

# MINUTES

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A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00PM on Thursday 21<sup>st</sup> May 2009, 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)  
Mrs M Singleton  
Prof J McEInay  
Mrs R Tasker  
Dr G Fleming  
Prof D Woolfson  
Dr L Byers  
Prof G Linden

## **Apologies**

Ms A McCollum  
Mr M Nelson  
Mr P Kelly  
Dr K McClelland

## **In Attendance**

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

## **Public Attending**

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

The President welcomed everyone to the meeting and introduced the two newly appointed Council members – Prof David Woolfson and Prof Gerry Linden. He then presented the apologies of Council members who were unable to attend the meeting.

### **2. Minutes of the Council Meeting of 16<sup>th</sup> April 2009**

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

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

None.

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

April's Council minutes were proposed by Mrs M Singleton, seconded by Prof J McEInay and agreed by Council.

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

None.

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

Mrs R Tasker noted that she would like to bring the issue of Pre-registration employment to Council's attention.

### **4. Correspondence**

(i) A letter has been received by the Director from Ms Joyce Cairns, Deputy Director of Human Resources, regarding Proposed Regulatory Legislation.<sup>1</sup>

A short discussion ensued on this topic. Council confirmed that they wished to retain a non-practising register and to see the improvements to legislation previously listed, implemented

(ii) A letter has been received by the Registrar from Mr Joe Brogan, Director of Pharmaceutical Services, Health and Social Care Boards regarding Nominations to Board Pharmacy Practice Committees.<sup>1</sup>

The President detailed the letter to Council which asked whether the Society would consider the listed present nominees to the Board's reconstituted PPCs from each different Board Area. The Registrar asked whether Council would be content for him to approach the nominees to see whether they would be happy to stay on in their positions on the Boards PPCs and if so whether they would also be content to prepare a short report from each of their meetings.

Council agreed.

(iii) A letter from the Director of the PSNI to Dr Norman Morrow, Chief Pharmaceutical Officer, DHSSPS in response to Dr Morrow's letter of 16<sup>th</sup> April 2009.<sup>1</sup>

This letter is detailed in the Director's report.

(iv) A letter has been received by the President from Mr James McKay, President, Ulster Chemists Association regarding the opportunity to meet with representatives of the PSNI to discuss the challenging issues currently facing community pharmacy and the profession in general.<sup>1</sup>

The President stated that a date for this meeting was currently being set up by the office.

(v) A letter has been received by the President from Mr James McKay, President, Ulster Chemists Association regarding consultation on new standards for community pharmacy premises.<sup>1</sup>

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<sup>1</sup> Letter included in the Council packs for information.

Council discussed the consultation process and concluded that it was properly conducted.

(vi) A letter has been received by the Director from Dr Norman Morrow, CPO, DHSSPS acknowledging the Director's letter of 28 April 2009 and stating that the Department is very heavily focused on current planning for Pandemic Flu but in the meantime the correspondence was copied to Ms Joyce Cairns and Ms Gail Anderson for consideration.<sup>1</sup>

(vii) A letter has been forwarded from Dr Norman Morrow, CPO, DHSSPS to the Director regarding Dr Keith Ridge's response to his letter regarding the draft Pharmacy Order 2009.<sup>1</sup>

Council agreed that the letter appeared to address any concerns in relation to reciprocal arrangements

## **5. Staff Reports**

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

There was a DVD presentation of Dr Norman Morrow and Ms Joyce Cairns' review on the Department's proposals for pharmacy legislation before the Health Committee. The items being reviewed were as follows:

- 1) Infrastructure of the Society, reformulating Council, and reviewing the process for establishment and appointment to the Statutory Committee.
- 2) Exploring the possibility for the introduction of a practising and non-practising register.
- 3) Identifying mechanisms for return to practice.
- 4) Fitness to Practise.
- 5) Making Continuing Professional Development a Statutory requirement.

Council were pleased to note the support of the committee for the reforms and their request that the view of the Society be brought back to the next discussion

### **Assembly Affairs**

The Head of Public Affairs attended the All Parliamentary Group at Westminster on the 28<sup>th</sup> April. The next meeting of the APPG is to discuss the case of Elizabeth Lee.

### **Press Activity**

The week commencing 20<sup>th</sup> April 2009 proved to be extremely busy with regards to press activity for (1) the availability of Alii® (2) The withdrawal of Bonjela for

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<sup>1</sup> Letter included in Council packs for information.

under 16s (3) The advertisement of EHC on national television. Television and radio interviews were undertaken by the President and the Registrar.

The Honorary Treasurer asked Council whether the Society should give more professional guidance on the training of staff, training on the Alii® product and producing professional guidelines. A number of members felt that it would be wrong to single out a product for specific guidelines but agreed that concern around the marketing of the product needed to be consistent with other Pharmacy Only Medicines. The Registrar noted that this was a good point to be raised and that the question would be addressed.

