

# MINUTES

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A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00PM on Thursday 16<sup>th</sup> April 2009, in the Society's House, 73 University Street, Belfast. BT7 1HL

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## **Present**

Mr R Anderson (President)  
Ms J Dougan (Honorary Treasurer)  
Mrs M Singleton  
Ms A McCollum  
Mr M Nelson  
Prof J McElnay  
Ms S McGrath  
Dr L Byers  
Mrs R Tasker (From 8.30pm)

## **Apologies**

Ms A Bowen (Vice-President)  
Dr G Fleming  
Prof D Woolfson  
Dr K McClelland  
Mr P Kelly

## **In Attendance**

Mr T Patterson (Director)  
Ms N Ramsbottom (Clerical Officer)

## **Public Attending**

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

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

### **2. Minutes of the Council Meeting of 19<sup>th</sup> March 2009**

The minutes of March's Council meeting were then presented to Council.

#### **i. Matters of Accuracy**

None.

#### **ii. Adoption of Minutes**

March's Council minutes were proposed by Prof J McElnay, seconded by Ms A McCollum and agreed by Council.

#### **iii. Matters Arising**

None.

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

The subject of representatives from the former Health Boards on the Pharmacy Practice Committees was put forward as an item for discussion by Ms A McCollum.

#### **4. Correspondence**

(i) A letter has been received by the Clerical Officer, Ms N Ramsbottom from Professor Peter Gregson, President and Vice-Chancellor of Queen's University Belfast nominating Professor Gerry Linden, from the School of Medicine, Dentistry and Biomedical Sciences as a representative of QUB to the PSNI Council.

Council accepted the nomination.

**Action point: Clerical Officer, Ms Ramsbottom to write to QUB to confirm that Prof. Gerry Linden has been appointed to the Council of the PSNI and to invite him to the next Council meeting.**

(ii) An email has been received by the Director from Ms R Hutchison, DHSSPS regarding the Confidence in Care Programme – Stakeholder Forum Event.

This correspondence will be detailed in the Director's report.

(iii) A letter has been received by the Director from Council member, Mrs M Smith to tender her resignation from her position on Council and wishing staff members at PSNI and members of Council success for months and years ahead. This resignation was accepted by Council who acknowledged the hard work done by Mrs Smith.

**Action point: Clerical Officer, Ms Ramsbottom to write to Mrs M Smith on behalf of the President to thank her for her time and commitment to Council over the years.**

Ms A McCollum asked the Director whether the Office had received correspondence from NCAS regarding the recruitment for NCAS Pharmacy assessors as it would be useful to let the profession know through the PSNI website. The Director noted that the Registrar had been in discussions with NCAS and had agreed to supply labels for a bulk mailing if requested.

**Action point: Registrar to supply labels of all pharmacists to NCAS when requested.**

#### **5. Staff Reports**

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

##### **White Paper Work**

The Director updated Council on the progress within this area. A reminder letter has been sent to the Chief Pharmaceutical Officer and a subsequent meeting has been arranged for the 24<sup>th</sup> April 2009. A response has also been sent to the Chief Nursing Officer from the Director regarding the invitation from the CNO to

join a Stakeholder Forum for Confidence In Care. (The response was included in April Council packs.)

A short discussion ensued on the timeframe for this work and the President asked the Director to reiterate the importance of this timeframe to the department.

### **Priorities**

An updated spreadsheet was included in the packs for Council information.

### **Fellowship Process**

This is now live on the website.

### **Professional Forum**

The Director updated Council on the Professional Forum Reference Group. The Society is currently looking at a proposal to employ a Consultant to assist with the consultation and business plan development. Consultants have been interviewed to both facilitate the event and write up a summary outcome, supported by a financial plan.

The Director noted that a proposal was contained within the Finance and House presentation.

### **PSI Proposals**

The Director noted that there were two issues for Council to consider. (1) The Society's attendance levels at Committee and Council meetings. (2) Council to direct the course of action to be taken in relation to invitations to PSI delegates. Also, Council is to confirm the Society's nominations to PSI meetings.

A detailed discussion then ensued on how the Society could improve turnout to the Council and Committee meetings.

The President asked Council if they knew of anyone who would consider becoming a potential member of the Council or of the Committees if they could email any suggestions to the Office. The Honorary Treasurer noted that there may be a pool of people in the recommended names for the Professional Forum list which could be looked at.

A discussion on Council members' attendance to the PSI Council and Committee meetings then ensued. It was decided and agreed by Council that the following meetings would be attended by:

Council – PSNI Vice-President  
Pharmacy 2020 – PSNI President  
Education – Chair PSNI Education

Standards and Practise – Chair of Ethics and Law  
Registration – Registrar  
Inspection and Enforcement – Director

### **Hall Refurbishment**

The Society hall will be out of service in the period 27<sup>th</sup> April until 18<sup>th</sup> May for upgrade works.

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

### **Assembly Affairs**

The Director updated Council on the Head of Public Affairs' report in his absence.

### **Responsible Pharmacist Events**

In terms of a PR exercise, the four events were deemed very successful.

### **Code of Ethics Launch**

Council were asked to endorse the proposed attendance list for the Code of Ethics launch. A brief discussion then developed on the subject.

Action point: Council members are to email any questions or suggestions regarding the attendance list to the office by close of business on Friday 17<sup>th</sup> April 2009.

### **Fellows Dinner**

The Director detailed the proposed criteria for invitation to the Fellows dinner and asked Council to endorse and agree these principles which they did. The guest list was agreed with any further invitees to be notified by Council members to Mark Neale by close of business on Friday 17<sup>th</sup> April 2009.

