

Minutes of the Council Meeting

Tuesday 09th May 2017 @ 09:30 Hrs – 12:33 Hrs

Agenda Item	Present	Apologies
	<p>Dr Jim Livingstone (President) Mr Ciaran Hunter (VP) (Left @ 1134 Hrs) Prof Martin Bradley Mr Mark Campbell Miss Sandra Cooke (Joined @ 1001 Hrs) Mr James Perry Miss Laura Murphy Mr Gareth Peeples Prof Patrick Murphy Miss Colleen Duffy</p> <p>In Attendance</p> <p>Mr Trevor Patterson (Chief Executive) Mrs Joan Duffy (Business Manager) Mr Mark Neale (Head of Public Affairs) Mrs Lorraine Magill (Executive Assistant)</p>	<p>Miss Eleanor Magennis</p> <p>Public Attending</p>

1.	Introduction & Welcome, Apologies, Public Attendance Noted.	<p>The President welcomed everyone to the Meeting. Apologies were noted from Miss Eleanor Magennis.</p> <p>The President announced Mr Ciaran Byrne had resigned from Council on 28th March 2017, due to his new position with MRG at DoH as a Pharmacy Inspector. He said although the PSNI were happy for him to continue his role within Council, the Departmental rules identified a Conflict of Interest and he therefore had to step down. He reiterated there were now only 11 Members instead of 14, however, although this was brought to the Department's attention, due to there being no Minister at the present, he did not feel the situation would change until after the General Election. He confirmed he would keep Council informed of any developments.</p>	
2.	Deputations	The President was present throughout the Meeting; there were no requirements for Deputations.	
3.	Conflict of Interests	There were no Conflicts of Interest noted.	
4.	Council Minutes and Key Action Points	<p>The Minutes from the last Meeting held on 14th March 2017 were approved.</p> <p>The President gave an update on the pre-publication of the Corporate Strategy. He informed Council that both he and the CEO had met with UCA, The Guild, CPNI and the Pharmacy Forum. All 4 Parties gave a positive response and had appreciated the work done to date.</p> <p>He confirmed that Council now planned to publish the Strategy on 1st June 2017 with a formal launch in September 2017. He confirmed a copy of the Paper would be sent to all Political Parties.</p>	Proposed: Prof Martin Bradley Seconded: Ciaran Hunter

5.	Tabling of Any Other Business	<p>None</p> <p>CEO, SMT & EA left the Meeting @ 0944 Hrs for Confidential matters to be discussed, returning at 1007 Hrs.</p>	
CONFIDENTIAL			
6.	President's Update		
7.	Update on Legislative Compliance – FOR INFORMATION		
8.	CEO Report – FOR INFORMATION		

PUBLIC BUSINESS			
9.1	Update on Cash Flow & Budget Approval 2017/18 – FOR DECISION	<p>CH gave an update on Cash Flow & Budget. He confirmed there was a steady increase in the number of Registrants, 2212 overall Membership. He presented figures on salaries and staff costs. He reported Chairs agreed to remove PSA £6144.00 from “Consultancy Fees” as this was a levy, identifying it elsewhere as such in the accounts. (An additional Code 51 (Levy Fees) has now been created). He gave an explanation on the Project Grading; 1 Definite; 2 Probable; 3 Possible & 4 Remote for projects</p> <p>He took questions and answered accordingly. Supporting Paper was noted by Council Members.</p> <div data-bbox="667 726 1608 829" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Key Decision - Council approved the Budget 2017 2018 as presented.</p> </div>	Proposed: Ciaran Hunter Seconded: Jim Perry
9.2	Update on Strategy – FOR INFORMATION & DECISION	<p>(See Presidents initial comments under (4) Council Minutes and Key Action Points above.</p> <p>The President went on to explain how all 4 Parties above had a positive reception to the objectives and goals. There had been 1 formal written response, from Mr Cliff McElhinney, President, UCA which echoed what was said in their Meeting. (UCA Letter attached for perusal).</p> <p>He identified a substantive change on Page 6, Goal F which now reads:</p> <p>1f. We will deliver reforms developed as a consequence of Rebalancing Medicines Legislation and Pharmacy Regulation,</p>	

