

MINUTES

A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00PM on Thursday 18th June 2009, in the Society's House, 73 University Street, Belfast. BT7 1HL

Present

Mr R Anderson (President)
Ms A Bowen (Vice-President)
Mrs R Tasker
Ms A McCollum
Mrs M Singleton
Mr P Kelly
Ms S McGrath
Dr L Byers
Prof P McCarron

Apologies

Prof J McElnay
Prof D Woolfson
Dr G Fleming
Prof G Linden
Dr C Fitzpatrick
Ms J Dougan (Hon. Treasurer)

In Attendance

Mr T Patterson (Director)
Mr B Kerr (Registrar)
Ms N Ramsbottom (Clerical Officer)

Public Attending

1. Introduction and Welcome, Apologies

The President welcomed everyone to the meeting and introduced Prof Paul McCarron as a newly appointed member of Council. He then presented the apologies of Council members who were unable to attend the meeting.

2. Minutes of the Council Meeting of 21st May 2009

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

i. Matters of Accuracy

Mrs M Singleton presented a copy of last month's minutes with various typographical corrections to Ms N Ramsbottom. Ms Ramsbottom has amended last month's minutes to reflect these changes.

ii. Adoption of Minutes

May's Council minutes were proposed by the Vice-President, seconded by Mrs M Singleton and agreed by Council, subject to the minor corrections at 2 i.

iii. Matters Arising

None.

3. Tabling of Any Other Business

The President stated that the Code of Ethics launch event had been a great success and passed his thanks on to all of the office staff.

Mrs M Singleton inquired in relation to an item of correspondence received by the Registrar from Mr Joe Brogan, Director of Pharmaceutical Services, HSC on the subject of Nominations to Board Pharmacy Practice Committees, which was detailed in May's Council meeting. The President then asked the Registrar to follow-up on this subject.

Mrs R Tasker noted that she had received a request from a contractor to bring the issue of Pre-registration training with regards to the new Pre-registration proposals to start in July 2009 to Council's attention.

4. Correspondence

(i) An email has been received by the President from the HSC Research and Development Agency regarding the 6th All Ireland Population Health Autumn School.

The President asked Council members whether they would like to attend and if so, to let the office know.

(ii) An email has been received by the Director from Ms Josephine Aylward, PSI to inform the Society of the election of a new President and Vice-President of the PSI. Ms Aylward also stated that the PSI will be in contact with further information with regards to nominees to PSNI Committees in due course.

The President noted that a meeting will be set up with the PSI in the near future.

(iii) A letter had been sent from the Director of the PSNI to Ms Joyce Cairns, DHSSPS in response to Ms Cairn's previous letter dated 22nd April 2009.

The Director updated Council on the content of the letter and the four key points which were addressed: (1) The method of appointment for future Council (2) The other issues of Fitness to Practice (3) The rationale of a non-practising register (3) The legislative timeframe.

(iv) A letter had been received by the Director of the PSNI from Ms Joyce Cairns, DHSSPS which the Director had responded to as above.

The Director updated Council on the key points of the Department's response. The Department will be seeking the view of the Confidence In Care Board with regards to the creation of a non-practising register. The Department also continue to contend that a single Statutory Committee is fit for purpose.

The Director sought confirmation that he had Council member's support in continuing to require that the Department undertake whatever measures were needed to take this matter forward.

Council agreed that they were in full support of this action.

The Head of Public Affairs is due to speak to the Minister's Advisor regarding this issue. There will be an update at the July Council meeting.

A detailed discussion then ensued with examples of issues presented.

v) Another letter has been received by the President from Dr Ambrose McLaughlin, PSI informing the Society of the election of a new President, Ms Noeleen Harvey and Vice-President, Mr Paul Fahey.

(vi) An email had been received by the office from Ms Tracey Ellis, DH London regarding the response to the General Pharmaceutical Council consultation, key decisions and facts.

(vii) A letter had been received by the Director from Ms Catherine Donnelly, DHSSPS regarding details of an appointment of a pharmacist member to the South Eastern Local Commissioning Group. Ms Donnelly also asked for the Society's assistance in bringing this appointment to the attention of pharmacists on the register.

