



## **Annual Report and Accounts 2017-18**

**For the year ended 31 May 2018**

# **Pharmaceutical Society of Northern Ireland**

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For the year ended 31 May 2018

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# 1. President and Chief Executive - Joint Foreword

This has been another busy and successful year for the Pharmaceutical Society NI. In our Corporate Strategy for the period 2017- 2022, we have set out our Vision to be recognised and trusted as a leader for modern and effective healthcare regulation with a key role in ensuring that pharmacy services in Northern Ireland are safe and meet high standards.

We are, therefore, very pleased that we have once again met all 24 of the Professional Standards Authority's Standards of Good Regulation in its most recent annual performance review. This reflects our continued focus on improvement and our dedication to protecting the public. It is especially pleasing to have done so whilst maintaining registrant fees at their 2016-17 level and acknowledging that fees have only been raised once in the last 10 years.

Our continued development in the last year has been made within a challenging context for the health and social care service in Northern Ireland and regulation across the United Kingdom. This context has had, and will likely continue to have, an impact on the work that we do going forward. The lack of a Northern Ireland Assembly has again hindered the progress of planned reforms within the health and social care service in Northern Ireland and is a potential barrier to important reforms needed in regulation.

Reports and Inquiries, such as the Inquiry into Hyponatremia-Related Deaths and reports on the Gosport War Memorial and Furness General Hospitals in England, have been extremely concerning for members of the public and have raised significant issues for health and social care service providers, healthcare professionals and especially regulators of healthcare professionals and systems across the UK.

We recognise that we have a role to play in supporting professionals to deliver safe and effective care and we will be reviewing what we can do to support remediation, maintain public confidence and act in a timely manner to protect the public in the context of our now dated and inflexible legislation.

For us, these reports raise considerable issues related to the Duty of Candour, how concerns raised are handled and how we share information and collaborate with other regulators and healthcare bodies. Whilst we recognise that the overwhelming majority of healthcare professionals do excellent work and themselves set public safety and wellbeing above all else, these reports demonstrate the importance of our work in maintaining a continued focus on patient safety and sustaining high professional and ethical standards.

We also recognise that we cannot solve the issues raised in these reports alone and that not all faults and remedies are the sole responsibility of regulators and regulation. Going forward, we intend to play our part to support Government, other regulators,

health service providers and pharmacists to protect the public by setting and ensuring adherence to appropriate professional Standards.

This is the first full year of our 5-year Corporate Strategy in which Council set the organisation 6 challenging objectives. We report against those 6 objectives below and throughout this report.

Highlights of progress include our work in the Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board which advises the 4 Governments on improvements to pharmacy legislation and regulation in the UK. The creation of a defence for community pharmacists against criminal prosecution for dispensing errors, through The Pharmacy (Preparation and Dispensing Errors – Registered Pharmacies) Order 2018 is intended to improve error reporting and learning by pharmacists, enhancing patient safety whilst also providing reassurance and support to pharmacists directly. We will be working to encourage and promote error reporting and associated learning in the coming years.

We have continued this work by supporting the extension of this defence to hospital pharmacists as well as helping to bring forward proposals on modernising and simplifying the governance arrangements relating to Superintendent and Responsible Pharmacists.

*“The role of the regulator is not punitive but is designed to maintain fitness to practise. We will be seeking to further enhance our legislation, creating greater flexibility to remediate and tackle issues upstream before they become problems”.*

Trevor Patterson, Chief Executive.

Turning to systems governance, we have carried out extensive development work and a public consultation for new Premises Standards for Registered Pharmacies in Northern Ireland and we aim to pilot an inspection regime with the Department of Health, leading to full implementation in 2019.

We have also developed draft Regulations and associated Guidance to ensure that all pharmacists intending to practise in Northern Ireland have the required knowledge of the English Language. Unfortunately, further progress has been delayed by the absence of a Northern Ireland Executive.

As part of our continuous improvement agenda, we have initiated a number of comprehensive reviews into Standards and Guidance for pharmacists in Northern Ireland: Continuing Professional Development Framework, Council’s Governance

*“Objective 2 in our Corporate Strategy is at the heart of all of our work – developing and maintaining evidence-based standards to enable the profession to understand the boundaries within which they work, without hampering the exercise of professional judgement, a key component of effective healthcare”.*

Dr Jim Livingstone, President

structures, Human Resources and Information & Communications Technology. More information on these developments can be found within the Annual Report.

We have also developed and approved a new Communications Strategy for the organisation which aims to facilitate the core work we do. An aspect of this work is seeking greater engagement with the public and pharmacists in Northern Ireland. Being a locally accessible and accountable regulator is extremely important to us. As part of this work, Council held its first meeting outside our offices in Belfast, at Ranfurly House in Dungannon in November 2017. This innovative meeting was attended by local political representatives and members of the public and was widely applauded. As part of this 'outreach' work, as well as listening to all our stakeholders, we will be repeating this exercise to encourage the public and pharmacists alike to better understand the work that we do and so be able to better hold us to account for delivering upon our responsibilities.

*"Next to standards, maintaining appropriate entry criteria to the Register, and ensuring professionals maintain their skills, is critical. We recognise the benefits of allowing students and trainees to move between Great Britain and Northern Ireland and will continue to work with our partners, the General Pharmaceutical Council, on alignment to allow this. Additionally, we will update our CPD programme and consult upon next steps in continuing fitness to practise"*

Dr Jim Livingstone, President

We have continued to meet the vast majority of our Key Performance Indicators across the organisation but strive nonetheless to improve our procedures, especially in respect of Fitness to Practise cases where other external investigations and cases relating to the health of a registrant can occasionally cause delays.

We are pleased to again report that we have high compliance and success levels by pharmacists with our mandatory Continuing Professional Development programme and we have started work with our partners on reviewing educational standards for pharmacy students and pre-registration trainees.

Looking forward, clear challenges lie ahead which we will address, not least the impact of BREXIT (in particular, recognition of qualifications), continuing pressure on health services, emerging approaches to dealing with staff shortages and the need for registration of Pharmacy Technicians and regulation reform as key dependencies for effective and successful pharmacy regulation in Northern Ireland in the future.



**Dr Jim Livingstone, President**



**Trevor Patterson, Chief Executive**

## 2. Who we are

We are the statutory regulatory body for pharmacists and pharmacies in Northern Ireland.

Pharmacists provide a range of pharmacy services to patients and the public in an increasing variety of contexts, from Community Pharmacies, hospitals and GP surgeries to industry and research. It is our job to ensure that pharmacists and the services they deliver are safe and protect the wellbeing of those who use them. We do this through a system of personal and premises registration. Through our work, we aim to maintain public confidence in the pharmacy profession in the interests of patients.

Our work touches the lives of pharmacists from the day they start their training until the day they retire and leave the Register.

Our role, powers and responsibilities are set out in The Pharmacy (Northern Ireland) Order 1976.

