

**Minutes**  
**Council Meeting - Public**  
**Tuesday 14 September 2017 @ 10:15 hrs – 12:00 hrs**

	<b>Commencement of Meeting</b>	The meeting commenced at 10:15 hrs.	
	<b>Agenda Item</b>	<p><b>Present</b></p> <p>Dr Jim Livingstone (President)          Mr Ciaran Hunter (VP)          Mr Mark Campbell          Miss Sandra Cooke          Mr James Perry          Miss Laura Murphy          Prof Patrick Murphy          Miss Eleanor Magennis</p> <p><b>In Attendance</b></p> <p>Mr Trevor Patterson (Chief Executive)          Mrs Joan Duffy (Business Manager)          Mr Mark Neale (Head of Public Affairs)          Mr Brendan Kerr (Registrar)          Mrs June Alexander (Executive Assistant)</p>	<p><b>Apologies</b></p> <p>Prof Martin Bradley          Mr Gareth Peeples          Miss Colleen Duffy</p> <p><b>Public Attending</b></p> <p>None</p>

1.0	<p><b>Welcome</b></p> <p><b>Apologies</b></p> <p><b>Public Attendance</b></p> <p><b>Register of Interest</b></p> <p><b>Tabling of AOB</b></p>	<p>The President welcomed those present to the meeting, thanked them for their attendance and apologised for the delay in commencing proceedings.</p> <p>Apologies were noted from Prof Martin Bradley, Miss Colleen Duffy and Mr Gareth Peeples. Miss Sandra Cooke was thanked for her efforts to attend to ensure a quorate meeting.</p> <p>No members of the public were in attendance.</p> <p>Council noted that Mr Ciaran Hunter and Miss Sandra Cooke had declared their interest in pharmacy business in the Register of Interests.</p> <p>The President tabled “Quorate Meetings” for discussion later in proceedings.</p>	
2.0	<p><b>Deputations</b></p>	<p>The President was present throughout the Meeting. There was no requirement for Deputation.</p>	
3.0	<p><b>Conflict of Interests</b></p>	<p>No conflicts of interest were declared.</p>	
4.0	<p><b>Council Minutes</b> <i>For Approval</i></p> <p><b>Key Action Points</b> <i>For Information</i></p>	<p>The Minutes from the Public Council Meeting of July 2017 were adopted as a true and accurate record of proceedings.</p> <p><u>Independent Prescriber Regulations</u></p> <p>The President advised that the Independent Prescriber (IP) Regulations had received approval from the Department of Health (DoH) and had been signed by the President and CEO. The Regulations will be laid in the Assembly for 21+1 days after signature by DoH and will be considered by the Health Committee when it returns to the Assembly. The President</p>	

		<p>further explained that, as a direct result of PSNI’s review of legislation, it was discovered that IPs were not covered by specific regulations in the same way as SP. The Regulations now address this anomaly, allowing IPs to be annotated, and bringing all the prescribing regulations into line with HMR 2012.</p> <p><u>Fit &amp; Proper Person</u></p> <p>The CEO confirmed that a paper will be presented to Council at a future meeting.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Key Decisions &amp; Actions</b>          Present a paper on Fit &amp; Proper Person for future Council meeting.</p> </div>	
5.0	<p><b>President’s Report</b>  <i>For Information</i></p>	<p><u>Meeting with CPO</u></p> <p>The President advised that regular meetings between CPO and PSNI have been agreed. Reference had been made to IPs at the last meeting, which Ciaran Hunter attended on behalf of the President.</p> <p><u>Governance</u></p> <p>The President advised that the Strategic Plan contains a proposal to review governance. He proposed a review of governance in terms of Committee structures, Standing Orders and powers of delegation. The importance of the model, responsibilities and conceptual framework behind governance was noted. Terms of Reference are being developed by the President and CEO – options to be progressed through one or two Council workshops in early 2018. The draft Terms of Reference will be presented at the next Council meeting.</p>	

		<p><u>GPhC Workshop – 07/09/17</u></p> <p>The President advised that he and Miss Laura Murphy attended the above event which was in relation to Rebalancing. GPhC’s thinking would appear to be very much in line with that of PSNI. A presentation was given by Professor Zubin Austin, Chair of the Faculty of Pharmacy, University of Toronto, Canada. The presentation gave an international perspective on pharmacy regulation, education and delivery of service and was challenging, highlighting the growing influence that employers have on growing models of service, etc. He also spoke of the international development of education of pharmacists which increasingly concentrates on time on imparting knowledge and academic status and arguably less to the application of knowledge to resolve problems. The President has a copy of the presentation which he will circulate to Council Members. He also plans to investigate bringing Professor Austin to Northern Ireland.</p> <p><u>Pharmacy Forum</u></p> <p>The President and VP met with Pharmacy Forum at the Joint Officers meeting last week. Pharmacy Forum raised the issue of the use of the Chain of Office which has not been routinely used since 2012. It was noted that a chain of office is associated with professional leadership bodies – where people are elected to positions – PSNI is a regulator and the connection to the chain is in relation to the President title rather than the more common chair for such bodies. The PSNI Chain of Office, and Vice President’s Medal, are items of historical interest and Council will be provided with a paper outlining various options for their future.</p>	
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6.0	<p><b>CEO Report</b> <i>For Information</i></p>	<p>The CEO advised that all items within his report are covered within the Agenda and invited questions, there were none.</p>	
7.0	<p><b>Annual Report &amp; Accounts</b> <i>For Approval</i></p>	<p>Mr Jim Perry, Chair of the Audit &amp; Risk Committee, advised that said Committee met on 05 September 2017 and considered the Annual Report &amp; Accounts which had previously been scrutinised by the Resource</p>	