It was noted that it was very important that this was drawn to local pharmacists' attention as these groups would be critical to local care in the future.

Action point: The attached copy of the advertisement should be given to the Policy Advisor, Mr R Price to be advertised on the Society's website.
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5. Benevolent Fund Consultation

The President stated that there had been lots of discussion on the development of the Benevolent Fund in the last few months and the Benevolent Fund Manager, Ms Susan Taylor had developed a strategy as to how we move forward with this. The Finance and House Committee have looked at the consultation documents - which are enclosed in the Council packs - in detail.

The President asked Council to consider the substantial documents before they are sent out to consultation and come back to the office with any questions they may have.

The Director noted that he was asking for Council's permission to send appendix A to all members of the Society and appendix B was for further information of Council.

It was agreed that Council were happy to accept Benevolent Fund Committee's approval of the documents subject to any comments received by Tuesday 22nd June.

6. Staff Reports

(i) Head of Public Affairs Report

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

Assembly Affairs

The Director explained the reason why the request for retention fees was delayed going out to the membership to Council members. The Head of Public Affairs had attended the Assembly Health Committee on the 28th May 2009 where the Department was before the Committee explaining a procedural error in the making of the regulations regarding the setting of the retention fees.

Code of Ethics Launch

The Code of Ethics launch event was a very successful event and everyone who attended were impressed with the actual documents and also with the high calibre of those making speeches and presentations.

The President gave his thanks to the office for the work on the Code of Ethics launch and also to those Council members who had attended the event.

Fellow's Dinner

Sponsorship has been received to the value of £5,250. The running order of the evening was enclosed in the Council packs for detail.

(ii) Director's Report

White Paper Work

The Director had updated Council on this area whilst addressing the correspondence – section (iv) – and stated that a Confidence in Care meeting will take place on the 1st July 2009. An update will then be provided to the July Council meeting.

Key Engagements

The meeting with the UCA was an extremely productive meeting. The Society is now seeking meetings with the PCC and the Guild of Healthcare Pharmacists.

The Director and the Head of Public Affairs had attended the APPG Westminster on 16 June 2009 where de-criminalisation of dispensing errors was discussed. DH London are working with MHRA and the Crown Prosecution Service to discuss protocols for prosecution pending a fuller review of the Medicines Act. The Director had asked at APPG how this would work in NI as the Crown Prosecution Service does not operate there. Dr Keith Ridge advised that he was working with the other CPOs

Action point: The Director to write to Dr N Morrow to inform him that we had attended the APPG meeting and to ask whether arrangements were being progressed in NI.

CHRE Performance Review

CHRE have asked if they may use the hall for their public meeting in NI in September. We have agreed to this and offered to help populate the meeting using our patient and public contacts.

Premises Standards

A meeting with DHSSPS will take place on the 3rd July 2009.

Professional Forum

A lot of work has been completed on this area. A first draft proposal was discussed at a meeting with the consultant and officers and a final proposal for consultation will be presented at the July Council meeting.

Building/Hall Refurbishment

The feedback regarding the set-up of the new hall has been very complimentary. The Director thanked both the Business Manager, Mrs Lisa Losty for looking after the management of the refurbishment and for organising the delivery of the project and the Registrar for overseeing the installation and commissioning of the new equipment. He also thanked Council for their support with the finances required for the refurbishment.

PSI

The Director asked Committee Chairs to agree a schedule of meetings at the July Council meeting to commence September 2009 in order that invitations for the rest of 2009 can be forwarded to PSI.

Action point; Committee Chairs to provide a schedule of meeting dates for September 2009 to January 2010 at the next Council meeting.

Council Transitional Arrangements

The Director explained the process of the transitional arrangements for the new Council (which were detailed in appendix 2 of the Council packs) and asked members to consider whether they feel suitable and would like to be considered for transfer to the proposed new Council. The Director stated that he would like a good response from members as a good balance of knowledge and skill was required.

Council was asked to debate options for a selection process as set out in the paper that was fair, open and transparent and indicate a preference. After a detailed discussion and a vote - with option C competency based selection being the favoured option - it was decided that a competence based selection process based upon the job description and person specification by an independent body was the preferred option.