We are primarily funded by registration and retention fees, paid by pre-registration trainees, pharmacists, and premises owners. We are not funded by the public purse.

We have a governing Council which is independently appointed, comprising 7 members of the public and 7 pharmacy professionals and headed by a President. The Chief Executive of the organisation is accountable to the Council which sets the strategic direction of the organisation.

We are a fully devolved regulator and are accountable to the Northern Ireland Assembly.

We are based in Belfast and have a small regulatory staff team of 14 people.

## 3. What we do

We work with pharmacists from the day they start their training and throughout their career to protect the public by ensuring they are fit to practise and keep their skills and knowledge up to date.

Our key areas of focus are:

### **Education and Training**

- Setting standards, accrediting courses and approving qualifications for undergraduates and pharmacists including those for specialisms;
- Assuring the quality of the year-long pre-registration training that pharmacist trainees must undertake;
- Setting and running the final assessment that candidates must pass before they can be registered as a pharmacist;



- Ensuring that pharmacists complete an annual Continuing Professional Development (CPD) programme including a requirement to provide evidence of compliance at least annually and designed to ensure that they keep their skills and knowledge up to date.

### **Registering competent professionals**

Pharmacists must be registered with us to practise in Northern Ireland. Before registration, we check that they are appropriately qualified to join the Register.

### **Setting and monitoring Professional Standards**

Pharmacists and pharmacy premises must meet our Standards to remain on the Register.

### **Acting when our Standards are not met**

Actions can include suspending someone from working as a pharmacist for a set period, placing conditions on their practice or removing their right to practise pharmacy by removing them from the professional Register. In 2018, we acquired powers to act when our Premises Standards are not met. These are expected to be operational in 2019.

### **We investigate complaints**

We work with partners in the Department of Health Northern Ireland (DoH) to ensure that any complaint made in relation to the Fitness to Practise of a pharmacist is appropriately investigated and that pharmacy premises meet our Standards.

### **Oversight of our work**

Our work is subject to oversight by the Professional Standards Authority for Health and Social Care (PSA). Each year, the PSA assesses our performance against its Standards of Good Regulation. The PSA presents a report on all the regulators of healthcare professionals in the UK to the UK Parliament and lays it before the Northern Ireland Assembly<sup>1</sup>.

The PSA also reviews all final adjudication decisions in Fitness to Practise cases. If it thinks a decision is unduly lenient, it can appeal to the High Court.

The PSA can also audit a sample of Fitness to Practise cases we have closed at an early stage.

We are accountable to the Northern Ireland Assembly for all that we do.

The Department of Health (DoH) in Northern Ireland appoints our Council members in line with the Code of Practice issued by the Office of the Commissioner for Public Appointments for Northern Ireland. DoH approves Council Regulations before they are laid with the Northern Ireland Assembly for negative resolution.

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<sup>1</sup> <http://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/read-performance-reviews>

## 4. About our Register

The number of pharmacists on the Register varies each year due to new pharmacists entering the Register, voluntary withdrawals and withdrawals made by the regulator.<sup>2</sup>

**Figure 1 - Registered Pharmacist and Premises**

Registered Pharmacists		
2015/16	2016/17	2017/18
2303	2369	2479 <sup>3</sup>
Registered Premises		
2015/16	2016/17	2017/18
549	548	548

**Figure 2 - Registered Pharmacists leaving the Register by 1 June annually**

Reason for Removal	2015/16	2016/17	2017/18
Voluntarily withdrawn	126	141	168
Removed for CPD non-compliance	6	9	8
Non-payment of fees	9	6	6
Struck off (FtP)	4	0	1
<b>Total</b>	<b>145</b>	<b>156</b>	<b>183</b>

### Certificates of Current Professional Status

Pharmacists currently registered in Northern Ireland who wish to apply for registration to practise in another country require a European Certificate of Current Professional Status to be sent on their behalf to the relevant registration authority. This certificate will confirm a registrant's/former registrant's good standing with the Pharmaceutical Society NI and outline details of their registration.

**Figure 3 – Certificates of Current Professional Status Issued**

Year	2015/16	2016/17	2017/18
CCPS sent to GPhC (GB)	89	50	79
CCPS sent to PSI (RoI)	84	71	108
CCPS sent to an International body	7	11	8
<b>Total</b>	<b>180</b>	<b>132</b>	<b>195</b>

<sup>2</sup> Registrants can be removed from the Register by the Regulator for non-payment of fees, non-compliance with CPD requirements, or as the outcome of a Fitness to Practise hearing.

<sup>3</sup> This figure represents the live register at 10.00am on 31 May 2018.

**Figure 4 – Registrants Joining from other Regions and Countries**

Year	2015/16	2016/17	2017/18
Great Britain	39	44	27
Republic of Ireland	10	14	12
European Economic Area	1	0	5
<b>Total</b>	<b>50</b>	<b>58</b>	<b>44</b>

## **5. Activity and Performance in 2017/18**

This Annual Report reflects the work of the Pharmaceutical Society NI in the year 01 June 2017 to 31 May 2018. In July 2017, the Council of the Pharmaceutical Society NI (the Council) approved a new 5-year Corporate Strategy which set out what the organisation aimed to achieve in the period 2017-22.

Within this plan, we describe our Vision:

*'The Pharmaceutical Society NI will be recognised and trusted as a leader of modern and effective healthcare regulation with a key role in ensuring pharmacy services are safe and meet high standards'.*

This Vision is underpinned by 6 high-level strategic objectives which set the course of the 5-year planning cycle from 2017 to 2022:

- 1. To deliver high quality pharmacy regulation that is proportionate and cost-effective;**
- 2. To set pharmacy standards that are evidence-based, output-focused, achievable and necessary for patient and public safety;**
- 3. To conduct Fitness to Practise processes that are robust, timely and fair;**
- 4. To ensure that pharmacy education and professional development is fit for purpose;**
- 5. To be an accountable organisation with effective governance and operations; and**
- 6. To communicate effectively, be accessible and responsive.**

### **Performance against our Strategic Objectives**

#### **Objective 1**

#### **To deliver high quality pharmacy regulation that is proportionate and cost-effective**

Delivering high quality pharmacy regulation which protects the public requires us to be focused on our core functions whilst also evolving our policies, practices and legislation to meet new challenges in healthcare and developments in regulatory thinking and practice.

## **Performance Review**

In January 2018, the PSA published its Performance Review of our regulatory activities in 2016/17. For the second year in a row, we met all 24 of the Professional Standards Authority's Standards of Good Regulation, demonstrating our ability to deliver high quality pharmacy regulation. The PSA identified several specific areas where they would revisit our performance in 2017/18 and we have continued to work on these aspects of our work. The PSA's full report of our regulatory performance can be found on its website.<sup>4</sup>

To fully achieve Objective 1 of our Corporate Strategy, we need to see the modernisation of our outdated primary legislation and related Regulations. This requires us to work closely with the Department of Health in Northern Ireland, the Department of Health and Social Care in London and other regulators in Northern Ireland and across the UK.

