

<p>I. Matters of Accuracy</p> <p>2.2 Adoption of Minutes</p> <p>2.3 Matters Arising</p>	<p>Minutes were accepted as a true record</p> <p>Council acknowledged:</p> <ul style="list-style-type: none"> I. The Chief Executive gave an update on the SLA with GPhC on Education matters. Following a request to add a section on Independent Prescribers Council were advised that the solicitors were reviewing the proposed wording on the additional section before reporting on the entire document. II. Michelle McCorry gave an overview of how the Revalidation Task Group was appointed, Council noted the group was appointed by invitation III. The President asked Council to note the different format of the Council agenda, how the packs are presented and how documents are circulated to members in advance of the meeting via the website. The President requested Council to note the current format is a test run and asked for feedback. 	<p>Proposed: P Douglas Seconded: D Jones</p>
<p>3 Tabling of any other business</p>	<p>No other business was tabled.</p>	
<p>4 Conflict of Interest</p>	<p>No conflict of Interest was declared</p>	

5 Pharmacy Forum

- Update from the Forum Chair, Anne McAllister
- Report from the Pharmacy Forum

Anne McAllister, Chair of the Pharmacy Forum gave a verbal update to Council on the Forum's recent activity. A Business Plan from the Pharmacy Forum was presented to Council, McAllister explained the document had evolved from the Forum's away day last May and was largely based on their Term's of Reference and the transition project undertaken at the beginning of the Forum's formation. Council were informed it is the Forum's plan in 2013/14 to move into a more strategic way of working but a question remained, recognising an imminent election, on timing for development of the plan.

The Chair gave an overview of the current Business Plan and explained the five key areas covered:

- I. The Forum has set out various ways to ensure an effective working relationship with Council is maintained. This point covers the Forum's budget for 2013/2014, the Forum's manager reports to Council and consultations responses. Council were asked to note that some issues are outstanding including a Communication plan to liaise with Council and a meeting between the Chairs and the officers of the two bodies.
- II. A large volume of activity has been spent on Services to membership. The Forum has focussed their efforts on building relationships with stakeholders, CPD facilitation and Pre-registration training.
- III. The third section of the document covers the administration of bursaries and funds. The Forum Chair explained the process of administering funds and how this is reported back the board. Significant work has gone into trusteeship and the underpinning legal framework.
- IV. The Governance section of the Business Plan outlines the committee structures and governance procedures. The governance handbook is in development as it was necessary that committees were in place first before this task could be completed, the Chair also informed Council the Forum is currently looking at the Risk Register and how it will fit into the organisation's overall Risk Register
- V. Section 5 of the plan covers general priorities. The Chair gave an update on the branding exercise that was undertaken and an update of the website development. The Chair noted they are slightly behind with the web site project, this has meant the Forum has not had a web presence since October/November 2012. The Chair acknowledged this task now needed to be completed urgently.

The President thanked The Chair for the presentation and Council noted the document was both impressive and a reassurance to Council. Following this update Ms McAllister took a series of questions from Council members, the following points were noted:

- The Forum Chair responded to queries in relation the implementation of CPD in June but detailing what steps have been taken so far and future plans to ensure Registrants are supported and informed of how this will affect them. The Forum Manager Julie Greenfield explained the website will act as a core part of the support process; information events will take place later in the year and one to one facilitation will be made available to those who require it. However it was noted that with limited resources the Forum may need to reassess this and cut back on some of the planed support. John Corr from the Pharmaceutical Society Ireland asked if the Forum sought state funding for CPD, he explained the Irish Government has made funds available enabling the PSI to deliver more.
- Council enquired if registrants have given any feedback to suggest they are aware of the changes within in the organisation and the formation of the Forum. The Forum manger explained the Forum elections had 17% of registrants vote and this was a good indicator that they were aware of the changes as it was a record high for an election. The Forum Chair and manager both agreed that the implementation of CPD will be a good way to highlight the changes as many registrants will need support as they will affect their daily work.
- A discussion took place regarding the planned CPD events by the regulator in January. The President suggested it would be a good opportunity for the Pharmacy Forum to attend and discuss facilitation. The Forum had planned to attend but were cautious about their involvement in the events as they are keen that registrants are aware of the clear separation between the two sides of the organisation. The Forum Chair stated that with such a short period time she didn't feel they would be have enough time to prepare and would prefer to have a firm presence at the later, post consultation events. Council acknowledged this and confirmed the invitation to the events was open if the Forum wished to attend.
- The Vice President enquired how registrants communicate with the Forum if they wish to and how the member's interest is measured. The Forum explained so far they have conducted a survey and received a positive level of response and have other opportunities planned in the future, however the website is key to communicate with registrants and to enable them to contact the Forum.
- The Chair of the Audit and Risk Committee, James Perry informed the Forum staff that he is currently working on internal audit procedures for the regulator and it may be useful to have a meeting with the Forum to discuss this with them once he has the functions in place.

