

Minutes of the Public Council Meeting

Tuesday 05 June 2018 @ 09:35 hrs

	Agenda Item	Present	Apologies
		<p>Dr Jim Livingstone (President) Mr Ciaran Hunter (VP) Mr Mark Campbell Mr James Perry Miss Sandra Cooke Miss Colleen Duffy Miss Laura Murphy Prof Patrick Murphy Mr Gareth Peeples</p> <p>In Attendance</p> <p>Mr Brendan Kerr (Registrar) Mrs Joan Duffy (Business Manager) Mr Mark Neale (Head of Public Affairs) Mr Peter Hutchinson (Policy Advisor) Mrs June Alexander (Executive Assistant)</p>	<p>Prof Martin Bradley Mr Trevor Patterson</p> <p>Public Attending</p> <p>None</p>

1.0	Introduction & Welcome, Apologies, Public Attendance Noted.	<p>The President welcomed everyone to the meeting. Apologies were noted from Martin Bradley and Trevor Patterson.</p> <p>The President advised Council of the withdrawal from the Register and resignation from Council of Eleanor Magennis as she no longer works in NI. He emphasised the importance of members' attendance at the next 2 Council meetings to ensure quorum is reached.</p> <p>Council was advised that Trevor Patterson has been ill and spent some time in hospital following a cardiac event. As this time, there is no firm date for his return to work. The President has sent best wishes on behalf of Council. In his absence, SMT is working as a collective to keep business on track and the President is in regular contact with SMT.</p> <p>Council's attention was drawn to an amendment in the Agenda in relation to the planned Risk Tolerance exercise. This will now take place at a later Council meeting.</p>	
2.0	Deputations	The President was present throughout the Meeting. There was no requirement for deputation.	
3.0	Conflict of Interests	No conflicts of interest were noted.	
4.0	Tabling of Any Other Business	None.	
5.0	Council Minutes and Key Action Points <i>For Approval</i>	<p>The Minutes from the last Meeting held on 10 April were adopted as a true representation of event with one change in attendance.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> The Minutes of the Meeting of 10 April 2018 were adopted. </div>	<i>Decision</i>

		<p>Actions:</p> <p>6.0 Discontinuation of guidance and practice update (agreed at last Council meeting) to be removed from the website together with rationale – confirmed as completed.</p> <p>8.0 Technician Registration – pending Trevor Patterson’s return to work.</p>	
6.0	Premises Standards <i>For Approval</i>	<p>The Chair of the ESR Committee presented the following documents to Council. He advised Council that the review and enhancement of the Premises Standards sits within the Corporate Strategy. He further advised that the views gleaned from the consultation are reflected within the standards.</p> <ul style="list-style-type: none"> • Premises Standards Consultation Report 20/03/18; • Premises Standards Briefing Paper May 2017; • Premises Standards 17 May 2018; and • Table of proposed changes 14 May 2018. <p>The President advised Council that he, Brendan Kerr & Mark Neale met with the Department last week to ensure there is a period of grace between publication and commencement of new premises standards legislation. He further advised that there has been feedback from the Department on the draft Standards and their comments have been incorporated in the document.</p> <p>A working group is being set up by the Department to oversee the implementation of these Standards. A meeting was also held with the CPO and correspondence received thereafter. The President advised that, in his response, he will make it clear that dedicated resources will</p>	

		<p>be required to implement the Standards with some form of piloting over the next six months before the Standards become effective early in 2019. The responsibility for this sits with the Department not with the Society. The implementation will, however, involve a number of Society staff working closely with the Department to formulate a means of assessing premises standards including indicators for inspectors. A pilot study will provide the opportunity to work with key stakeholders to prepare them for when the Standards come into effect. The President will keep Council informed of developments.</p> <p>Council approved the Premises Standards as presented.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> • Premises Standards approved by Council. </div>	<p>Decision: Proposed: Sandra Cooke Seconded: Gareth Peeples</p>
7.0	Standards Review <i>For Approval</i>	<p>The Chair of the ESR Committee and the Registrar presented the following papers to Council:</p> <ul style="list-style-type: none"> • Standards & Guidance Framework; • Initial Review of Standards & Guidance for Pharmacist Prescribers; • Initial Review on Guidance for Raising Concerns; • Initial Review on Guidance for Professional Indemnity cover for pharmacists in NI; • Initial Review into Supplementary Guidance on Professional Boundaries. <p>Council was requested to:</p> <ul style="list-style-type: none"> • approve the endorsement by ESR Committee of the recommendations within the Initial Review of Standards and 	