### **Code of Ethics Launch**

The Head of Public Affairs updated Council on the Code of Ethics launch which will be taking place on the 11<sup>th</sup> June 2009.

Baroness Pitkeathley, Chair of CHRE has agreed to attend the launch and to speak at the event.

The Head of Public Affairs also stated that he would like to see a good attendance from Council members at the event.

### **Fellow's Dinner**

Sandra Gidley MP has confirmed her attendance as our guest speaker at the Fellows Dinner.

The sponsorship for the dinner has slowly increased but further assistance from Council members would be appreciated.

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

### **White Paper Work**

The Director updated Council on the progress within this area. The Director and Registrar had attended a meeting with the Department to discuss amendments to pharmacy legislation. The three main topics of discussion were as follows: (1) The formation of a new PSNI Council (2) the Statutory Committee (3) Transitional arrangements for Council.

The Director then updated Council on the transitional arrangements which were discussed. There may be a possible fourteen people on Council – seven lay persons and seven pharmacists all ultimately appointed by the same process.

The Director noted that the Council needed to be certain that the corporate knowledge would not be lost in transition. The Department's view is that whatever process is used for transition needed to be open and fair.

The Director asked Council not to make any immediate decisions at the moment but asked them to think about their personal situation– who would wish to transfer to the new Council and corporate matters– election process/selection process options to ensure transparency.

A lengthy discussion on this subject ensued. The Director noted that a detailed paper on this subject would be presented to Council members at the June meeting.

### **Priorities**

An updated spreadsheet was included in the packs for Council information. Council had no issues with the priorities

### **CHRE Performance Review**

The Director updated Council on the CHRE performance review which was very positive. He then discussed the amended draft document in detail, which was included in the packs.

The President and Vice-President stated that an immense amount of work had gone into this presentation and thanked staff for their tremendous contribution.

### **Business Plan 09/10**

This report is detailed in the Finance and House committee report.

### **Premises Standards**

The Director asked Council for their permission to delay the launch of the Premises Standards until after October 2009 due to the suggested requirement for an impact assessment and the need to incorporate Responsible Pharmacist requirements, not relevant until 1<sup>st</sup> October 2009. It is proposed that the Registrar carries out the amendment and that the Society meets with the Department to discuss options for an impact assessment.

The Director asked Council whether they were content to delay the launch of the Premises Standards and negotiate on the need for an impact assessment with the Department. Council were in agreement.

### **Professional Forum**

The Director updated Council on the outcome of the Reference Group meeting which is included in the packs for information. The meeting was used as a basis to develop four draft documents which the Director will present to Council at the June meeting.

### **PSI Proposals**

A discussion was held on the attendance levels of the Society's Committee meetings.

It was agreed that Council would defer inviting PSI delegates to the Society's committee meetings until this issue is resolved within the next few months. The Vice-President will work on increasing the support and membership of the committees.

### **Building/Hall Refurbishment**

DDA works will commence on 23<sup>rd</sup> May 2009 with asbestos removal by a licensed contractor over the bank holiday weekend. No access to the building will be possible during this period.

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

#### **Personal Registration**

The Registrar noted that all pharmacists should have received their registration forms. A number of older and retired pharmacists are now electing to withdraw from the register. This is an early indication that numbers may fall, but will eventually rise again due to new registrants from preregistration training joining the register in the summer.

#### **Responsible Pharmacist Consultation Finished**

Final Standards and Guidance were circulated to Council members by email in advance of the meeting and were included in the packs for information.

This item will be discussed under the Practice Committee report.

#### **Statutory Committee Update**

Two cases are scheduled for June and notice will be put onto the website shortly. The first case is scheduled for the 17<sup>th</sup> June 2009 and the second case is scheduled for the 24<sup>th</sup> and 25<sup>th</sup> June 2009.

#### **Members of Council Retiring by Rotation on First Monday of October**

The Registrar updated Council on the list of Council members retiring by rotation. Council will receive notification for the changes before this date.

#### **Potential Co-option of Council Members**

The Registrar explained the co-option process to Council members and stated that two names had been put forward to replace Mrs Marie Smith and Mr William Wylie who had recently resigned from Council – Mr Gary O'Hara, Royal Group of Hospitals and Professor Paul McCarron, University of Ulster.

The Registrar asked Council if they had any objections to these nominations. Council did not.

The President asked the Registrar to process these nominations and contact Mr Gary O'Hara and Professor Paul McCarron who should complete the competency and self certification forms for Council membership.

**Action point: The Office to process and obtain the information from the nominees that they agree to serve on Council.**

**Potential Extraordinary General Meeting in September 2009 to Review the Bye-Laws Governing the Council and its meetings etc**

The Registrar explained that the Society's bye-laws had been considered to be out of date and in need of modernisation for some time. Subject to Council's approval the Office would like to look at and review the bye-laws. For this to take place at least thirty members of the Society need to attend a meeting to approve the bye-laws.