## **Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board**

The Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board<sup>5</sup> (Rebalancing Programme Board) has been tasked by the Department of Health and Social Care (London) to review relevant pharmacy legislation and regulation in the UK to ensure that it provides safety for users of pharmacy services, reduces wherever possible inflexible legislation and affords regulators the agility to enable innovation and development of safe pharmacy practice.

The Rebalancing Programme Board advises Ministers on the development of policy. It will also oversee policy delivery to help ensure that the Rebalancing Medicines Legislation and Pharmacy Regulation Programme meets its objectives.

Working as a member of the Rebalancing Programme Board, we helped develop The Pharmacy (Preparation and Dispensing Errors – Registered Pharmacies) Order 2018 which came into force on 16 April 2018. The provisions in the Order deliver a defence against criminal sanctions for pharmacists working in community pharmacies. This legislative change will enhance public protection by supporting increased reporting of errors and shared learning amongst pharmacists as well as being of direct benefit to pharmacists.

In 2017/18, the Rebalancing Programme Board continued to work on extending this defence to pharmacists working in hospital settings and the Department of Health and Social Care will consult on a draft Order for a defence for hospital pharmacists in late 2018.

Following on from these developments, we will be actively working with others to promote and support improved error reporting which is a key component in learning from and prevention of future errors.

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<sup>4</sup> <https://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/read-performance-reviews>

<sup>5</sup> <https://www.gov.uk/government/groups/pharmacy-regulation-programme-board>

The Rebalancing Board has continued to work towards clarifying and strengthening the governance arrangements for registered pharmacies. The Department of Health and Social Care will open a public consultation in 2018 on reforms to the roles of Responsible and Superintendent pharmacists as well as proposals to give the Pharmaceutical Society NI the power to set professional Standards for these legally defined roles.

### **Deputy Registrar**

This year, we worked closely with the Department of Health and the Department of Health and Social Care to ensure that the planned Section 60 Order consultations will also propose that the Pharmaceutical Society NI gains the power to have a Deputy Registrar thereby addressing an obvious anomaly in our current primary legislation.

### **Reforming our primary Legislation and Regulations**

Locally, the absence of a Northern Ireland Executive and Minister for Health has complicated our work in 2017/18, reducing our ability to pursue some of the substantive reforms we consider necessary to maintain public protection and flexible regulation going forward. However, some progress has been made.

We are part of a group established by the Department of Health to review workforce needs in health and social services in Northern Ireland. This group will, amongst other things, explore the need for registered pharmacy technicians. It remains a core objective of the Corporate Strategy to develop and publicly consult on proposals to register and set regulatory standards for pharmacy technicians in Northern Ireland. We will continue to work with the Department of Health on this issue in the coming year.

In the absence of an Executive and Minister, we have been unable to make progress in relation to securing policy agreement with the Department of Health on resolving the current legislative and organisational linkage between our Pharmacy Professional Leadership and regulatory roles.

### **Collaborating with others**

We have continued to collaborate and work closely with regulators throughout Northern Ireland and the UK to share best practice and engage with the Governments on proposals for broader regulatory reforms. This work is led by a Chief Executive Steering Group for the 9 regulators for health care professionals which met regularly in 2017/18.

Internally in 2017/18, we have developed a financial strategy to increase efficiency and cost-effectiveness within the organisation which will be implemented in early 2019.

## **Objective 2**

### **To set pharmacy standards that are evidence-based, output focused, achievable and necessary for patient and public safety**

We set professional Standards for pharmacists in Northern Ireland to ensure that pharmacists' conduct, ethics and performance is such that it protects the public and maintains public confidence in the profession. Pharmacists must adhere to our standards to remain on the professional Register. We also set Premises Standards for Registered Pharmacies to ensure that services delivered from a registered pharmacy setting are safe and effective; the relevant legislation for enforcing these standards is expected to come into operation during 2019.

#### **Premises Standards**

When enacted, the Pharmacy (Premises Standards, Information Obligations, etc.) Order 2016 will give us a new statutory power to set Premises Standards for the safe and effective practice of pharmacy. It will also give us new powers to enforce these Standards in the interest of public protection. After a period of policy development and engagement with the profession and the public, we publicly consulted on draft Standards for Pharmacy premises in Northern Ireland in October 2017. We received 9 responses to the consultation.<sup>6</sup> The new Premises Standards will have a statutory basis giving us clear responsibility to ensure that pharmacies in Northern Ireland operate in a manner that protects the public and puts the patient first. Existing advisory Standards remain in place until a commencement date is established for the new Premises Standards for Registered Pharmacies.

We will be working closely with the Department of Health (NI) in the development of criteria – directly linked to the Standards - to assist pharmacy owners and Superintendents and for use by the Department of Health's Inspectorate in measuring and assessing pharmacy premises. In 2019, we propose to launch a pilot scheme with the Department of Health to test the criteria and corresponding inspection regime to ensure it is fit for purpose. We will ensure the involvement of the pharmacy profession, Pharmacy Owners and Superintendents and the public, as this work progresses. Once piloting is completed, it is anticipated that the new Premises Standards and inspection regime will take effect during 2019 for all registered pharmacy premises.

#### **Knowledge of English Regulations and Guidance**

Delivering in a UK Government policy, the Health Care and Associated Professions (Knowledge of English) Order was passed to ensure that pharmacists in Northern Ireland have adequate knowledge of English to safely and effectively perform their roles.

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<sup>6</sup> Council adopted the new Premises Standards for Registered Pharmacies in June 2018.

The Council of the Pharmaceutical Society NI has powers to make Regulations in relation to language conditions and must make Regulations requiring persons who wish to be registered with the Pharmaceutical Society NI to satisfy the Registrar that they have the necessary knowledge of English.

In February 2018, we presented draft Regulations and associated Guidance on the knowledge of English to the Department of Health (NI), seeking Departmental approval that the draft Regulations and Guidance could be publicly consulted upon. Unfortunately, in the absence of a functioning Executive and Minister, this approval has not proved possible to provide. We are committed to publicly consult upon draft Regulations and Guidance in 2018/19 as soon as Departmental approval can be provided.

### **Review of Standards and Guidance**

With the publication of the Code for professional standards of conduct, ethics and performance for pharmacists in Northern Ireland in 2016, we have initiated a review of its associated Standards and Guidance documents. This is necessary to ensure that the new Code retains alignment with subordinate Standards and Guidance and that the documents retain currency.

The review has assessed whether, in each case, the Standards and/or Guidance documents remain 'fit for purpose' to aid public safety and assist pharmacists in interpreting the Code, where appropriate, in decision making. To facilitate the review, we developed an assessment framework and initiated a review of our published Standards and Guidance documents. The assessment framework develops recommendations for Standards and Guidance documents to be: discontinued; revised with minor changes; or revised with significant changes - which will require public consultation.