		<p><i>including the issue of criminal prosecution for dispensing errors.</i></p> <p>Minor wording changes were also made to the introduction to improve consistency with goal 5 b around leadership.</p> <p>He proposed that once formatting was finalised, the Paper should be put on the PSNI website effective 1st June. He also added Registrants would be sent an email to advise the Strategy is now in place. Final copies would be distributed to CPNI, The Guild, UCA & Pharmacy Forum.</p> <p>Discussions ensued as to the formal launch of the Strategy. The President suggested this to be either the next Council Meeting on 04th July 2017 or a date in September (TBC). It was agreed to invite a small group of CEO's of CPNI, CPN, The Guild, & Pharmacy Forum together with Patient/Client Council, requesting them to say a few words. A light lunch would be provided.</p> <p>Council Members were asked if they were content with the final Strategy including the amendments listed and asked if they agreed to put on the PSNI Website effective 1st June, with final copies distributed to CPNI, The Guild, UCA & Pharmacy Forum.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Key Decision – Members Agreed.</p> </div>	<p>Proposed: Ciaran Hunter Seconded: Mark Campbell</p>
9.3	Risk Register – FOR DECISION	<p>HPA stated that whilst it is accepted that all objectives are broadly covered by the current risk register certain key functions are not specifically called out in the risk register, but are covered in the generic risk R0001 "Failure to effectively perform a key function as a regulator".</p>	<p>Proposed: Jim Parry Seconded: Sandra Cooke</p>

		<p>He examined whether either risk R0001 should be explicitly expanded to call out the four key regulatory functions (Registration, Education, Standard setting and FtP), or whether in addition to R0001 whether any or all of the key function should receive a risk category of their own.</p> <p>Both the President and CEO took questions and answered accordingly. The Chair of A&R suggested that this matter could be an early piece of business for the Internal Auditors</p> <p>Council Members were content.</p>	
9.4	PSA Performance Review – FOR INFORMATION	<p>The President paid a special tribute to the CEO and the Senior Management Team and congratulated them on attaining a very good PSA Performance Review Report, which he believed was not a common achievement.</p> <p>The CEO took a question on Standard 3 - 4.7 Appropriate mechanisms in place for undergraduate students and pre-registration trainees to raise concerns about their education and training. The CEO advised that a review of the pre-registration programme was envisaged early in the strategy and that this issue would be part of that review.</p> <p>Council Members also took the opportunity to thank the CEO and SMT.</p>	
9.5	GPhC Judicial Review Outcome – FOR INFORMATION	<p>The President gave an update on the GPhC Judicial Review after which the CEO went on to say that from our new Code point of view this was important; it confirmed that aspects of behaviour outside the workplace could impact upon FtP and the HRA was not contradicted by such an approach.</p> <p>Council Members noted associated Papers.</p>	
9.6	Update on MOU – FOR INFORMATION	<p>The CEO gave an update on MOU and confirmed good progress was being made. He welcomed any commentary ahead of the final agreement. He proposed, If there were no</p>	

		<p>objections from Council, the Paper will be brought to the July Council Meeting for Approval.</p> <p>Council were content.</p>	
9.7	Motion to Council – Removal for Non-Payment of Fees	<p>Both the CEO & Registrar gave an explanation on “Removal for Non-Payment of Fees”</p> <p><i>If a person on whom a demand has been made in the prescribed manner for payment of a retention fee payable by him under this Article fails to pay the fee within two months after the date on which the demand therefor was made, the Council may direct the removal of his name from the appropriate register.</i></p> <p>Both took questions and answered accordingly. Council Members noted associated Paper.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Key Decision – Motion Passed.</div>	<p>Proposed: Gareth Peebles Seconded: Martin Bradley</p>
9.8	Threshold Criteria FtP	<p>The Registrar requested Council to approve for a public consultation to commence in 2017 to initiate consultation on threshold criteria for the referral of a case by the Registrar to a Scrutiny Committee. Council Members noted Paper. Discussions between the Registrar, the HPA and Council Members ensued.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Key Decision – Approved to go to consultation.</div>	<p>Proposed: Mark Campbell Seconded: Laura Murphy</p>

