

MINUTES OF THE COUNCIL MEETING 08th November 2016 at 9:30am

| Agenda Item | Present | Apologies |
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| <p>1.0 Introduction & Welcome, Apologies, Public Attendance noted</p> | <p>Dr Jim Livingstone (President) Mr Ciaran Hunter Mr James Perry Mr Gareth Peeples Professor Martin Bradley Mr Mark Campbell Miss Laura Murphy Mr Ciaran Byrne Prof Patrick Murphy Miss Colleen Duffy Miss Eleanor Magennis</p> <p>In Attendance Mr Trevor Patterson (Chief Executive) Mrs Joan Duffy (Business Manager) Mr Mark Neale (Head of Public Affairs) Mr Brendan Kerr (Registrar) Mrs Lorraine Magill (Executive Assistant)</p> | <p>Miss Sandra Cooke</p> <p>Public Attending</p> |

| | Discussion | Action/Supporting Information |
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| | <p>The President welcomed everyone to the meeting and asked each of the new Members to give a quick update on their background.</p> <p>Eleanor Magennis: Registrant Member Laura Murphy: Registrant Member Ciaran Byrne: Registrant Member Mark Campbell: Lay Member Patrick Murphy: Lay Member Colleen Duffy: Registrant Member</p> <p>Apologies were noted for Sandra Cooke.</p> <p>The President said it was a very interesting time coming together as a new Council. Meetings are 3 - 4 hrs long. He confirmed the new Members would be provided with a personal tablet which enabled Meetings to be paperless. Brief training was to take place after Council Meeting. Hard copies of papers were issued to new Members for this Meeting. The President informed Council he had been in contact with the relevant PAU official in DoH in relation to the vacant post of Vice-President to begin the process of filling this vacancy and indeed the outstanding Register Member vacancy. The President provided a brief overview of the possible recruitment process. It was noted a further recruitment competition may take place but that this was</p> | |

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| | unlikely so soon after the last campaign. The President stated a complement of twelve Council members will be in place going forward, with one registrant and one lay vacancy. The President advised Council he will keep them updated of any further developments regarding the post of Vice-President. | |
| 2.0 Deputations | The President was present throughout the meeting; there were no requirements for deputations. | |
| 3.0 Declaration of Conflict of Interest | No one declared a perceived conflict of interest with regard to any discussion on the Agenda | |
| 4.0 Minutes from the previous meeting on 5th July 2016 and review of the Action Points | <p>Council reviewed the minutes from the meeting on 07th September 2016 and agreed they were a true and accurate record. The minutes were officially approved by Council.</p> <p>Review of the action points was provided by the CEO. It was noted that most of the action points were either complete or on today's agenda. Brexit was raised by the CEO and Council were advised that a Paper would be prepared when greater certainty was available. KPI's were agreed at the last Meeting and Council requested an additional Financial KPI be produced. As Audit and Risk have not met since the last Council Meeting they will consider a KPI Finance Proposal and bring it to the next Meeting.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Action Point 4.0 The Audit & Risk Committee to consider a KPI Finance Proposal for next Meeting.</p> </div> | <p>Proposer: Martin Bradley Seconder: Jim Perry</p> |
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| 5.0 Tabling of any other business | None noted. | |
| 6. Confidential Matters 6(a) Motion to Council 6.(b) Regulations Update 6(c) PSA Performance review update 6(d) Briefing Papers – Current business 6 (E) UK wide review of project update 6 (f) CEO’s Report | <p>MOTION: To agree that the response to the IP Consultant and final Regulations can be approved by a majority of Council Members electronically. Council Agreed</p> | Proposer: Martin Bradley Seconder: Jim Perry |

**7.1 Approval of Budget
2017/18**

The Chair of Resources introduced first the Cash Projection 2016/2017. In relation to income we are somewhat ahead. The core reasons are increase in Registrants Fees and number of registrants. We had let out these premises for a period but due to a change in situation with the Tenant, their usage has reduced. In relation to expenditure, key highlights are governance costs, smaller Council for a period of time, reduction in Corporation Tax due to reduction in rental income and a sum of money that we didn't spend on the building to accommodate tenant.

The Chair of Resources then introduced the Finance plan 2017/2018. Whilst this is a long way before the actual 2017/2018 financial year which begins 1st June 2017 we are looking early at the budget to get an assessment of likely financial requirements. As the majority of finance comes from registrant fees, any decision to alter those fees needs to be made by November each year to allow time for consultation and making of regulations. The Chair of Resources advised Council that a final budget would be brought for approval in Spring 2017.

The Chair of Resources then highlighted key income and expenditure variances in the Papers.

