

# MINUTES

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A Meeting of The Pharmaceutical Society of Northern Ireland was held at 7:00 pm on Thursday 21<sup>st</sup> October 2010, in the Society House, 73 University Street, Belfast. BT7 1HL

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## **Present**

Ms A Bowen (President)  
Mr Mark Nelson (Vice President)  
Mr Paul Kelly (Honorary Treasurer)  
Miss Andree McCollum  
Mrs Roberta Tasker  
Professor David Woolfson  
Professor Paul McCarron  
Mr Declan Byrne  
Mrs Muriel Singleton  
Ms Jacqueline Dougan  
Mr John Hamill  
Professor James McElnay

## **Apologies**

Mr Mark Neale  
Mr Raymond Anderson  
Professor Gerry Linden  
Dr. Lisa Byers  
Mrs Jane Hughes

## **In Attendance**

Mr Trevor Patterson (Chief Executive)  
Mr Brendan Kerr (Registrar)  
Mrs Nicola McGarrell (Clerical Officer)  
Ms Helen McNeill (Clerical Officer)

## **Public Attending**

None

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

The President welcomed everyone to the meeting, extending a particular welcome to two new Council members, Mr Declan Byrne and Mr John Hamill.

Council members introduced themselves to clerical officer Helen McNeill who will be replacing Nicola McGarrell, as minute taker at Council meetings as Nicola will be on maternity leave from 29<sup>th</sup> October 2010.

Apologies for absence were presented and accepted.

### **2. Minutes of the Council Meeting of 16<sup>th</sup> September 2010**

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

There were no matters of accuracy from the previous minutes.

## **ii. Adoption of Minutes**

September's Council minutes were proposed by Professor Woolfson, seconded by the President and agreed by Council.

## **iii. Matters Arising**

The President updated Council on the action points arising from the September Council meeting, focusing on those which were ongoing or still to be completed.

Miss McCollum reported that the DHSSPS workshop 'Health of Healthcare Professionals' which she and two other members of Council attended had been a worthwhile and useful event.

It was noted that further work and review was needed on the following action points which are ongoing:

- Planning for the registration of technicians in a manner similar to that undertaken by the RPSGB,
- Linking the PSNI to the CPA website
- Clarification on the change to qualifications for pharmacy support staff.

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

Professor McElnay requested that Council review a short report on matters involving the CEO and the Officers

## **4. Correspondence**

The incoming correspondence log – 17.09.10 to 21.10.10 was included for information.

### **(i) Correspondence between the Chief Executive and Ms Karen Savage, DHSSPS re the annual premises fees consultation document.**

After receiving the consultation on the level of pharmacy premises fees to be charged from 1 January 2011, the Chief Executive reported to Council that he had responded with the following points:

- The PSNI had no input into the proposal to raise fees by between 3.3% and 4.6%.
- The proposed amount will not cover PSNI administration costs if apportioned in the normal manner.
- The fee will not permit costs of developing and promoting standards, guidance or practice updates issued to pharmacy owners and superintendents.
- In accordance with legislation the Department should allocate a minimum sum of 50% to the Society. Should this minimum amount be awarded, it will not be sufficient to cover costs.

Council agreed in principle with these comments, but questioned the obligation to pay the Department's inspectorate fees, under Section 75 of the Medicines Act,

and asked for clarification of the exact nature of the inspector's role in relation to these costs i.e. could the Department withhold inspectorate services if all fees were paid to the Pharmaceutical Society NI.

Karen Savage has noted the comments made by the Pharmaceutical Society NI in relation to the fees, and responded to the Chief Executive confirming in writing that Department will be making a further attempt to apportion all of the Premises fees income to the PSNI.

**ACTION:** Registrar to provide clarification if Sec 75 would remain under the Review of the Medicines Act which will be carried out in 2011 with changes implemented in 2012.