		<p>Committee. Mr Ciaran Hunter, Chair of the Resource Committee, the External Auditors – KPMG and Internal Auditors – Grant Thornton attended the meeting. During that meeting, Committee Members had a private meeting with the external auditors.</p> <p>Mr Perry confirmed that the Audit &amp; Risk Committee, together with the Resource Committee, recommended the formal adoption of the Annual Report and Accounts by Council.</p> <p>The Annual Report and Accounts were adopted accordingly.</p> <p>Mr Jim Perry extended his thanks to Mrs Joan Duffy, Business Manager, and her team for all their efforts.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Key Decisions &amp; Actions</b>          The Annual Report and Accounts 2016/17 were adopted by Council.</p> </div>	<p>Proposed by: Jim Perry</p> <p>Seconded by: Ciaran Hunter</p>
8.0	<p><b>IP Regulations</b> <i>For Information</i></p>	See Action Points under Item 4.0.	
9.0	<p><b>Council’s Response to Standards of Good Regulation</b> <i>For Approval</i></p>	<p>The CEO advised that PSNI’s response had been due on 13 September 2017 but that PSA had granted an extension to permit Council to review the response.</p> <p>Council proceeded to discuss measurement of improvement; quantitative improvement; qualitative measurement; benefits of a narrative approach as opposed to pass/fail; and how it is measured and reported upon.</p>	

		<p>Discussion also included resource required; protection of the public; and quality of outcomes.</p> <p>Following discussion, Council approved the PSNI response to PSA.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Key Decisions &amp; Actions</b>          Council approved PSNI’s response to PSA in relation to Standards of Good Regulation.</p> </div>	<p>Proposed by: Sandra Cooke</p> <p>Seconded by: Eleanor Magennis</p>
10.0	<p><b>3 Year Internal Audit Strategy</b>  <i>For Approval</i></p>	<p>Council was provided with two papers: Audit Charter and Statement of Internal Audit Activity.</p> <p>Mr Jim Perry confirmed to Council that the Audit &amp; Risk Committee had reviewed and, considering that it is a comprehensive approach to internal audit for the organisation, approved the Charter drawn up by Grant Thornton.</p> <p>Council Members were directed to areas to be covered by the internal audit plan and the breakdown of days to be dedicated to each area.</p> <p>Council approved the 3 Year Internal Audit Strategy and Grant Thornton will be advised accordingly.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Key Decisions &amp; Actions</b>          Council approved the Grant Thornton 3 Year Internal Audit Strategy. EA to advise grant Thornton</p> </div>	<p>Proposed by: Mark Campbell</p> <p>Seconded by: Ciaran Hunter</p>

<p>11.0</p>	<p><b>Scrutiny Committee</b> <i>To Note</i></p>	<p>Following review of the report provided by the Chair of the Scrutiny Committee, Council was asked to note the draft observations contained therein. Council considered the papers and noted; That the MDS letter originally sent in 2015 should be reissued The registrar should communicate to all registrants the importance of recognising that behaviours and actions outside the workplace can have a bearing on FTP.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Key Decisions &amp; Actions</b></p> <p>The MDS letter originally sent in 2015 should be reissued.</p> <p>The Registrar should communicate to all registrants the importance of recognising that behaviours and actions outside the workplace can have a bearing on FTP.</p> </div>	
<p>12.0</p>	<p><b>Premises Standards Consultation</b> <i>For Approval</i></p>	<p>The Chair of the ESR Committee presented the Premises Standards papers to Council which were drawn up following a pre-consultation process involving the Department of Health, Health &amp; Social Care Board, representative bodies and Pharmacy Forum. He extended his thanks to Brendan Kerr and his team for this significant piece of work.</p> <p>The Chair commended the Pharmacy Standards to Council for release to consultation. Along with the consultation document.</p> <p>The CEO drew Council's attention to the matter of duration of consultation and the 3 options set out: 8 weeks, 10 weeks or 12 weeks.</p>	<p>Proposed by: Mark Campbell</p>