A Council Member enquired as to whether the registration of technicians would improve the financial position. The CEO responded that a comprehensive 5 year plan had been produced which showed modest losses funded from reserves in the first 2 –

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| <p>8. NICPLD Appointments</p> | <p>3 years with tangible contribution to overheads from year 4 onwards which would reduce the burden on pharmacist registrants. These figures were based upon conservative estimates of technician numbers at around 500 – it was generally thought the more likely number would be 750 – 1000 in which case the contribution to overheads would be considerably higher.</p> <p>A Council member asked if it was intended to endeavour to supplement income by the use of the building in the light of the changed circumstances with the current tenant. The CEO responded that efforts were already underway to encourage other regulators to share resources, primarily through the Resources Directors Group. The CEO confirmed he was committed to increase external income and thereby improve financial performance.</p> <p>Council approved the draft Budget and confirmed no need for a fee increase.</p> <div data-bbox="629 959 1697 1082" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Approval of Budget: Chair of Resources advised Council that a final Budget would be brought for approval in Spring 2017.</p> </div> <p>The President confirmed there are a number of positions on NICPLD Committee for PSNI representatives; applicants for this phase must be Community Pharmacists. He invited Members of Council with a community pharmacy background to consider and if interested, to send their names to the President for nomination to NICPLD</p> | |
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| <p>9. Risk Register</p> | <p>Committee. Gareth Peebles gave a brief summary of the role of the NICCPET Committee, the meeting schedule, and encouraged new community pharmacy Council Members to put themselves forward for appointment. CEO said he believed NICPLD made direct remuneration. CEO wrote to Dr Mark Timoney for clarification.</p> <div data-bbox="651 451 1675 571" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Council Members interested in applying for a position on NICPLD Committee should express their interest to the President.</p> </div> <p>The HPA introduced the Risk Register, outlining in detail the approach for the benefit of new members.</p> <p>The Chair of Audit & Risk advised Council that whilst the Committee review the Risk Register, responsibility for the Register rests with Council.</p> <p>The Chair of Audit & Risk confirmed that the Audit & Risk Committee review the Register in detail twice a year. He confirmed that the Committee was of view that the Risk Management System was operating satisfactory in the Organisation. The Committee Chair advised that the necessary amendments had been made to the Annual Report. At the next meeting consideration will be given to an appropriate KPI for finance/resources.</p> | |
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appointments to a similar role in other organisations and the President has asked the Department if they are content to apply these which would enable him to nominate a Acting Vice President but he was still awaiting a response.

Should a Vice President be appointed it would be possible to fill that vacancy with a lay member from the reserve list bringing Council to a complement of 13.

He would keep the Council informed.

The President confirmed both he and the CEO had a meeting with the Pharmacy Forum. There were 3 main issues;

1. Pharmacists appointments to Public Bodies
2. Finance (Forum budget and use of reserves)
3. Protocol for Forum to provide advice to the Council.

Both parties agreed that recent Forum activity designed to encourage pharmacists to prepare and put their name forward for recruitment to public appointments had been successful. Further activity would be welcome by Council

The Pharmacy Forum Chair raised the issue of finance. Their budget (which is included in today's documentation) was relatively small to do the things they would like to do. The Pharmacy Forum Chair had asked if they Council with a Business

Case for the use of reserves. The President confirmed that Council would consider such a proposal particularly if it was designed to improve efficiency and effectiveness in the future.

The Pharmacy Forum Chair enquired whether it would be possible to agree a protocol for the Forum to provide advice to Council. The President agreed that such a protocol would be welcome.

The President confirmed he had attended the Ulster University Awards Annual Lecture to First Year Students in Coleraine. We now give lectures to First and Final Year students in both Universities explaining the importance of Regulations and patient safety.

The AGM was held on 6 October 2016. Two issues were raised during questions; the absence of regulation of technicians and costs and fees to Registrants.

On Technicians, the CEO advised that a comprehensive business plan had been provided to the Department some 18 months ago and it was a matter for the Department to take it forward.

Costs; The President told Council that he had confirmed that they were very conscious about costs and the use of registrants money. He told the AGM that Council was reviewing strategy in the near future and he expected cost effectiveness

to be a major feature.

The President then discussed the proposed Strategy Day on the 28th November. Key outputs would be a vision, objectives and goals. The CEO and team had developed some useful background papers which will be distributed next week. Council would need to consider the duration of the strategy for example 3, 4 or 5 years as well as the vision, objectives and goals. After Council established these, the CEO and SMT will be asked to make proposals for Council consideration in January. The aim was to sign off the strategy at the March council meeting. The President then introduced the Governance Review; he aimed to have a Workshop in Spring 2017 which among other things would look at Committee Structures. The past Vice-President had done a useful report which would inform the review. Council had recently used a self-assessment tool but it was not found to be effective. This issue would further explored at the Workshop. The President had recently reviewed a tool used by AFBI which may be suitable. A Council Member asked if there was a protocol for good governance and the President then suggested that would again be a useful topic for the Workshop.

The President to keep Council informed on the appointment of a Vice President

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| <p>12. Committee Chairs Items</p> <p>(1) Resources</p> <p>(2) ESR</p> <p>(3) FtP</p> <p>(4) Corporate Communications</p> | <p>Strategy 28/11/16 – Council would need to consider the duration of the strategy ie 3, 4, 5 years as well as the vision, objectives and goals. The CEO and SMT will be asked to make proposals for Council considering in January. The aim was to sign off the strategy at the March Council Meeting</p> <p>Dealt with under Budget</p> <p>Nothing</p> <p>Nothing</p> <p>Nothing</p> | |
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