		<p>Guidance for Pharmacist prescribers 2013. (Related review paper attached)</p> <ul style="list-style-type: none"> • approve the endorsement by ESR Committee of the recommendations within Initial Review on Guidance for Raising Concerns, (Related review paper attached) • approve the endorsement by ESR Committee of the recommendations within the Initial Review on Guidance for Professional indemnity cover for pharmacists in Northern Ireland, (Related review paper attached) • approve the endorsement by ESR Committee of the recommendations within the Initial Review into Supplementary Guidance: Maintaining clear professional boundaries with patients and carers, (Related review paper attached). <p>Council approved all recommendations within the papers.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> • All recommendations within the above papers approved by Council. </div>	<p>Decision: Proposed: Gareth Peeples Seconded: Sandra Cooke</p>
8.0	President's Report <i>For Information</i>	<p>The President confirmed that, should Trevor Patterson's absence be prolonged, both he and Ciaran Hunter as Acting Vice-President will work closely with SMT. Mark Neale confirmed to Council that at least 1 member of SMT will be present in the office during Trevor Patterson's absence. The President thanked SMT for their work over the past couple of weeks.</p>	

		<p><u>Governance</u></p> <p>The President advised that he has met with Leigh Brown. In Trevor Patterson's absence, the President decided that to proceed with the planned review of Risk Tolerance would be inappropriate. Therefore, Leigh Brown has been asked to provisionally hold 31/07/18 for this exercise with Council and the planned Governance review will necessarily be extended, probably into the early part of 2019.</p> <p>Rebalancing</p> <p>The President advised that, in the last few days, confirmation re rebalancing has been received from the Department of Health (London). A public consultation is to be initiated imminently in relation to hospital dispensing, supervision, deputy registrar, etc. This legislation will provide us with the legislative basis to establish a new Deputy Registrar arrangement.</p> <p>Council Recruitment</p> <p>The President advised that 31 applications were received, 9 Registrant and 22 Lay. 7 have applied for the Vice President role. He expressed his thanks to Pharmacy Forum as it was clear that a number of applicants had attended the prior Pharmacy Forum briefing event. The feedback from this event was very positive and provided valuable training. The recruitment competition is currently underway with the shortlisting having been completed resulting in 10 Lay applicants and 6 Registrant applicants selected for interview. Interviews will take place in the next 2-</p>	
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		<p>3 weeks up to 29 June 2018. It is hoped that to be able to appoint 4 Registrant members, 2 Lay members and a healthy reserve list. Applicants included some with considerable experience and background in governance. The general quality from Registrant applicants was good. It is expected that approval of appointments will be undertaken by the Department in the absence of an Executive Minister.</p> <p><u>Pharmaceutical Society Ireland Council meeting</u></p> <p>The President advised that, following the recent agreement on an MOU he attended the PSI Council meeting on 17 May 2018 where he was warmly welcomed. He noted the following:</p> <ul style="list-style-type: none"> • The PSI Council has a mentoring scheme whereby new members of Council are mentored by a current member for a brief period to assist them in assimilating with Council business and operation. The President asked Council to consider the merits of such a scheme in relation to new PSNI Council members. • The PSI Council is taking action to deliver regulation in accordance with the WHO Third Global Challenge on Medication Without Harm. This seeks the commitment of health ministers, health-system leaders, educational institutions, experts and regulators, researchers, pharmaceutical companies, patient representative bodies and professional organisations. Its goal is to reduce the level of severe, avoidable harm related to medications by 50% over 5 years, globally. <p>Council agreed that it is part of our strategic approach to encourage improvement and the President confirmed that he will</p>	<p>Action: Jim Livingstone</p>
