients a chance to structure a public forum.

The President asked Council if any Council members would also be able to attend. Mrs R Tasker stated that she might be available.

### **Newsletter**

The new edition of the newsletter is currently posted on the Society's website.

### **Council Public Meeting**

The Head of Public Affairs suggested that in line with Best Practice that the Council meetings should be open to both members of the Society and members of the public. He proposed that we invite representatives of the Patient and Public Groups that attend the PPI event and make an invitation to the public on the website.

A discussion on this subject then ensued. The Director suggested that Council has a provisional plan for the structure of these meetings for the January 2009 Council meeting. The President noted that the agenda and other aspects of the meetings would need to be looked at and this would be discussed again in December's council meeting.

**Action Point:** Need a provisional plan for the structure of new Council meetings. To be discussed again at the December meeting.

## **8. Report from Committee Meetings**

The President mentioned that the new Committees list for 08/09 was included in the packs for information and asked Council to confirm their approval.

This was proposed by the President, seconded by Mr P Kelly and agreed by Council.

**(ii) Ethics and Law**

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

The response to this consultation has been returned to the Department

**DEFRA Consultation – on the future of the Veterinary Medicines Directorate VMD**

The Policy Advisor, Mr R Price has drafted a response to be returned. This was included in the Council packs.

**Action Point:** Mrs M Singleton will speak with the Policy Advisor regarding controlled drugs.

**Continuing Professional Development (CPD) Legislation**

The Ethics and Law Committee would welcome continued inclusion in the current discussions on CPD legislation.

**AOB**

Mrs M Singleton noted that she would like to thank the Ethics and Law Committee members for their support and contribution to the work of the group. The President thanked Mrs Singleton for her time, dedication and commitment to the Ethics and Law Committee.

The minutes of the Ethics and law Committee were proposed by Mrs M Singleton, seconded by Ms A McCollum and agreed by Council.

**(iii) Finance and House**

Mr P Kelly updated Council on two Finance and House motions to be brought to Council.

**Staff Pension**

**Motion: That this Council directs that Society staff may after three months or at anytime during their contract join the PSNI stakeholder pension scheme. After one year's service the PSNI offers an employers contribution of 3.25%**

This was proposed by Mr P Kelly, seconded by the Vice-President and agreed by Council.

**Cunningham Coates**

**Motion: That this Council directs that Cunningham Coates have requested that Council confirms that the President, Vice-President, Honorary Treasurer and the Director are designated official contacts and signatories.**

This was proposed by Mr P Kelly, seconded by the President and agreed by Council.

The minutes of the Finance and House Committee were proposed by Mr P Kelly, seconded by the Vice-President and agreed by Council.

#### **(iv) Practice**

The President noted that the Chair of the Practice Committee, Mr M Nelson had presented his apologies for the Council meeting and stated that there was one major item regarding legislation and asked the Registrar to bring this to Council's attention.

#### **Responsible Pharmacist Regulations**

The Registrar updated Council on the latest progress of the Responsible Pharmacist Regulations He stated that regulations were in place and would not change but the guidance would.

The Registrar noted that the Society would try and develop guidance to go out to consultation in January 2009 as the deadline for the departmental guidance was 1<sup>st</sup> June 2009. Both sets of guidelines [dept of health and professional body] would then hopefully be in place before October 2009. Draft guidance would be brought to the December Council meeting for approval.

The President stated that any feedback on the other two consultations for the Practice Committee should be fed back to Mr R Price.

The minutes of the Practice Committee were proposed by the President, seconded by the Vice-President and agreed by Council.

#### **9. Response to Fees Consultation**

The Director updated Council on the low response to the fees consultation. Fourteen responses had been received in total, eight had been positive and six were not so positive.

The Director asked Council if everyone would consider filling in a response form if they had not done so already and these were included in their packs or available on the Society's website.

#### **10. PGEU Update**

The President updated Council on Dr K McClelland's report on the PGEU meeting she had attended on the 18<sup>th</sup> November 2008.

#### **11. Recent and Coming Events**

The President detailed the list of recent and upcoming events which were included in the packs.

**12. Any Other Business**

None

The President thanked everyone for attending.

The next Council Meeting is scheduled for Thursday 18<sup>th</sup> December 2008 at 7pm in the Society House.

**The Council Meeting concluded at 9.35pm**