The review will, in its second phase, seek to produce Standards and Guidance documents which are proportionate and evidence based to allow the pharmacy profession to innovate within a robust but flexible assurance framework.

In April 2018, the Council discontinued 2 Guidance documents on the supply of Codeine Containing Products and Supplementary Professional Guidance on the Provision of Homeopathic Products within a Pharmacy. The review concluded that the Guidance was not necessary to maintain public safety and that the associated risks were clearly and adequately managed by the Standards which are outlined in the Code.

Recommendations were made in May 2018 to the Council after completing our initial review included updating Guidance on professional boundaries, incorporating Guidance on Indemnity cover into our information relating to registration, updating Guidance on Raising Concerns and updating Standards on independent prescribing. Further proposals are planned over Summer 2018 with a view to completing the review in calendar year 2018. Consequently, 2019 will see the introduction of updated or

replacement Standards and Guidance documents following engagement with stakeholders.

### Objective 3

## To conduct Fitness to Practise processes that are robust, timely and fair

The Fitness to Practise processes of the organisation are separated into 2 functions, namely investigation and adjudication. The investigation stage involves receipt or initiation of a complaint or concern with its investigation seeking further evidence and an evaluation as to next steps. Complaints will be considered and subsequently concluded by 1) the Registrar, 2) a Scrutiny Committee or 3) a Statutory Committee. In 2017/18, the cases considered were as follows:

**Figure 5 - Sources of Complaints**

Source	2015/16		2016/17		2017/18	
	No.	%	No.	%		
Anonymous	0		1	4%	1	4.5%
DoH	5	23%	1	4%	0	0%
Employer	4	18%	0	0%	1	4.5%
HSCB	1	4.5%	1	4%	0	0.0%
Other regulator	1	4.5%	0	0%	2	9.1%
Pharmacy	1	4.5%	0	0%	1	4.5%
Public	4	18%	6	23%	6	27.3%
Police Service	1	4.5%	0	0%	0	0%
Registrar	0	0%	8	31%	1	4.5%
Self-referral	5	23%	9	34%	10	45.5%
<b>Total</b>	<b>22</b>	<b>100%</b>	<b>26</b>	<b>100%</b>	<b>22</b>	<b>100%</b>

**Figure 6 - Stages of investigation for cases closed in 2017/18**

Closed Cases	Registrar	Scrutiny Committee	Statutory Committee	Total
No Further Action	12	0	3	15
Advice	2	1	0	3
Warning		2	0	2
Undertakings		0	0	0
Conditions			1	1
Suspension			0	0
Removal			1	1
<b>Total</b>	<b>14</b>	<b>3</b>	<b>5</b>	<b>22</b>



## Interim Orders

A case will be referred directly to a Statutory Committee by the Registrar based on the evidence available where it is considered to be high risk to public safety if not considered urgently. The Statutory Committee meets in an *Interim Order* hearing to receive evidence and make decisions based on the *prima facie* case presented. The Statutory Committee can determine to take no action, place conditions or suspend a pharmacist. The Statutory Committee can suspend a pharmacist's registration and right to practise for up to 18 months, reviewing the decision every 6 months, after which an extension to this period can be granted only upon application to the High Court.

There were 11 Interim Order hearings or meetings of the Statutory Committee to consider an Interim Order application in 2017-18 relating to 5 registrants.

There were 2 applications made to the High Court for extensions to existing Interim Orders - both applications were granted.

## Key Performance Information

- 11 out of 14 cases closed by the Registrar were closed in less than 26 weeks. Of the 3 cases which were closed in over 26 weeks, one case involved a multi-agency investigation; one case related to the health of the registrant and in the remaining case the registrant was granted additional time to seek legal advice.
- 2 out of 3 cases closed by the Scrutiny Committee were closed in less than 40 weeks. The case which was closed in over 40 weeks was subject to an external police investigation.
- 4 out of 5 cases closed by the Statutory Committee were closed in less than 60 weeks. The case which was closed in over 60 weeks was subject to an external police investigation and Court proceedings.

In keeping with our Corporate Strategy Objective 3 a, we will continue to work to improve the timeliness, efficiency and cost of Fitness to Practise processes.

## Learning from Fitness to Practise

Ensuring that the pharmacists are able to learn from Fitness to Practise cases is extremely important to maintaining public safety. All learnings produced by the Statutory Committee in relation to closed Fitness to Practise cases have been circulated to pharmacists in Northern Ireland through our Regulatory Newsletter. In addition, the Scrutiny Committee produces an annual report which identifies trends and learnings which is available on our website<sup>7</sup>.

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<sup>7</sup> [http://www.psni.org.uk/wp-content/uploads/2013/01/Annual-Report-of-the-Scrutiny-Committee-2017-version-2-may-2018 .pdf](http://www.psni.org.uk/wp-content/uploads/2013/01/Annual-Report-of-the-Scrutiny-Committee-2017-version-2-may-2018.pdf)

## **Fitness to Practise Training**

Fitness to Practise Training for Statutory Committee, Scrutiny Committee and Reserve List members was held on 22 May 2018. We were joined at the training by guest contributors: Mark Stobbs, Director of Quality and Scrutiny at the PSA, and Mary O'Rourke QC, who has a wealth of experience in representing healthcare professionals in regulatory proceedings across the UK. We were also joined by the mental health charity MindWise who hosted a session on the mental wellbeing of registrants and witnesses who must participate in Fitness to Practise proceedings. Feedback from attendees was very good with 95% of attendees rating the training event as either 'Very Good' or 'Excellent'. A separate training session for Clinical Advisers to our Statutory and Scrutiny Committees was held on 21 May 2018.

## **Objective 4**

### **To ensure that pharmacy education and professional development is fit for purpose**

#### **Accreditation of Pharmacy Undergraduate Programmes**

In 2017/18, we continued to work closely alongside our colleagues in the GPhC in accordance with our Memorandum of Understanding (MOU) - reviewing and ensuring that the standard of the Master of Pharmacy programmes delivered by Universities in Northern Ireland meets the educational standards for pharmacy schools, as part of a programme of rolling reviews. Accreditation reports for 2017/18 will be published in early 2019 and will be available, along with any previous accreditation reports, on our website.<sup>8</sup>

In 2017/18, we have engaged in collaboration with the GPhC to review the Standards for initial education and training of pharmacists in the UK to ensure that the training for future pharmacists remains modern and fit for the purpose and that the Standards produce competent pharmacy professionals for the current and future needs of the public.

#### **The Pre-registration Training**

163 new trainees registered as a pharmacist after completing the pre-registration programme in 2016/17. Pre-registration training comprises 1 full calendar year of vocational training which takes place under the supervision of an accredited tutor pharmacist. During this time, trainees will apply the knowledge and skills gained at University and will be assessed by their tutor pharmacist which is recorded on an on-line portfolio.