**(ii) E mail and attachment received by the Chief Executive from Harry Cayton, CHRE re proposals for CHRE's new roles and responsibilities**

The Chief Executive reported to Council on the proposal for terms of reference for CHRE and their potential new duties, highlighting the following points for Council's attention:

**2.7 and 2.8:** CHRE could recommend voluntary registration and deregulation of particular groups.

**2.11:** Proposal that CHRE could investigate and report on individual complaints of maladministration.

**3.4:** CHRE proposal to charge a levy. The Chief Executive met with Harry Cayton and has agreed in principle that, in light of UK government review of ALBs, the Pharmaceutical Society NI would be content to pay a levy to CHRE, subject to Council approval. CHRE has as yet not decided on how to charge the levy. This will be going out to consultation. Council's preferred option is a per capita basis, which currently would be approximately £2.00 per registrant.

Council agreed that they were content with this position and there were no further questions on this subject.

## **5. Staff Reports**

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

This was taken as read by Council members and no questions or comments arose.

### **5 (ii) Chief Executive's Report**

#### **White Paper Work**

The Chief Executive presented tracked commentary/amendments to the Proposed draft Order to Council and invited comments. The commentaries highlighted for consideration were:

**Comment 5:** Removal of approved bye-laws. The Department have agreed in principle.

**Comment 6:** Department have agreed in principle to the Council's financial year dates.

**Comment 8:** The Chief Executive commented that it may be prudent to omit the requirement to be at least 21 years old, with respect to the age discrimination act, and the Department should seek advice on this.

**Comment 9:** Regulations regarding recruitment practices and vacancies should ideally provide more flexibility.

**Comment 10:** Clarification needed on how much notice is needed, and whether the Registrar should be notified instead of the Secretary.

**Comments 11 & 12:** The Department has agreed in principle for these points to be removed.

**Comment 14:** The regulation should be tighter to allow mechanism for removal from committees.

**Comment 15:** Agreed to change to requirement for Departmental, instead of Council, approval.

**Comment 16:** 'following initial investigation' should substitute the word 'must', to allow for threshold criteria to be established, in order to establish facts for each case.

**Comments 17 & 18:** The Scrutiny Committee will not conduct hearings and its remit will continue to be paper based. This will clarify that there is no right to appear before this Committee in person.

**Comment 19:** A case management structure of each case will set out the consequences of either party not passing evidence or information within the established and agreed timetable. The Chief Executive confirmed that no decision can arise from case management meetings, as they are only intended to manage a 'process of discovery' of evidence.

**Comment 20:** Transitional arrangements need to be put in place in order to provide continuity of regulation for those cases which fall outside the dates of the proposed procedures.

At least two Council members suggested that legal advice should be sought to follow up and clarify some of these points, particularly in relation to scrutiny committee matters and asked to meet to further explore the draft.

<p><b><u>ACTION:</u></b> Helen McNeill to send out invitation to Council members who wish to meet with Chief Executive in order to go through list of detailed comments on proposed amendments. Council members who are not able to attend the meeting are welcome to submit their points to the Chief Executive by e mail.</p>
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### **Key Engagements**

These were circulated to Council members in the Chief Executive's report. Miss McCollum asked for clarification of information about PCC meeting.

There followed a short discussion about the PCC concern in relation to the total number of pre-registration places, reflecting the financial investment for the number of places.

**Priorities:** - An updated spread sheet (appendix 2) was included in the Chief Executive's report in Council packs for reference.

### **Elections**

**Motion to Council:** That Council agrees the timetable for elections and to formally extend the period of office of the President, Vice President and Honorary Treasurer until the election of the Officers, proposed for the 18<sup>th</sup> November.

The motion was proposed by Miss McCollum, seconded by Mr Kelly and agreed by Council.

### **Future Meeting dates**

A brief discussion around how to set Council meeting dates for 2011 took place, and the possible impact that this might have on dates of committee meetings.

**Motion to Council:** No Council Meeting is to be held in December. First Council meeting of 2011 will be held on 13<sup>th</sup> January. Finance and House Committee will meet on 9<sup>th</sup> January 2011.

This motion was proposed by Mrs Tasker, seconded by Mr Hamill and agreed by Council.

<p><b>ACTION:</b> Chief Executive to ensure that the future scheduled meeting dates for Council take into consideration meeting dates for Committees.</p>
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### **PASS (Benevolent Fund) and Fellows Dinner**

Council were asked to discuss financial support at the Fellows Dinner and assess the appropriateness of putting envelopes on the table for voluntary contributions. Council agreed that this was a perfectly acceptable way of asking for donations, but that some sort of flyer or information card should be with or on the envelope, highlighting the work of the PASS and the benefits of their work to pharmacists.