		<p>Following discussion, in which Council considered recent government thinking on duration, the benefits and challenges of various periods of consultation and proportionality, Council unanimously decided that the optimum period for consultation should be 8 weeks.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Key Decisions &amp; Actions</b></p> <p>Premises standards consultation approved for release – duration 8 weeks</p> </div>	<p>Seconded by: Ciaran Hunter</p>
13.0	<p><b>Memorandum of Understanding (PSNI and PSI)</b> <i>For Approval</i></p>	<p>The CEO explained that the Memorandum of Understanding promotes the notion of data sharing, partnership, data protection, etc, and helps to explain why we share data. Discussion ensued in relation to Brexit effect on matters of this nature.</p> <p>The CEO commended the Memorandum of Understanding to Council.</p> <p>Council approval was granted.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Key Decisions &amp; Actions</b></p> <p>Council approved the Memorandum of Understanding between PSNI and PSI. CEO to sign</p> </div>	<p>Proposed by: Mark Campbell</p> <p>Seconded by: Sandra Cooke</p>
14.0	<p><b>Report on Progress against Strategy</b> <i>To Note</i></p>	<p>The CEO presented the report and noted that the absence of the Assembly will result in delayed commencement of some items within the Strategy – whilst this showed as amber, it was hoped that the items could be completed within the lifetime of the strategy.</p>	

15.0	<b>COMMITTEE BUSINESS</b>	See below	
16.0	<b>Resource Committee</b> <i>For Information</i>	Noted	
17.0	<b>Corporate Communications</b> <i>For Information</i>	Nothing to report	
18.0	<b>Audit &amp; Risk Committee</b> <i>For Approval</i>	<p>The CEO advised Council that KPMG’s contract as external auditors had ended and requested Council’s approval of A&amp;Rs recommendation to have an extension to the contract.</p> <p>Following discussion, Council approved the extension of KPMG’s contract for a further 3 years on the same terms, at the end of which PSNI will go to tender for external auditing services.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Key Decisions &amp; Actions</b> Council approved a 3 year extension to KPMG’s external audit contract on the same terms.</p> </div>	<p>Proposed by: Jim Perry</p> <p>Seconded by: Patrick Murphy</p>
19.0	<b>Fitness to Practise Committee</b> <i>For Information</i>	Nothing to report	
20.0	<b>Pharmacy Forum Report</b> <i>For Information</i>	Council was advised that it was sufficient to note the report, as provided by Pharmacy Forum.	

21.0	<b>Correspondence Log</b> <i>For Information</i>	<p><u>Freedom of Information Request – 1 request was received in the period</u></p> <p><u>Appointments</u></p> <p>The Department has launched parallel projects in relation to medicines safety and the structure of workforce in pharmacy and workforce planning and has requested PSNI to nominate staff members to participate.</p> <ol style="list-style-type: none"> <li>1. PSNI has put forward Brendan Kerr in relation to medicines safety;</li> <li>2. PSNI has put forward Trevor Patterson in relation to workforce planning.</li> </ol> <p><u>PSA</u></p> <p>PSA, whose performance review 2017 has starting, contacted PSNI yesterday to advise that, although “non-payers” were to be removed from the Register on 01/09 under direction from Council, their names remain on the Register. All other tasks in relation to their removal had been undertaken.</p> <p>An investigation will be carried out and PSA will be advised of the findings and any new process that has been put in place. There was no risk to public safety and no FtP issues but it was regrettable that an error had occurred and steps will be taken to improve.</p>	
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22.0	<b>Any Other Business</b> <i>For Information</i>	<p><u>Research Effectiveness Framework</u></p> <p>The President advised that PSNI has been asked, rather informally, to nominate Professor Hugh McKenna to the Research Effectiveness Framework in University of Ulster.</p> <p>Following discussion, Council asked that the request be made formal, at which time, no concerns having been raised in relation to Professor McKenna’s suitability and his CV and supporting information appearing to be very suitable, Council would formally nominate.</p> <p>There being no policy in place in relation to nominations, the CEO was asked to present a draft policy to Council at a future meeting.</p> <p><u>Court of Ulster University</u></p> <p>The CEO advised that Martin Bradley’s term at the Court of Ulster University had expired and PSNI had been requested to nominate his replacement. It was noted that the nomination is for 2017-2020 and Martin Bradley’s term of office on Council ends in 2018. Following discussion, Council requested that Mark Campbell fill this position which he accepted. Ulster University will be advised accordingly.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p><b>Key Decisions &amp; Actions</b></p> <ul style="list-style-type: none"> <li>• A draft policy on Council nominations to be presented to Council at a future meeting.</li> <li>• Paul McCarron of Ulster University to be requested to formally seek nomination of Prof Hugh McKenna. Council to formally nominate.</li> </ul> </div>	
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23.0	<b>Date of Next Meeting</b> <i>For Approval</i>	<p>Council members were reminded that November’s Council meetings will be held at Ranfurly House, Hill of the O’Neill, Dungannon on 07 November 2017 from 11:00 – 15:00 hrs.</p> <p>Mark Neale presented to Council a paper outlining the background, overview and timelines pertaining to regional meetings.</p> <p>The President requested that Council members respond to Doodle Polls relating to the preferred start time for Council Meetings and their availability for Council Meetings throughout 2018. Both Polls will be circulated within the next few weeks. This is due to the vacancies on Council which are making organising quorate meetings increasingly difficult</p>	
	<b>Close of Meeting</b>	<p>The meeting closed at 12:00 hrs.</p>	