Tutors are essential in the training and assessment of pre-registration trainees. To become a pre-registration tutor, a pharmacist must have been registered for at least 3 years in the sector of pharmacy in which they wish to tutor. They must attend a tutor training course and pass a subsequent assessment. 114 pharmacists attended tutor

training in 2017 with 63 receiving accreditation as new tutors and 51 gaining re-accreditation.

We quality assure pre-registration training in Northern Ireland including the performance of tutors as well as trainees. The quality assurance is multi-faceted and designed to gather information from multiple sources.

Results of the quality assurance work carried out for 2016/17 indicate the pre-registration training did effectively support trainees to become competent pharmacists, helped them identify their strengths and weaknesses and enabled them to monitor their own development and progress.<sup>9</sup>

### **Developments in 2017/18**

A business management training course was introduced in 2017/18 as part of the compulsory training requirements for pre-registration trainees. The course was designed to introduce trainees to a range of professional governance and business concepts aimed at preparing trainees to provide leadership, be self-aware, manage a team and develop an understanding of accountability, corporate governance, risk management and interpersonal skills.

2017/18 saw tutor training courses further enhanced to equip tutors with essential tutor skills such as leadership, providing effective feedback, effective coaching and people management. Feedback from these training events was positive and indicated that tutors felt engaged and prepared for taking up the role of tutor.

New strategies were introduced to actively monitor trainee performance during training and enabled early intervention in a small number of cases. Additional support was provided to the trainees when needed enabling them to get back on track with training and continue their trajectory to safe practice and eventual registration.

New processes were also introduced to enable active monitoring of tutor engagement with the training programme to ensure tutors remained on course to meet their obligations to appropriately validate trainee development and competencies.

169 trainees entered the pre-registration programme in 2017/18.

### **Continuing Professional Development**

All pharmacists in Northern Ireland are legally required to complete Continuing Professional Development (CPD) to stay on the professional Register. Its purpose is to help pharmacists maintain and further develop their competency and performance thereby enhancing patient safety and public confidence in the pharmacy profession.

In Summer 2017, 99.6% of registrants submitted compliant CPD portfolios relating to CPD activity for the CPD year 2016/17. 10% of CPD submissions were randomly selected for audit and had their CPD portfolios formally assessed. Of this number, 87%

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<sup>9</sup> <http://www.psn.org.uk/wp-content/uploads/2012/10/Tutor-performance-2016-17.pdf>

met the required standard at first assessment and a remaining 13% met the standard after going through a remediation process.

A total of 8 registrants were removed from the Register in August 2017 for non-submission of CPD portfolios

**Figure 7 - CPD Statistics**

CPD Statistics		2014/15	2015/16	2016/17
<b>CPD submissions</b>	Records submitted	2145	2120	2233
<b>Submission issues</b>				
<b>Extenuating Circumstances Applications</b>	Applications submitted	116	140	126
	Applications granted	114	140	126
<b>Non-compliance actions</b>				
<b>Reminders</b>	Investigation letter	91	42	21
	Notice of Intention to Remove	41	23	14
	Notice of Removal	31	7	11
<b>Removals</b>	Removals	26	6	8
<b>Remedial measures</b>	No. in remedial measures	27	20	31
	No. compliant after completion of remedial measures	27	20	31
<b>Compliance</b>				
	Overall compliance with CPD process	98.84%	99.7%	99.64%

### Assessment of the CPD Framework

Work commenced on the strategic review of the CPD Framework, first published in April 2014. The Framework requires all registered pharmacists annually to produce 30 hours of CPD evidenced over a minimum of 4 cycles of learning amongst other criteria. Pre-consultation stakeholder dialogue was established in late 2017. Membership includes our independent CPD assessors and a percentage of registrants whose CPD portfolios have been sampled recently. This work has led to the formulation of a revised CPD Framework which will be published for consultation in Autumn 2018. Any changes to the current CPD Framework will then be approved and published by the Council in early 2019 for the CPD year 2019-20

### Continuing Fitness to Practise (CFtP)

We maintain an active involvement on the inter-regulatory Continuing Professional Practice Revalidation Working Group. Plans for pharmacists' Continuing Fitness to Practise in Northern Ireland, subject to consultation and Council approval, will be built on the foundation of the CPD Framework and its operation over the last 4 years with the potential requirements for the addition of a peer review and practise specific assessments. We will work with stakeholders to further develop these proposals after

the introduction of the revised CPD Framework which will be designed to move us further along the CFtP journey.

## **Objective 5**

### **To be an accountable organisation with effective governance and operations**

The Council is the governing body of the organisation and is responsible for ensuring its statutory duties are met. It sets strategic objectives for the organisation and monitors the performance of the Chief Executive in line with its statutory purpose.

It holds the Chief Executive to account as well as ensuring that the financial affairs of the organisation are conducted properly.

Council members are appointed by the DoH Northern Ireland in accordance with the principles of the Public Appointments Process and based on the competence of the applicants.

The Council has 14 appointed members with an equal number of lay and registrant members and is led by a President.

The Council has a structure of remuneration and expenses based on attendance at meetings which is published by DoH in recruitment activity.

#### **Appointment of new Council members**

With the tenure of several Council members coming to an end in 2018, the Department of Health (NI) opened a recruitment process in March 2018 to appoint 5 new Council members.

The Department of Health makes appointments to the Council of the Pharmaceutical Society NI following an open competition and based on merit. New Council members will be announced in early 2019.

**Figure 8 - Council Members 2017/18<sup>10</sup>**

<b>The Council 1 June 2017 – 31 May 2018</b>		
<b>Members</b>	<b>Membership type</b>	<b>Committee Membership</b>
<b>Dr Jim Livingstone, President</b>	LM	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Mr Ciaran Hunter, acting Vice President</b>	LM	<ul style="list-style-type: none"> <li>• Resources Committee (Chair)</li> </ul>
<b>Professor Martin Bradley, OBE</b>	LM	<ul style="list-style-type: none"> <li>• Fitness to Practise Committee</li> </ul>
<b>Ms Sandra Cooke</b>	RM	<ul style="list-style-type: none"> <li>• Education, Standards and Registration Committee</li> <li>• Audit and Risk Committee</li> </ul>
<b>Mr Gareth Peeples</b>	RM	<ul style="list-style-type: none"> <li>• Education, Standards and Registration Committee</li> </ul>
<b>Mr James Perry, MBE</b>	LM	<ul style="list-style-type: none"> <li>• Audit and Risk Committee (Chair)</li> </ul>
<b>Ms Colleen Duffy</b>	RM	<ul style="list-style-type: none"> <li>• Resources Committee</li> <li>• Corporate Communications Committee</li> </ul>
<b>Ms Eleanor Magennis</b> (Eleanor Magennis resigned from Council on 28 May 2018)	RM	<ul style="list-style-type: none"> <li>• Corporate Communications Committee (Chair)</li> </ul>
<b>Ms Laura Murphy</b>	RM	<ul style="list-style-type: none"> <li>• Fitness to Practise Committee (Chair)</li> </ul>
<b>Mr Mark Campbell</b>	LM	<ul style="list-style-type: none"> <li>• Education, Standards and Registration Committee (Chair)</li> <li>• Fitness to Practise Committee</li> </ul>
<b>Professor Patrick Murphy</b>	LM	<ul style="list-style-type: none"> <li>• Resources Committee</li> <li>• Corporate Communications Committee</li> <li>• Audit and Risk Committee</li> </ul>

Council met on 5 occasions in 2017/18.