The President thanked the Pharmacy Forum for attending Council and noted that Council are extremely keen to continue to work together with them.

<p>6 Council Strategy</p>	<p>The President referred to the Draft Strategy document provided to Council, this has been drawn up with the help of Frank McGlone who attended sessions with Council in December 2012 to help form and implement the proposed strategy. Council are content with the themes and priorities listed therefore subject to the action point below The President suggested the next step in this project will be a Strategy Task Group which will be composed of the SMT, the Officers and 3 council members to review the strategy and ensure its implementation. It was agreed that the work carried out by the group needs to be completed quite quickly and the suggestion to use the Balanced Scorecard as a measurement system will be adopted by the group.</p> <p>Action Point: The following Council members volunteered to sit on the Strategy Task Group: Paul Douglas, Anne Marie Telford and Helena Buchanan</p> <p>Action Point: It was requested that references to Revalidation be amended to read “continuing fitness to practise” in the document</p>	<p>CW/CEO</p> <p>CEO/Strategy Task Group</p>
<p>7 Transforming Your Care</p> <ul style="list-style-type: none"> • How Consultations are considered for response-Suggested Policy 	<p>The Head of Public Affairs, Mark Neale gave Council an overview of the paper presented to Council ‘Principles for Consultation’. A brief discussion took place surrounding the procedures and principles in place for responding to consultations. Mark Neale suggested the best practice would be to provide a list of consultations to the Regulatory Compliance Committee and the policy staff would advise the committee what we should respond to. It was agreed that the list would be communicated to committee members via email if timescales did not fit around committee meeting dates.</p> <p>A detailed discussion took place around point 3 in the paper ‘Standards and Guidance issued by other regulators’. Some Council members expressed concern over the wording of this point. A brief discussion took place and it was felt that alternative wording would clarify the point and ensure that the organisation is able to properly respond to other regulators consultations.</p> <p>Action Point: Mark Neale agreed to redraft point 3 of the paper ‘Principles for Consultation Responses’. It was agreed this would be circulated to Council Friday 11th January and will be communicated via email</p> <p>A further discussion took place around the Consultation responses from the Pharmacy Forum. Council expressed concern that as Council has overall responsibility for the leadership function and are accountable for the reputation of the organisation it would be beneficial to see them.</p> <p>Action Point: Council agreed it would be beneficial to see consultation responses from the Pharmacy Forum to ensure Council is fulfilling its governance obligations. There was no desire to approve or otherwise responses. It was agreed this would be one of the items the</p>	<p>Mark Neale</p> <p>Jacqui Dougan</p>

<ul style="list-style-type: none"> TYC suggested response 	<p>Council Officers would discuss with the Pharmacy Forum Officers at their next meeting.</p> <p>The Head of Public Affairs gave a brief background to Transforming Your Care and highlighted the 5 key areas the organisation should discuss with DHSSPSNI in relation to the proposed legislation; these areas are listed in the draft response. After a brief discussion Council suggested they were content with the draft response subject to some amendment, but requested that the 'public interest' should be highlighted.</p>	
<p>8 CPD Events</p>	<p>The Head of Public Affairs gave the Council an update of the CPD Information Evenings taking place in January. At present there are 39 people registered for the Cookstown event and 73 for the Belfast event. A brief discussion took place around how the event was promoted to registrants the following was noted:</p> <ul style="list-style-type: none"> Three different forms of communication were used to promote the event, email, letter and a text service. There was a high response to both events from the Pre-Registration students, 5% of students had signed up to the events within two days of initial contact. It was noted the text service used to promote the event was a very effective way to communicate with registrants. A brief discussion took place around the CPD Consultation and the timetable in place. It was agreed that Council may need to pass authority to the Regulatory Compliance committee for discussion as the April Council meeting will be too late to take to all other committees and have final sign off. A brief discussion took place regarding the organisation's current relationship with the Patient Client Council. It was suggested they would be a useful ally to help encourage public interest in consultation responses. <p>Action Point: A summary of the CPD Consultation responses will be provided to the Regulatory Compliance committee by 20th February and to Council on 26th February – Council to consider authorising any changes arising from the consultation to be made by Regulatory Compliance – Council to be given email opportunity to comment on final draft – a communications plan for the launch of the framework to be presented to April 2013 Council via Resources committee for approval</p> <p>Action Point : PCC to be invited to a future meeting of Council to discuss working together to improve public engagement – a good issue could be the “Disclosure Policy”</p>	<p>Mark Neale/Grainne Magee</p> <p>Mark Neale</p>

