

MINUTES OF THE COUNCIL MEETING Friday 8th April 2016 at 9:30am

<p>Agenda Item</p>	<p>Present Dr Jim Livingstone (President) Mrs Sinead Burns (Vice-President) Mr Ciaran Hunter Mr James Perry Mr Garry McKenna (departed at 12:45pm) Mr Gareth Peeples Mr Mark Nelson Professor Martin Bradley Miss Sandra Cooke (arrived at 10:00am)</p>	<p>Apologies Mrs Marie Smith Professor David Jones</p>
<p>Introduction & Welcome, Apologies, Public Attendance noted</p>	<p>In Attendance Mr Trevor Patterson (Chief Executive) Mr Brendan Kerr (Registrar) Mr Mark Neale (Head of Public Affairs) Mrs Joan Duffy (Business Manager) Ms Fiona Murray (Executive Assistant)</p>	<p>Public Attending</p>

	Discussion	Action/Supporting Information
1. Introduction & Welcome, Apologies, Public Attendance Noted	<p>Apologies were noted for Mrs Marie Smith and Prof David Jones</p> <p>The President informed Council he had invited past Council members to present a gift as appreciation of service. Unfortunately no one was available to attend today.</p>	
2. Deputations	The President was present throughout the meeting there were no requirements for deputations.	
3. Declaration of Conflict of interest	No one declared a perceived conflict of interest with regard to any discussion on the Agenda	
4. Minutes from the previous meeting on 9th February 2016	<p>Council reviewed the minutes from the meeting on 9th February 2016 and agreed they were a true and accurate record. The minutes were officially approved by Council. It was noted all action points from the previous meeting have been completed.</p> <p>Matters arising from the minutes: A Council member queried if an official response to the Pharmacy Forum Survey Report was required. The CEO confirmed that no formal response was required.</p>	Proposer: Jim Perry Seconder: Martin Bradley
5. Tabling of Any Other Business	There were no items tabled for discussion.	

<p>6.1 Forecast 15/16 and Budget 16/17</p>	<p>The Chair of Resources provided an overview of the financial documents. The Chair of Resources firstly reviewed the previous year's budget. Attention was drawn to key income; notably an increase in registration fees through increased retention on the register and income from partnership activities. A decrease in expenditure was noted; specifically governance and fitness to practice costs. Project costs were discussed and it was noted that many project timings are driven externally, leading to uncertainty in schedules.</p> <p>The President thanked the finance team for managing the finances of the Society over the past year. A council member noted the savings made in direct relation to the employment of the Legal Advisor and the added value to the organisation overall. The Vice-president asked the Chair of Resources if the reserves will continue to be sufficient given the small deficit for the year. This was confirmed by the Chair of Resources.</p> <p>The CEO mentioned his meeting with the NMC on Monday 11th April 2016 to discuss and finalise the renewal of the partnership contract. An overview of the proposed contract was provided by the CEO who highlighted the possible need to further improve soundproofing in the pods to meet the NMCs needs. The CEO confirmed Virgin Media internet is now installed within the building and this will directly assist the NMC activity as well as our own.</p> <p>The Chair of Resources continued with a review of the Draft Financial Budget for 2016/17. The Chair of Resources provided an overview of the key points within the budget. The Chair of Resources noted a forthcoming meeting with Cunningham Coates. A detailed review of Governance and Fitness to Practice as key elements were</p>	<p>Proposer: Ciaran Hunter Seconder: Sinead Burns</p>
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	<p>noted to Council for approval. The Vice-president queried a pension payment to a past staff member noted on the budget in the cashflow. The Chair of Resources addressed the query by advising that whilst a prior year adjustment had been made based upon the actuarial value it would be necessary on an on-going basis to account for payments in salaries. It was noted this will be an ongoing liability for the Society. The Vice-president queried the increased catering costs identified in the draft budget. The Business Manager highlighted this mainly relates to third parties using the building and catering is covered within their contract and costs are recovered from them, reported as income.</p> <p>MOTION: Approval of the Budget for 2016/17 confirmed</p>	
<p>6.2 AGM date</p>	<p>The President highlighted the requirement in legislation to provide advance notice of an AGM. The President confirmed the proposed date as 6th October 2016 in the evening. The President requested confirmation of this date from Council. A discussion ensued around the choice of venue for the event. On this occasion it was confirmed as 73 University Street. It was agreed at the AGM in October it would be proposed to those present to hold the next AGM in a different location. A Council member noted a previous proposal to hold the Council meetings at another venue. The President confirmed a Council meeting will be held elsewhere this year.</p>	<p>Proposer: Gareth Peeples Seconder: Jim Perry</p>
<p>6.3 Registration Appeals</p>	<p>The President provided an overview of registration appeals. The President highlighted that the Council is responsible in legislation for dealing with appeals and the legislation</p>	<p>Proposer: Garry McKenna</p>