Council was also asked whether the Chair (or only the initial Chair) should be a registrant and also whether there should be a deputy and if so, should they always be a registrant or layperson, or simply from a different group than the Chair.

Council decided that the initial Chair should be a registrant and that there was also a preference for this going forward. Council also determined that they were in favour of a deputy and that their preference was that Council would prefer the deputy to be drawn from a different group than the Chair.

The Director noted that there will be a need for some or all of the Officers to change this October and that the President had already said that he would be stepping down from his position. He asked whether the President at the time of transfer should automatically become the first Chair of the new proposed Council. If this were to be the case then a competence based selection would be essential in October

It was decided that Council would elect the Officers as set out in the Order and Bye-Laws in October and that the appointment of a new Chair for the proposed Council will be as option C – competency based against the job description and person specification for President.

The Director stated that these decisions made on the proposed transitional arrangements by Council would be taken to the Department for consideration.

(iii) Registrar's Report

Personal Registration

The Registrar stated that there were no new registrations or restorations but to date fifty-seven members had requested to be withdrawn from the register.

Members of Council Retiring by Rotation

The Registrar updated Council on the list of members of Council retiring by rotation on the first Monday of October and stated that members who do not need to be proposed or seconded should indicate in writing if seeking re-election by the first Monday of September 2009.

Action point: The Registrar to send a proforma nomination form to all members of Council retiring by rotation.

The President asked Council members due to be retiring by rotation to consider remaining on the Council until the transitional arrangements of the proposed new Council are complete.

Draft New Byelaws

The Registrar updated Council on the tabled paper of the draft new bye-laws. It is the Society's first attempt at changing the bye-laws which are currently extremely outdated.

Each Council member was presented with a hard copy of this document and the Registrar will also circulate the document electronically to members. The Registrar asked whether Council members were content to consider the document in detail before sending their opinions in to the office at least a fortnight before the next Council meeting in July. A proposal will then be brought back to the July Council meeting.

Action point: The Registrar to circulate the draft new bylaws in electronic form to all Council members. Council members to respond with any comments by 3rd July 2009

A discussion then developed on the letter received by pharmacists' retiring from the register. Some Council members considered the standard letter to be impersonal. It was recognised that all official correspondence needed to treat people equally and fairly. The Registrar confirmed that past Presidents and those previously active with the Society did receive a personal note from him.

6. Report from Committee Meetings

(i) Education

The minutes of May's Education Committee meeting which were deferred from last month's Council meeting were proposed by Mrs R Tasker, seconded by Ms S McGrath and agreed by Council. (Report was included in the Council packs for information.) The date of the next Education Committee meeting is the 29th June 2009.

(ii) Ethics and Law

The last meeting of the Ethics and Law Committee was held on the 8th April 2009, the date of the next meeting is the 19th June 2009.

(iii) Finance and House

Mr P Kelly and then the Director updated Council on the main points of the Finance and House Committee meeting. (Report was included in the Council packs for information.)

Annual Report

The Director updated Council on the proposal to change the current format of the Society's Annual Report. The new format would be based on areas of work rather than on the Committees, and it was also proposed that this year the print run be reduced to around four hundred copies. Members would be advised that a link was available on the Society's web-site to enable downloading or they could request a hard copy of the report from the office. A report on the Benevolent Fund would also be included.

<p>Action point: That the format of the Annual Report be changed to that suggested, a section on the Benevolent Fund be added and the print run to be four hundred copies.</p>

The Director asked Council whether they were content to proceed on this basis and in the timeframe suggested. Council were in agreement.

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

(iv) Practice

The last meeting of the Practice committee was held on the 12th May 2009; the date of the next meeting is due to be confirmed.

The Vice-President updated Council members on the issue of Committee membership and stated that hopefully new members will be appointed to the various Committees by the month of July.

7. Any Other Business

Pre-registration Training

Mrs R Tasker updated Council on an individual Pre-registration trainee issue which the Pre-registration Facilitator had asked Mrs R Tasker to update council on. This issue required approval before the next meeting of Education.

A discussion then developed on this issue.

Action point: Mrs R Tasker to relay this information to the Pre-registration Facilitator

8. Date of Next Meeting

Thursday 16th July 2009

The Council Meeting concluded at 10.15pm