<p>9 The Role of the Audit and Risk Committee</p>	<p>The President asked the Chair of the Audit and Risk Committee to present the paper provided in item 14.7.1 on internal audit functions to Council. James Perry gave Council an overview of the document and explained its purpose was that Council agreed to approve an external supplier to conduct internal audits. It was agreed that this proposal was essential as it is important that Council members aren't caught up in day to day auditing processes. The Chair noted that he was aware of organisation's who provide a similar cost effective service to other organisations.</p> <p>Key Decision: Council agreed to empower the Audit and Risk Committee to engage an external supplier to provide an appropriate Internal Audit Service and to oversee their work for the organisation – this latter task to be added to the paper</p> <p>Action Point: James Perry agreed to draft a paper for the next Audit and Risk meeting detailing organisations who can provide an audit service</p>	<p>Proposer: Martin Bradley Seconded: Lisa Byers</p> <p>James Perry</p>
<p>10 CHRE/PSA Timetable 2012 and 2013</p>	<p>The Chief Executive gave a verbal update on the CHRE timetable used for the 2012 submission, he asked Council to note that no timeframes have been given so far for 2013 but they should be quite similar to the 2012 timetable. The Audit and Risk Committee's role in the CHRE project was highlighted to Council for the 2012 process and was assumed to be the same for 2013. The committee will ensure that the process is carried out in accordance with agreed audit policies. Council agreed that CHRE/PSA should remain a key focus for Council meetings throughout the year. Council were also asked to note the CHRE have now changed their name to the Professional Standards Authority and future correspondence and documents will carry this new name.</p> <p>Action Point: Council requested that CHRE / PSA remains on the Council agenda throughout the year as a main heading and agreed the format for future involvement</p>	<p>CEO/Jacqui Dougan/Claire Williamson</p>
<p>11 Website Update</p>	<p>The Head of Public Affairs, Mark Neale gave Council a verbal update on the website development project. 95% of the regulator's website is now working including the event management system to book events (including the recent CPD Events.) The ecommerce package using a PayPal account for events has been set up and ready for testing. The Pharmacy Forum's website is still under construction, Council were asked to note that the agreed time frame given to the Forum had not changed. A brief discussion took place regarding</p>	

	<p>the new arrangements to supply Council with papers in advance of meetings, all agreed the website is very user friendly and would be beneficial for members to access papers online at meetings if WI-Fi was available throughout the building.</p> <p>Action Point: The CEO agreed to get a costing for Wi-Fi to be extended to the back hall</p> <p>A brief discussion took place around the policy in place to publish Council minutes. It was noted a time delay will be in place until Council approves minutes from their previous meeting at the next Council meeting.</p> <p>Action Point: It was agreed that a policy needs to be formulated in relation to Council / Committee minutes being published on the website.</p>	<p>CEO</p> <p>Executive Committee</p>
<p>12 Legislative Update</p>	<p>The Chief Executive gave Council an update on the proposed changes to CPD regulations, a need to remove any possibility of a right of appeal to remedial measures has been identified along with the requirement for PI insurance by 13th October 2013. These would all be effected through amendments to the Pharmacy Order.</p>	
<p>13 Staff Reports</p> <p>13.1 The Chief Executive Report</p>	<p>The Chief Executive Report was provided for Information on the Council area on the website.</p>	

14 Committees of Council

14.1 Regulatory Compliance Committee

The President explained a part of the new format of the agenda all Motion's to Council will be reported through the Regulatory Compliance Committee, individual committee chairs will be asked to address Council if necessary.

Key Decision: Council agreed to use the template from the Communication and Consultation Plan for the Disclosure Policy as a standard format for all future Communication and Consultation Plans

Key Decision: Council agreed the Education Committee can design a more robust process to appoint a new external examiner

Key Decision: Council agreed with the Regulatory Compliance committee to recommend the second logo to be used in the EU Internet Pharmacies consultation

The Head of Public Affairs, Mark Neale informed Council a discussion had taken place at the last Resources Committee in relation to Political Party Conferences, Council agreed it would be beneficial for to be represented at these events.

Action Point: Council members were asked to register their interest in attending Political Conferences this year with Claire Williamson, the following has been confirmed: Sinn Fein 12/13 April Castlebar, Galway and The Alliance Party 2 March, La Mon Hotel.

Action Point: The Vice President asked that a briefing paper detailing the reason for attendance, what is to be achieved and relevant issues to promote or people to meet be provided to attendees

Grainne Magee (Policy Officer) gave Council an overview of the Communication and

**Proposer: Jacqui Dougan
Seconder: Helena Buchanan**

**Proposer: Lisa Byers
Seconder: Martin Bradley**

**Proposer: Jacqui Dougan
Seconder: Marie Smith**

Claire Williamson

Mark Neale

Consultation Plan for the Disclosure Policy. The Regulatory Compliance Committee have agreed these documents already, however Council thanked Grainne for the information provided.