**Action point: Council to forward any further invitees by close of business on Friday 17<sup>th</sup> April 2009.**

### **Communications Strategy**

The Director detailed the Draft Communications Strategy which was included in the Council packs for information and asked Council members if they had any issues or questions on the paper.

It was decided that the wording on page two under the "Messages" heading should be changed from "Protecting public safety through Pharmacy" to "Promoting public safety..."

On page four under the press releases section, the wording should be changed from "All press releases must be approved by the Head of Public Affairs or the

Director before being released” to “All press releases must be approved by an Officer of the PSNI and the Head of Public Relations or the Director...”

On page five under the Code of Ethics Guidance notes section, the word “updated” should be inserted in to the second paragraph before “Code of Ethics.”

The President asked whether Council were in agreement with the draft document. They stated that they were.

### **(iii) Registrar’s Report**

#### **Registration**

The Director updated Council on the Registrar’s report in his absence.

#### **Annual Registration of Premises**

538 premises completed annual registration process. One pharmacy, the Causeway Hospital pharmacy was removed on 1<sup>st</sup> April for non payment.

#### **Scrutiny Committee**

The Scrutiny Committee met on 9<sup>th</sup> April 2009 to consider two cases regarding fitness to practise issues. It was recommended that both cases are referred to the Statutory committee. The hearings will be arranged and are likely to be held in May 2009.

#### **Statutory Committee**

Dr Denis Morrison FPS has stepped down from the Statutory Committee and will take up a position as Chair of the Scrutiny Committee.

Council were asked to approve the appointment of Ms Miriam Karp who was selected through the PWC recruitment process to the Statutory Committee. Council agreed unanimously to the appointment.

**Action point – write to Ms Karp confirming appointment and obtain signed service agreement**

## **6. Report from Committee Meetings**

### **(i) Finance and House**

The Honorary Treasurer updated Council on the Finance and House committee meeting and noted that there were motions to Council in relation to the Communications Strategy which was dealt with under the Head of Public Affairs report. (Report was included in the Council packs for information.)

### **Professional Forum**

The Honorary Treasurer discussed the difficulty in sourcing local consultants with the requisite skills in facilitation and business/financial planning to be employed to facilitate the development of the Professional Forum. The Honorary Treasurer detailed two quotations, the first sourced from a web search from an organisation specialising in not-for-profit and the second, known to the Head of Public Affairs from previous employment.

The presentation by the higher value consultant, Lake Consulting seemed much more professional and the time allowed for the work required is more realistic. To fund this, the Finance and House Committee would need to ask approval for additional funds to that already approved in the amount of £7,940.

**Motion: That Council accepts the higher quotation from Lake Consulting at £15,600 (£17,940 inc VAT.)**

This motion was proposed by the Honorary Treasurer, seconded by Ms S McGrath and agreed by Council.

### **Code of Ethics**

Northern Pharmacies has made £23,000 available for the printing and publishing of the Code of Ethics. Three companies have made a bid for this work, and one of the companies, Velvet Rising would also be able to assemble, package and distribute the bound copies of the Code of Ethics which would both reduce workload for the administration and ensure timely delivery.

**Motion: That Council approve the additional spending for this work.**

This motion was proposed by the Honorary Treasurer, seconded by Mrs R Tasker and agreed by Council.

### **DDA Work**

Quotes have been received by the Office for the DDA work and hall refurbishment which are in excess of the previously estimated and approved £20,000. This is partly due to the asbestos which needs to be removed before the improvement work can commence, partly due to requirements of building control and partly to the need to install a chair lift instead of a ramp. There are still details to be agreed with building control and the Director sought permission to conclude negotiations with Redwood Developments,

**Motion: That Council approve an additional fund of £5,000 - £7500 to complete this work which would be placed with Redwood Developments.**

This motion was proposed by the Honorary Treasurer, seconded by Ms A McCollum and agreed by Council.

The minutes of the Finance and House Committee were proposed by the Honorary Treasurer, seconded by Professor J McElnay and agreed by Council.

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**(ii) Education**

Mrs R Tasker updated Council on the Education Committee meeting. (Report was included in the Council packs for information. The previous month's Committee minutes were also included for Council's approval.)

The minutes of the February's Education Committee meeting were proposed by Mrs R Tasker, seconded by the President and agreed by Council.

The minutes of April's Education Committee meeting were proposed by Mrs R Tasker, seconded by the President and agreed by Council.

**(iii) Ethics and Law**

Ms A McCollum updated Council on the Ethics and Law Committee meeting. (Report was included in the Council packs for information.)

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

**(iv) Practice**

Mr M Nelson updated Council on the Practice Committee meeting. (Report was included in the Council packs for information.)

The minutes of the Practice Committee meeting were proposed by Mr M Nelson, seconded by the President and agreed by Council.

**7. Recent and Coming Events**

The President updated Council members on the recent and upcoming events for the Society.

**8. Any Other Business**

Ms A McCollum updated the Council on correspondence received from Mr Joe Brogan, Director of Pharmaceutical Services, Health and Social Services Board. As the four Health and Social Services Boards have now amalgamated into one Board, a transitional order has been put into place that the nominations that the Society currently has to the Pharmacy Practice Committees will still stand and the Board will keep us informed.

Ms McCollum requested that Council allow the existing members of the Committees to remain for a six month period due to the transitional order.

This was agreed by Council.

**Action point: The Society to write to the Board representatives.**

**9. Date of Next Meeting**  
Thursday 21<sup>st</sup> May 2009

**The Council Meeting concluded at 9.42pm**