The Registrar asked Council's permission to complete some work on re-drafting the bye-laws, seeking legal advice and then holding an EGM or including at the AGM. The Director advised that it was often good practice to separate out major proposals, like Bye-Law amendments, from the routine business of AGMs to improve transparency. A sensible option might be to hold an EGM immediately prior to the planned AGM with separate notification and agenda.

The President stated that this was sensible as this issue needed to be addressed. He then asked Council if they were content for this work to be progressed. Council agreed that they were.

**Health Professionals Crossing Boundaries - MOU**

The Registrar noted that copies of the Memorandum of Understanding were tabled for information. He indicated to Council that the Society does need to sign up to the Memorandum of Understanding.

The President agreed and proposed that the Society move forward with this. The Registrar asked whether Council would be happy that we sign this agreement. Council agreed that they were.

**Pandemic Swine-Flu**

The Registrar updated Council on the recent activity on the pandemic swine flu. Dr Norman Morrow, Chief Pharmaceutical Officer, DHSSPS has thanked the Office for their assistance.

**6. Report from Committee Meetings**

**(i) Practice**

The Registrar updated Council on the Responsible Pharmacists Standards Consultation. (Report was included in the Council packs for information.)

A discussion ensued on the document. The Registrar asked if Council were content to approve the document. Council agreed that they were.

The Responsible Pharmacist document was proposed by Prof David Woolfson, seconded by Dr Lisa Byers and agreed by Council.

The minutes of the Practice committee meeting will be deferred until the June Council meeting when Mr M Nelson, Chair of the Practice Committee will be in attendance.

**(ii) Education**

Mrs R Tasker updated Council on the Education Committee meeting. (Report was included in the Council packs for information.)

The approval of the minutes of the Education committee were deferred until the June Council meeting.

**Action point: Change statement on page 5 of the Education minutes. The approval of the Education committee minutes will be deferred until the June Council meeting.**

**(iii) Finance and House**

The President updated Council on the Finance and House Committee meeting. (Report was included in the Council packs for information.)

**Financial Plan/Cashflow**

As part of the refurbishment of the back hall it was proposed at the Finance and House Committee meeting that a new PA/conference system be purchased. A proposal was also made for the purchase of a colour photocopier to replace the current machine which is now old and consequently has a high service rate per copy.

**Motion: That permission be given to spend up to £10,400 on an infrared or wired PA system**

**That permission be given to spend up to £5000 on a replacement photocopier**

These motions were proposed by the President, seconded by Mrs M Singleton and agreed by Council.

**Draft Business Plan 2009-2010**

The Finance and House committee were content with the 2009/2010 draft budget and agreed that it go forward to Council for approval.

**Motion: That the Council approve the 2009/2010 budget as provided.**

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

### **Attendance at CPA Annual Conference**

The Director stated that there was a long debate at the Finance and House committee meeting regarding the value of attending the conference. It was agreed that it could be an excellent networking opportunity and that there was an importance to attending. Attendance fees for the conference and accommodation are covered by the CPA. The Committee agreed that they would recommend that the Society fund the cost of the airfare.

### **The President left the Council chamber whilst this was discussed.**

Council questioned whether the locum fees should also be paid rather than expecting the delegate to cover them. After a brief discussion it was unanimously agreed that the locum fees should be paid.

**Motion: That Council approve the spending of approximately £800 for airfares for attendance at the CPA conference and any necessary locum fees.**

This motion was agreed by all at Council.

### **The President then returned to the Council chamber.**

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

### **(iv) Ethics and Law**

There was no meeting of the Ethics and Law committee in May. The next meeting is to be confirmed.

## **7. Any Other Business**

### **Pre-registration Employment**

Mrs R Tasker updated Council on the issue of the lack of employment opportunities for current pre-registration trainees upon completion of their programme. This matter was brought to the attention of Mrs Lisa Smith, Pre-registration Facilitator.

A discussion then developed on this issue. It was agreed that whilst the Society had no role in securing employment for people that there were workforce planning issues, and thought should be given to drafting a letter to the DHSSPS regarding this problem.

**Action point: The Office to consider writing to the Department regarding this subject.**

### **Code of Ethics Document**

The President officially thanked Ms M McCorry for all of her hard work on the Code of Ethics. A speech will be prepared to formally thank Ms M McCorry at the Code of Ethics launch at Stormont on the 11<sup>th</sup> June 2009.

**Action point: The Office to write to Ms M McCorry to thank her for all of her hard work and dedication during the Code of Ethics work.**

#### **Swine/Pandemic Flu**

The President stated that the Swine/Pandemic Flu lecture should be copied and emailed to members who are welcome to attend.

**Action point: Email Swine/Pandemic Flu lectures to Society members.**

#### **8. Date of Next Meeting**

Thursday 18<sup>th</sup> June 2009

**The Council Meeting concluded at 10.10pm**