COMMITTEE BUSINESS			
10.1	Chairs Committee	<p>The President gave an update on the Chairs Committee Meeting. He said he thought there was merit for now in Chairs meeting before each Council Meeting. He believed this would be helpful ensuring that proposals and papers put forward for consideration to Council were well developed. He confirmed there was be another meeting in June at which point this would be reviewed.</p>	
10.2	Resource Committee	Noted.	
10.3	Audit & Risk – Appointment of Internal Auditor CONFIDENTIAL	<p>Chair welcomed Prof Patrick Murphy as the new Member of the A&R Committee, confirming the Committee was made up of himself, Patrick Murphy & Sandra Cooke.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>Key decision – Auditors appointed – Grant Thornton</p> </div>	<p>Proposed: Jim Parry Seconded: Sandra Cooke</p>
10.4	ESR	<p>Registrar gave an update on the draft Premises Standards drawn up with supporting guidance. He confirmed there was still work to be done, however the Registrar and Michele McCrory were hoping to have this complete to produce to Council on 04th July 2017 for approval.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>Action – Paper to next Council.</p> </div>	
10.5	Corp Communications	<p>HPA gave an update on Corporate Communications meeting held on 27th April 2017. He explained Committee had agreed there would be no change to the Corporate Branding together with a proposal agreed by Corp Comms Committee to make changes to the Facebook page to include showing FtP for a period of 6 months to establish if this drives traffic.</p>	

		<p>Council Members noted Paper.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Key Decision - to make changes to the Facebook page to include showing FtP for a period of 6 months to establish if this drives traffic.</p> </div>	
10.6	Pharmacy Forum Report – FOR INFORMATION	<p>For Information</p> <p>The Forum Board Management Report was produced to Council The President gave an update on the meeting both he and the CEO had with Mr Sheelin McKeagney, Chair, on 03rd May 2017.</p> <p>Both he and the CEO took questions and answered accordingly.</p> <p>Council Members noted paper.</p>	
10.7	Update on NICPLD – FOR INFORMATION	<p>Gareth Peeples provided an update on the latest meeting of the Northern Ireland Committee for Postgraduate Pharmaceutical Education and Training (NICPPET) which he sits on as a representative of the PSNI.</p> <p>The meeting included;</p> <ul style="list-style-type: none"> - Discussion on Project Echo, a new online training platform/forum, which is being used in NI and being employed as a tool for Practice Based Pharmacists. - Director of NICPLD gave a report which included the figures for contact hours for pharmacists which was an increase on last year and is encouraging that pharmacists are engaging in courses and is a positive indicator for CPD compliance. 	

		<ul style="list-style-type: none"> - The draft commission for NICPPET year 2017/18 was discussed and approved after a series of discussions and amendments. - It was also highlighted about errors and the need to support pharmacists in how they deal with making mistakes in particular as we increase the number of independent prescribers (IP). A member of the DOH reassured that errors are covered in IP training. - A discussion also ensued about potential for developing further a community pharmacy training programme which is in the early stages of development – this was discussed and a number of actions were given to NICPLD to feedback at the next meeting. <p>He was not in possession of the Minutes but added he would forward these to the EA at the earliest opportunity for Councils perusal.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Gareth Peeples to provide Executive Assistant with Minutes of the NICPLD Meeting for Council perusal.</p> </div>	
10,8	Correspondence Log. Recent & Upcoming Events. TO NOTE	None	
11.	AOB	<p>The President requested HPA to produce a Paper to the July Council Meeting on the launch of Corporate Strategy, out of Belfast Council meeting. The Paper to include:</p> <ul style="list-style-type: none"> ▪ Agenda ▪ Sept/Nov (TBC) ▪ Venues ▪ Costs 	

		<ul style="list-style-type: none"> ▪ Logistics ▪ Times (Late start, early afternoon finish) ▪ Confidential Items <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Action - The President requested HPA to produce a Paper to the July Council Meeting on the launch of Corporate Strategy, out of Belfast Council Meeting.</p> </div>	
12.	Date of Next Meeting	TUESDAY 04 th July 2017 @ 09:30 Hrs.	

The Meeting Closed @ 1146 Hrs