## **Pharmaceutical Society NI Committees**

The Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2012 and the Council of the Pharmaceutical Society of Northern Ireland (Fitness to Practise and Disqualification) Regulations (Northern Ireland) 2012 provide for the establishment, in statute, of 2 Fitness to Practise Committees -Scrutiny Committee and Statutory Committee.

<sup>10</sup> For the duration of 2017-18, there were 2 registrant and 1 lay member vacancies in Council.

## **Non-Statutory Committees**

The Council currently has 6 non-statutory Committees which carry out different roles to help the organisation achieve its statutory and strategic objectives.

The current non-statutory Committees of Council are:

- Education, Standards and Registration (ESR) Committee
- Fitness to Practise Committee
- Audit and Risk (A&R) Committee
- Resources Committee
- Corporate Communications Committee
- Chairs Committee<sup>11</sup>

## **Governance Review**

With an objective of improving organisational governance, the Council launched a review of its Governance structures in 2017, engaging with an external facilitator to assist in this process. As part of this process, work on risk appetite, tolerance and range is now complete and this will be followed by a review of the most appropriate committee structures for delivery. Council will publish and implement changes to its governance structure in early 2019.

## **Internal Control Report**

The Council is responsible for ensuring that the organisation operates an appropriate system of risk management. The Audit and Risk Committee is responsible to Council for oversight of internal and external audits and confirming that adequate strategies are in place for the identification and management of risk.

The Audit and Risk Committee is responsible for:

- Reviewing compliance with statutory instruments and appropriate financial management systems;
- Engaging an external supplier to provide an appropriate internal audit service and to oversee their work for the organisation;
- Overseeing corporate governance requirements including committees of Council, the Executive and Statutory Committees;
- Reviewing the Risk Register and evaluating and endorsing effective systems for assessing and managing risk, including information risk;
- Ensuring that any recommendations made by the internal and external auditors are properly considered by officials and appropriate actions are taken in a timely manner; and receiving annual accounts and annual reports from the Resources Committee, considering external and internal audits and agreeing recommendations for approval to Council.

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<sup>11</sup> More information on Council's Committee Structure and Governance can be found on our website by following this link: <http://www.psn.org.uk/psni/governance/>

Upon completion of an audit needs and risk assessment, the Audit and Risk Committee approved a new 3-Year Internal Audit Strategy in August 2017.

The 3-year plan will see the following internal audits carried out:

2017/18

- Business Continuity Planning and Disaster Recovery
- Risk Management and Corporate Planning
- Management of Continuing Professional Development

2018/19

- Corporate Governance
- Key Financial Controls
- Data Protection

2019/20

- Compliance with Fitness to Practise
- IT Security
- Payroll

To embed risk management at all levels of the organisation, the Council has developed a Strategic Risk Register which was reviewed in 2017 to reflect the 6 objectives set out in the Corporate Strategy 2017-2022. The Council has endorsed the revised Strategic Risk Register and has been assured by the internal auditors that arrangements in place are sufficient to ensure that risks are identified, mitigated and monitored.

The internal auditors have provided an overall “satisfactory” level of control for internal audits carried out in 2017/18, whilst identifying recommendations for improvement in each category. The Executive team accepted all recommendations and have in place action plans to deliver the improvements which will be reported against to the Council via the Audit and Risk Committee.

The Council currently receives performance information in several ways – regular reports against action plans arising from audits, The PSA Performance Review and information on several high-level KPIs.

The Audit and Risk Committee initially oversees the implementation of actions arising from each audit – receiving reports at every meeting and agreeing timetables for any future work.



## **Brexit**

We have continued to liaise closely with the Departments of Health and Social Care in London and the Department of Health in Belfast, along with the Department for Business, Energy and Industrial Strategy (BEIS) and the other healthcare regulators, to plan and effect the legislative and operational changes required when the UK leaves the European Unions and Economic Area.

Resources are focused on the recognition of professional qualifications post-Brexit and the underpinning legislative authorities required. Whilst work has been geared to a no-deal Brexit, amendments may be made to reflect any deal which maintains recognition of qualifications.

## **Human Resources Strategy**

The Council initiated the development of a Human Resources Strategy for the organisation in May 2018 with a view to improving organisational resilience, efficiency and effectiveness. The finalised Human Resources Strategy will be implemented in late 2018.

## **ICT Strategy**

The Council initiated the development of a new ICT Strategy in March 2018. Implementation of the new ICT Strategy will begin in late 2018.

## **Objective 6**

### **To communicate effectively, be accessible and responsive**

To deliver high quality pharmacy regulation, communicating effectively, whilst being accessible and responsive is crucial.

## **Communications Strategy**

The development of a new communications strategy was initiated in 2017, gaining Council approval in April 2018.

The Communication Strategy 2017-2022 aligns the organisation's communications activities with the objectives of the Corporate Strategy, with a view to assisting in the delivery of our vision to be recognised and trusted as a leader of modern and effective healthcare regulation.

The Communication Strategy sets out key activities to be undertaken in 2018/19 and will be reviewed annually to assess its effectiveness and set new activities and objectives each year for the remainder of the Corporate Strategy period.

The Council will receive an annual communications report which evaluates the impact of our communications activities.

## **Increasing engagement**

Our most important stakeholders are the public and pharmacists in Northern Ireland. We aim to ensure that the public can access the information they need about

pharmacists and pharmacies and know how to make a complaint about a pharmacist or pharmacy should they need to. We also aim to ensure that pharmacists understand and are supported to deliver upon their regulator obligations.

Our key methods of communication include our website and Facebook page, emails, letters, online Regulatory Newsletter, face to face engagement through our policy development and consultation work and in attending meetings, seminars and conferences.

Traffic on our website has increased overall by 4 percent (261K page views) from last year with visitors spending on average 5% longer viewing our pages. Notable growth includes a 25% increase in the number of people accessing our Regulator Newsletter from 2016/17 and a 10% increase in the number of visits to the webpage hosting the Code for pharmacists in Northern Ireland. As in previous years, we have also seen a steady increase in the number of hits on the 'Search the Register' section of the website: 97k hits including 24K searches of the Premises Register.

Direct online engagement with registrants has been encouraging with nearly 50% of pharmacists in Northern Ireland completing our online Equality Monitoring Survey, whilst 10% of registrants participated in online survey work. Based on the positive engagement by the profession, we will continue to enhance our online survey work in 2018/19.