<p><b>ACTION:</b> Helen McNeill to start looking into the possibility of office staff preparing and printing information about PASS on donation envelopes.</p>
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### **5 (iii) Registrar's report**

The Registrar made brief comments to Council on work which continues in the areas of the Statutory Committee and the Fitness to Practise Committee. No questions or comments on the Registrar's report arose from Council members.

The Chief Executive then initiated a discussion on some emerging issues relating to some of the boundaries and responsibilities of PASS, and their authority in handling their assets of £400,000 +. The discussion broadened and points about the impact and definition of the Professional Forum in terms of responsibility and authority were discussed. Council were asked to reflect on the Chief Executive's suggestions about setting clear checks and balances around the functions of professional leadership and regulatory, legal and financial activities and any mechanisms that could be set in place to clarify these responsibilities. The Chief Executive suggested that these areas could be looked at in more detail in future meetings, and Council could provide some feedback or direction on any of these matters.

## **7. Report from Committee Meetings:**

### **7 (i) Education Committee (25<sup>th</sup> August 2010)**

- There were no motions to Council arising from this meeting. A matter of accuracy was noted: Mr Anderson was 'in attendance'. He should be 'Present'.
- Registration exam reports were presented by Mrs Lisa Smyth. Some discussion arose regarding the benefits of establishing an electronic portfolio system.
- Mrs Tasker informed Council that she has accepted a position as Chair of NICPPET Committee, and hopes that this will increase the working relationship with PSNI.
- The Education Committee meeting on 6<sup>th</sup> October 2010 has been postponed until 3<sup>rd</sup> November 2010.
- The minutes were proposed by Mrs Tasker, seconded by the President and agreed by Council.

<b>ACTION:</b> Helen McNeill to correct the matter of accuracy from minutes.
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### **7 (ii) Finance and House Committee (18<sup>th</sup> October 2010)**

- A matter of accuracy was noted: Mark Neale has been recorded as Vice President and this should be corrected by the minute taker.
- Bank tendering – A recommendation to use Bank of Ireland has been accepted in principle pending the receipt of more information on financial security, it being a non UK owned bank. A final decision will be made after receipt thereof
- An online payment system for tutor and calculation courses has been approved.
- The Business Manager had presented the initial costing of setting up a non paper based filing system, but the committee agreed due to cost and time involved, this project will not proceed at this time.
- Three quotations were sought for the costs of emergency lighting, and the one chosen was considered the best value for money.

- The Registrar encouraged Chief Executive to look at health and safety issue of the fire escape from the third floor of the building. The Chief Executive confirmed that it was redundant now as there was no domestic residence on the top floor.
- Next meeting to take place on 15<sup>th</sup> November.
- **Motion to Council:** Retention fees for 2011-12 should not be increased.
- The minutes, including the motion to Council, were proposed by Professor McElnay, seconded by the President and agreed by Council.

<b>ACTION:</b> Business Manager to correct the matter of accuracy from minutes
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**7 (iii) Legislation, Standards and Practice Committee (6<sup>th</sup> October 2010)**

- Mrs Margaret Doherty from PSI attended the meeting.
- Homoeopathy guidance at final stages of being published.
- An update was given by the Policy Advisor on waste management issues.
- No questions or comments were raised by Council.
- The minutes were proposed by Miss McCollum, seconded by Mrs Singleton and approved by Council.

**8. PGEU Reports**

A PGEU report (August/September 2010) was included in the Council meeting pack and members were encouraged to read through it in their own time and note any questions or comments to raise at future meetings.

**9. Recent and Upcoming Events**

All events were detailed in the circulated agenda.

**10. Any Other Business**

There was no other business.

**CONFIDENTIAL Panel Report**

**The Registrar and Clerical Officers left the meeting at 8.45pm in order that a confidential matter could be discussed.**

**11. Date of Next Meeting**

Thursday 18 November 2010 at 7.00pm.