14.1.2 The Registrars Report

The Registrar's Report was provided for Information on the Council area on the website. The Registrar gave Council an overview of the recruitment process used to recruit candidates for the Fitness to Practice Committees. An explanation was given to Council regarding the use of reserve candidates, this process is in place to ensure that a costly recruitment process is not required within 2 years of a vacancy arising.

Proposer: Jacqui

	<p>Key Decision: Council agreed to the appointment of one registrant member to Statutory Committee and one registrant reserve to each FtP Committee</p> <p>The following people have been appointed:</p> <ul style="list-style-type: none"> • John MClintock be appointed to the Statutory Committee • Michael Hamill - Reserve on Statutory Committee • Patricia Holden - Reserve on Scrutiny Committee 	<p>Dougan Secunder: Brenda Maitland</p>
<p>14.2 Resources Committee</p> <p>14.2.1 Key action points and decisions from last meeting</p> <p>14.2.2 Head of Public Affairs Report</p>	<p>The key decisions and action points were provided for Information only, full committee minutes were provided on the website in advance of the Council meeting.</p> <p>The Head of Public Affairs report was provided for Information only on the website.</p>	
<p>14.3 Education Committee</p> <p>14.3.1 Key action points and decisions from last meeting</p>	<p>The key decisions and action points were provided for Information only, full committee minutes were provided on the website in advance of the Council meeting.</p>	
<p>14.4 Standards and Guidance Committee</p> <p>14.4.1 Key action points and decisions from last meeting</p>	<p>The key decisions and action points were provided for Information only, full committee minutes were provided on the website in advance of the Council meeting.</p>	

<p>14.5 Fitness to Practice</p> <p>14.5.1 Key action points and decisions from last meeting</p> <p>14.5.2 Approval by Council of overarching KPI's for fitness to practice procedures</p> <p>14.5.3 Proposed process for review of decisions to close cases made by the Registrar and Scrutiny Committee</p>	<p>The key decisions and action points were provided for Information only, full committee minutes were provided on the website in advance of the Council meeting.</p> <p>The Chair of Fitness to Practice, Anne Marie Telford presented a motion to Council to approve KPI's in relation to Fitness to Practice procedures. The KPI's have been developed in line with CHRE and what other time frames other regulators have developed in their procedures.</p> <p>Key Decision: Council agreed overarching KPI's for fitness to practice procedures</p> <p>The Chair presented a table to Council detailing a proposed process for review of decisions to close Ftp cases. A brief discussion took place and it was agreed that this area needs more research and it would be best to have more information before a final decision is reached.</p> <p>Action Point: The Chair of Fitness to Practice agreed to ask the committee to look at the proposed process for review of decisions to close cases by the Registrar and Scrutiny Committee and present a paper at the next Council meeting</p>	<p>Proposer: Anne Marie Telford Seconder: James Perry</p> <p>James Perry</p>
<p>14.6 Registration Committee</p>	<p>The Registration Committee will not meet until after the Council meeting therefore no minutes or actions are available.</p>	

<p>14.7 Audit and Risk Committee</p> <p>14.7.1 Key Decisions and actions from last meeting</p> <p>14.7.2 Internal Audit Function</p>	<p>The key decisions and action points were provided for Information only, full committee minutes were provided on the website in advance of the Council meeting.</p> <p>This paper was discussed at item 9 in the agenda.</p>	
<p>15 Correspondence Log</p> <p>15.1.1 Letter from Dr Norman Morrow re: Sale of e-cigarettes</p> <p>15.1.2 Letter from Dr Norman Morrow re: CPO Post</p>	<p>The President asked The Registrar at this point for an update on the organisation’s response to this letter. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • There is a lack of robust evidence that e-cigarettes help to stop smoking • There has been no research or evidence provided on what is actually contained in both nicotine and non nicotine e-cigarettes • Some Council members felt that e-cigarettes that don’t contain nicotine would still encourage people to smoke • There was a feeling amongst Council that if Pharmacists choose to sell these products they may be giving them an endorsement in the absence of evidence. <p>Action Point: Council agreed the Standards and Guidance Committee need to revisit this issue again at their next meeting to establish what response will be given.</p> <p>Council acknowledged the correspondence.</p> <p>Action Point: Council agreed to send Dr Morrow a letter acknowledging his retirement</p>	<p>Brendan Kerr/Standards and Guidance Committee</p> <p>Claire Williamson/CEO/Jacqui Dougan</p>
<p>16 Recent and Coming events</p>	<p>No other events have been planned other than the CPD events in January discussed in item 8.</p>	

17 AOB	No other business was discussed.	
18 Date of Next Meeting	<p>The next meeting will take place on 26th February at 1pm.</p> <p>The President requested if the April meeting could be re-scheduled to 19th April at 09.30am.</p> <p>Action Point: Claire Williamson to send a Doodle Poll to agree April meeting date</p>	<p>Claire Williamson</p>