	<p>is silent on the conduct and procedures to be followed. The CEO had recently sought legislative amendments to the appeals process which was rejected by DHSSPS – the relevant papers were discussed. The President discussed various proposed ways to address and deal with appeals in the future which would provide adequate separation of functions within the current legislation. A Council member highlighted their concerns of Council members being directly involved in dealing with appeals. It was noted a separate committee should be established to deal with registration appeals. The CEO provided an overview of current serving Fitness to Practice panel members being prohibited from hearing appeals however, as new Fitness to Practice panel members are being recruited it could be that a cadre be drawn from the recruitment to include this function. The Council were directed to papers on the issue setting out options. Option 2: extending the current FtP recruitment process to include recruitment of Registration Appeals Panel Members was approved by Council.</p>	<p>Seconded: Sandra Cooke</p>
<p>6.4 Items for decision from Committees</p>	<p>Chair of Resources presented a case for official handover documents of committee chairs to be created. A discussion ensued around creating papers for new Council members acting as Chair for particular committees in the light of up to 7 new members joining Council in the coming months. A Council member made note of the induction packs and process provided to each new Council member which they had found very useful. It was noted that these will need to be updated and agreed that the pack should include a brief resume of current and coming committee activity, drawn up by the committee chair. The President confirmed each Chair should write a report</p>	

	<p>Action Point: Each Chair to produce a handover report outlining the background of the committee, current position and plans for the future. This is to be sent to the CEO, cc President and Vice-president before the end of May 2016</p>	
<p>6.5 Agreement on actions following end of term of office of President, Council and staff member</p> <p>CONFIDENTIAL</p>	Confidential item discussed	<p>Proposer: Ciaran Hunter</p> <p>Seconder: Gareth Peeples</p>
	The CEO, SMT and the Secretary to the Council left the room for a confidential matter to be discussed. Agenda resumed at 11:47am	
<p>6.6 Options Project Update</p> <p>CONFIDENTIAL</p>	Confidential item discussed	
7.1 President's Update	The President stated he had covered his points to note throughout the meeting under various Agenda items.	
<p>7.2 CEO Report</p> <p>CONFIDENTIAL</p>	Confidential item discussed	

7.3 Performance Measures	To Note	
7.4 Fees Update	<p>The CEO provided an overview of the fees regulation project to date. This included key timings of invoicing registrants for fees. Whilst the fee regulations were laid within the timings required the dissolution of the Assembly for the elections meant that they would not have been laid for the full statutory period before the 1st June. The dilemma that this potentially presented that charging in advance could be ultra vires, but failing to charge on or after could also be – advice received from assembly officials was that once laid it would be appropriate to treat them as approved A discussion ensued.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: The CEO is to write a letter to the DHSSPS informing them of the intentions of the Society to charge fees for activity after 1st June 2016 based on the new regulations</p> </div>	
7.5 Council appointments	<p>The CEO provided an update of the situation of recruiting new Council members. It was noted that sufficient applications were received; across both categories of lay member applications and registrant applications. The President stated the quality of the applications overall was high and he was hopeful to successfully fill the vacant positions within Council.</p> <p>The president noted his gratitude to the Pharmacy Forum for promoting the positions within Council at their various events. The President stated interviews will take place 25th and 28th April, recommendations made in early May and possible appointment</p>	

		during June, July and August subject to ministerial approval.	
8	Committees' of Council-To Note	To Note	
8.1	Committee Action Points	The key decisions and action points from recent committee meetings were available for information.	
8.2	Full Committee Minutes	The full minutes from recent committee meetings were provided for information	
8.3	Pharmacy Forum Report	Council were asked to note the written report from the Pharmacy Forum Manager for information.	
8.4	Correspondence Report	Two letters re the Strategic leadership Group for Pharmacy were provided with Agenda papers for review.	
8.5	Recent and Upcoming Events	Nothing to note	
8.6	Any Other Business	Nothing to note	
9	Council Self-Assessment and appraisal	<p>The President confirmed following discussions with the Chief Pharmaceutical Officer, a Council member who has served a four year period can seek re-election for a further four year period subject to the "no more than any 8 in 20 year period "rule. It was noted the Council appraisals will be taken into consideration in the re-appointment process.</p> <p>The President thanked Council members who had returned their appraisals. The President and Vice-president also thanked Council for reviewing their appraisal forms and providing feedback.</p>	

	<p>The President noted the Council Governance assessments that are ongoing. The President requested if all outstanding assessments could be returned as soon as possible following some suggested improvements to the template.</p> <p>Action: All Council members to complete the governance self-assessment forms.</p>	
10 Date of Next Meeting	10 th May 2016 at 9.30am	

The meeting concluded at 13:15pm