As part of our outreach and accessibility programme, the Council met in Ranfurly House, Dungannon in November 2017 - its first meeting outside of Belfast. With local politicians and members of the public attending, including school children seeking to pursue a career in a healthcare profession, the meeting was considered a considerable success in promoting accessibility, transparency and a greater understanding of our work. The Council will hold another meeting outside Belfast in 2018.

## **Consultations**

In 2017/18, we carried out 1 public consultation on new Premises Standards for a retail pharmacy business at or from a registered pharmacy, and its associated premises. The consultation ran for 8 weeks from Monday 2 October 2017 to 12 Monday 27 November 2017.

We responded to 3 public consultations:

- The Professional Standards Authority - Right Touch Reform – a new framework for assurance of professions
- The Department of Health and Social Care (London) - Promoting professionalism, reforming regulation
- The Professional Standards Authority - A review of the Standards of Good Regulation

## **Going Forward**

Alongside delivering on activities within the Communications Strategy 2017-2022, we will be reviewing our public consultation protocols and our processes for handling

complaints against the organisation, to ensure we are accessible, responsive and transparent.

## **6. Pharmacy Forum NI**

### **Introduction from Sheelin McKeagney**

As Chair of the Pharmacy Forum NI Board, I am delighted to present the Annual Report of Pharmacy Forum NI (the Forum).

I wish to begin by thanking my colleagues on the Board, the Committees and the Special Interest Groups for their continued commitment and enthusiasm which is vital in ensuring that the leadership body continues to be robust and to provide an effective voice for pharmacists in Northern Ireland; one which is also diverse and representative of the profession. To ensure that we are continuing to fulfil this remit, the Board undertook a review in the summer of 2017 that highlighted a need for further representation from hospital and employed pharmacists. This was addressed as a matter of priority and we were delighted to be joined by a number of new members this year with a wealth of skills and expertise which has brought a renewed energy to our activities and is helping to drive our agenda. As Chair, I look forward to continuing to work with them to take forward the strategic objectives of the Forum.

This year also saw the retirement of our Board colleague, Harry Harron. His professionalism, advice, experience and expertise have been invaluable and we are grateful for his contribution.

I would also wish to thank the staff members of the Pharmacy Forum NI who have continued to work hard to implement and deliver the Forum's Corporate Objectives. 2017/18 was the first year of the Forum's new 3-year Corporate Plan 2017- 2020. The plan recognises the fundamental role which pharmacists continue to have in the delivery of safe, high quality and sustainable health and social care in Northern Ireland. It acknowledges the reality that pharmacy is changing in line with the strategic vision for the health and social care system in Northern Ireland.

There are undoubtedly opportunities for all healthcare professionals, including pharmacists, to improve how we deliver care. Many of us have first-hand experience of the considerable benefits to be had from multi-disciplinary working, particularly in delivering patient centred care, co-ordinated around the patient's care pathway. The direction for pharmacy in Northern Ireland has been set out through the Department's, *"Making It Better Through Pharmacy in The Community"* and the *"Medicines Optimisation Quality Framework"*. Pharmacists, as the medicines experts, have a clear role to play. However, it is vital that the political, social and economic context exists within which we can fully embrace these opportunities and meet these challenges. It is a source of considerable concern that we have yet to see the resumption of the

Northern Ireland Assembly. As such, we are experiencing the detrimental impact of the continued absence of cross party, political leadership. This is urgently required in order to deliver the policy agenda, implementation and momentum needed to ensure that the people of Northern Ireland have the very highest standards of health and social care provision and to address the pressing issues facing healthcare professionals here on a daily basis. Our own profession has yet to see the delivery of the Community Pharmacy Contract. Additionally, implementing thorough and robust pharmacy workforce planning is vital to ensure viability and sustainability in the years to come. The Forum is currently engaged with the Department of Health and Social Care to represent members' interests.

It is important to acknowledge, however, that this year we saw vital legislative changes which will make a meaningful difference to the profession and will address long standing matters of concern. As the leadership body, the Forum is proud to have been directly involved in this work.

From 16th April 2018, registered pharmacy professionals in England, Scotland, Wales and Northern Ireland have been able to make use of new defences in the event of inadvertent preparation and dispensing errors in registered pharmacies. On this date the provisions contained in the Pharmacy (Preparation and Dispensing Errors – Registered Pharmacies) Order 2018 took effect. Alongside other key stakeholders UK wide, the Forum has been an active participant on the Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board from its inception and, as such, has helped to shape this legislation.

Addressing the issue of criminal prosecution represents an important step in not only alleviating what has long been a source of considerable concern for colleagues but also in ensuring that the professional consequences for pharmacists, who make dispensing errors, will be much more in keeping with handling errors made by other healthcare professionals. As a profession, we are fully focused on patient safety and the highest standards of service delivery. These changes also afford an opportunity to embed an open culture which encourages error reporting and candour. This development should encourage the profession to learn from mistakes rather than simply to fear them and thus enhance safety and practice and prevent future harm. The Forum remains fully committed to working with fellow stakeholders on the Rebalancing Board to ensure that the new provisions are extended to hospital pharmacists at the earliest possible opportunity. We were pleased to note that this matter proceeded to consultation in June 2018.

As a professional body, we are also committed to pushing the boundaries of best practice for pharmacists to aspire to. The Forum has continued to develop guidelines and initiatives, this year, on a range of issues to better assist and support the work of pharmacists. These included the second edition of our well received *Guide to Support Medication Review in Older People*, produced by one of our Special Interest Groups, The Northern Ireland Network of Pharmacists with a Special Interest in Older People

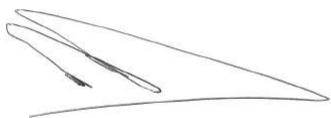
(NIPOP) *Guidance for Pharmacists on the Use of Social Media*, commissioned by the Forum's Education, Research and Training Committee and a new Valproate resource developed through joint working between the Forum and a range of pharmacy professional bodies across the UK.

We are also committed to Rewarding Excellence and innovation and, to this end, I was delighted to chair the Fellowship Panel Meeting in early 2018. We have appointed 3 new Fellows this year to be formally conferred at the *Rewarding Excellence Event* to be held in November 2018. We also reviewed the C.W. Young Fund, increasing the grant and broadening the scope and remit of the fund to encourage a wider range of applicants and projects in the coming years.

Sadly, once again we have seen a number of disgraceful and unacceptable physical attacks on pharmacists and on pharmacy premises, this year. The Forum has been pro-active not only in speaking out publicly against this violence but also in exploring initiatives with key stakeholders to address this criminal and anti-social activity and to enforce the policy of Zero Tolerance. We have also been taking a collaborative approach to the issue of prescription drug misuse which is causing such devastation in our communities. We anticipate that this work will have practical outcomes in the coming year.