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		<p>meet with SMT to discuss PSNI's potential engagement with the WHO Third Global Challenge.</p> <ul style="list-style-type: none"> • PSI are engaging external expert trainers to assist in improving quality and consistency of reporting, avoidance of bias and improved decision making in Fitness to Practise Committees. • PSI has provided guidance to all Council members and staff on media engagement (press/TV/radio and new social media). The President suggested that this may be a valuable exercise for PSNI to undertake particularly in relation to the use of social media. <p>Following discussion in which Council members agreed that some guidance would be very helpful, the President requested that Mark Neale outline guidance on media engagement and report back to Council on what methods are used by other regulators.</p> <ul style="list-style-type: none"> • PSI Council has agreed to publish all Registrar and CEO reports on their website. • PSI has recently completed programme of 11 meetings around Ireland aimed at Superintendent Pharmacists as the key "decision-makers and managers" at which there was a broad exchange of views on how pharmacy regulation operates and on the basis that, in their role, they are best placed to shape behaviour of the wider pharmacist population. Approximately 23% of all Superintendents attended. 	<p>Action: Mark Neale</p>
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		<p>Following discussion, Council agreed to bring their thoughts back to Council in relation to alternative ways to reach out to pharmacists and the pharmacy industry. This item will be revisited at future Council meetings.</p> <ul style="list-style-type: none"> The potential implications of Brexit for pharmacy education was discussed with a PSI Council Member requesting information on the number of Irish students currently studying pharmacy in GB and NI. The Council member raised concern on whether or not he should encourage his son to study Pharmacy at a UK university, knowing that he will graduate after 2019 and may not be able to work in ROI if legislative change is not accommodated. This may also apply to NI students graduating in ROI universities. <p>The President advised Council that the PSI President, Rory O'Donnell, plans to attend one of our future Council meetings. Thereafter, a member of respective Councils or SMTs could attend PSI/PSNI Council meetings. Council members should advise the President if they wish to attend a PSI meeting.</p> <div data-bbox="779 1061 1505 1305" style="border: 1px solid black; background-color: #f0f0f0; padding: 10px;"> <ul style="list-style-type: none"> The President is to meet with SMT in relation to potential involvement with the WHO Global Challenge. Mark Neale is to outline guidance on media engagement and report back to Council on what methods are used by other regulators. </div>	<p>Action: Council</p>
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		<ul style="list-style-type: none"> Council members are to consider alternative ways to reach out to pharmacists and the pharmacy industry and report back to Council. 	
9.0	CEO's Report <i>For Information</i>	The Registrar drew Council's attention to point 10 in the report and confirmed that the CEO is fully abreast of all developments in relation to the Pharmacy Workforce Review Project.	
10.0	Governance Review Workshop <i>For Information</i>	The President had previously noted his discussions with Leigh Brown regarding the Risk Tolerance exercise to be undertaken at a future Council meeting – perhaps 31st July 2018. SMT will then devise a risk tolerance framework after which another workshop will be held to consider the structure in the organisation in terms of Committees, etc, perhaps early in the New Year when new Council members are in place. A suggestion to put the second workshop back further to allow new members time to settle into their Council role, get a feel for the organisation and for the culture of Council, which will change slightly with new members, to adjust. In welcoming Council's advice, the President agreed to postponing the workshop until perhaps March 2019. Papers on risk appetite and risk tolerance will be produced and circulated in the interim.	
11.0	Report on Progress Against Strategy <i>For Information</i>	The content of the report was noted.	

12.0	Fitness to Practise Training <i>For Information</i>	Mark Neale advised Council that the training was attended by members of the Statutory and Scrutiny Committees, the Reserve List for both Committees, Clinical Advisors and 4 members of staff from NISCC. Mindwise, PSA and Mary O'Rourke were the key speakers.	
13.0	Risk Register <i>For Information</i>	The content of the report was noted.	
14.0	Resources Committee <i>For Information</i>	The Committee Minutes were noted.	
15.0	ESR Committee <i>For Information</i>	The Committee Minutes were noted.	
16.0	Corp Communications <i>For Information</i>	The Committee Minutes were noted.	
17.0	Correspondence Log <i>For Information</i>	<p>Correspondence has been sent to:</p> <ul style="list-style-type: none"> • Sharon Haughey regarding previous Assessors queries. No response has been received; and • Andrew McCormick re Council's concerns regarding Brexit. A meeting in late Summer has been suggested by the President and we await a response. • 	
18.0	Any Other Business	No other business was tabled.	
19.0	Date of Next Council Meeting	The next Public Council meeting is scheduled for 31 July 2018 commencing at 09:30 hours.	