The Forum recognises that the past year has offered much in terms of progress, continuing innovation and the promise demonstrated by talented young people emerging in our profession who will be the next generation of pharmacists. However, in celebrating change and looking to the future, we also acknowledge that these continue to be challenging times for our profession.

While undoubtedly much work is still to be done and there are important issues to be addressed, we must also recognise that there has been significant and demonstrable progress for our profession during the past 12 months. The challenge for us now is to embrace these changes and to continue to strive to provide the highest standards of patient care. The Forum will continue to work to support and empower pharmacists to fully realise their potential in line with their clinical expertise and to make the strong case for locally accountable, professional leadership in Northern Ireland not only now but also in the future. It is our firm belief that, in doing so, the profession will be enhanced and pharmacists will continue to directly contribute to better services for patients and, ultimately, to better care outcomes.



**Sheelin McKeagney, Chair of the Pharmacy Forum NI Board**

# Pharmacy Forum NI

## About Us

The Pharmacy Forum NI is the professional leadership body for all pharmacists in Northern Ireland, representing all areas of pharmacy practice, including hospital and community settings. We operate as an arms-length body under the legislative remit of the Pharmaceutical Society NI. Our role is to lead, promote and support the pharmacy profession to deliver improved outcomes for patients. Forum members are pharmacists registered to practise by the Pharmaceutical Society NI.

The Pharmacy Forum NI Board consists of elected members, representatives from other pharmacy organisations and those co-opted for skills and expertise. The Board met 6 times this year.

**Figure 1 – Pharmacy Forum Board**

Elected Members		
Sheelin McKeagney, Chair	Victoria Knowles	Raymond Anderson
Karen Briers	Philip Boyle	Harry Harron*
Anne McAllister	Dr Kate McClelland	
Representative Members		
Catherine Devlin** - Guild of Healthcare Pharmacists Suzanne Cassells*** – Guild of Healthcare Pharmacists	David McCrea - Community Pharmacy NI	Peter Wright - Ulster Chemists Association
Dr Kathy Burnett Co-opted Member	Jonathan Clarke – Newly Qualified Member Non-voting	Linden Ashfield*** - Co-opted Member Katie Blair**** – Co-opted Member

\*Retired January 2018 \*\*Until January 2018 \*\*\*From March 2018 \*\*\*\*from January 2018

## Pharmacy Forum Committees

**Figure 2 - Education and Training Committee**

Dr Kathy Burnett, Chair	Raymond Anderson	Maura Corry*
Dr Glenda Fleming	Dr Lezley-Anne Hanna	Roberta Tasker
Lesley Edgar	Stephen Curran	Hilary McKee
Rosin O'Hare	Mary Carmel Keerney – Newly Qualified Member	

\*From October 2017

**Figure 3 - Policy and Practice Committee**

Victoria Knowles, Chair	Catherine Devlin	Anna Fay
Anne McAllister	Mairead McGrattan	Sheelin McKeagney
Leon O'Hagan	Carole Parsons	Peter Wright

## **Pharmacy Forum Activity Report**

Once again, this has been a busy and productive 12 months for the Pharmacy Forum NI; one which has seen an ongoing commitment to delivering the highest standards of professional leadership and advocacy. It has also seen significant and demonstrable progress made in addressing key issues facing the profession. The Forum has been at the forefront of delivering these changes and of ensuring that the views of the pharmacy profession in Northern Ireland are articulated effectively throughout the policy making process and beyond, into implementation.

We remain fully committed to championing patient safety and to the promotion of excellence throughout the profession. It is our firm belief that through recognising, sharing and benchmarking best practice, patient outcomes will be improved. Many of our activities in the past year have been focused on this goal and on ensuring that not only is there a recognition of the fundamental role of the pharmacists in delivering patient centred care in Northern Ireland but also pharmacists themselves feel empowered to reach their full potential as healthcare professionals.

In this context, we have also continued to improve and enhance the efficiency of our communications and information sharing processes and we will continue to be an organisation which strives to be responsive to the needs of a changing and innovative evolving profession.

## **Leadership**

### *Rebalancing Medicines Legislation & Pharmacy Regulation Programme Board*

The rebalancing programme for pharmacy is focused on improving pharmacy services for patients and the public and reducing and removing barriers to the development of pharmacy practice and new pharmacy services. This work is vital to enable the transformation of pharmacy services and to assist the future development of pharmacists' roles. Alongside other key stakeholders UK wide, the Pharmacy Forum NI has been an active participant on the Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board from its inception and will continue to be so as the programme of work continues.

A key strand of this work was the removal of the threat of criminal prosecution as part of wider changes for rebalancing between professional regulation and criminal law. This objective was successfully achieved with the announcement that, from 16th April

2018, registered pharmacy professionals in England, Scotland, Wales and Northern Ireland would be able to make use of new defences in the event of inadvertent preparation and dispensing errors in registered pharmacies. On this date, the provisions contained in the Pharmacy (Preparation and Dispensing Errors - Registered Pharmacies) Order 2018, took effect. The legislation also ensures that dispensing errors by pharmacists in a registered pharmacy are in line with handling errors made by other healthcare professionals.

Whilst this Order does not provide a legal defence to preparation and dispensing errors occurring outside a registered pharmacy, prosecutors have been advised as to plans to consult on an Order in respect to extending the defences. In the case of an error made by a pharmacy professional in a hospital or other pharmacy service (e.g. in care homes and prisons), draft proposals are being consulted upon. The Pharmacy Forum NI is committed to supporting this consultation process and to seeing these provisions extended to hospital pharmacists as a matter of priority.

We firmly believe that with the introduction of these new defences in the event of inadvertent preparation and dispensing errors in registered pharmacies, coupled with those provisions existing in the Medicines Act, an opportunity now exists for the profession to take up the challenge of encouraging and fully embracing error reporting. As a profession, we can build on our reputation of delivering the highest standards of patient care and ensure that safety remains a paramount consideration.

### *Strategy Implementation*

2017/18 saw the first year of implementation for the Forum's 3-year Corporate Plan (2017-2020). The plan was developed following extensive consultation with Board members and staff of the Pharmacy Forum NI. The result is an outcomes-based approach focused on objectives which are based on how our work will make a difference for pharmacists, pharmacy, patients and other stakeholders. Our guiding principles, which will underpin our work towards our strategic outcomes, will be guided by the need to be patient centred, outcome focused, professional and collaborative. Activity will be prioritised under 5 key work strands:

- **Leadership** – Locally active, nationally minded and internationally benchmarked: an influential voice and trusted source of information as well as an effective advocate for pharmacists, pharmacy practice and improved outcomes.
- **Excellence** – Recognising and sharing excellence within the profession; highlighting and benchmarking best practice for our stakeholders and the public.
- **Development** – Enabling the development of pharmacists in their practice and empowering them to reach their potential as healthcare professionals.



- **Technology** – Enabling efficiency and improvement in the safety and quality of patient care through supporting the culture change required for the introduction of new technologies.
- **Support** – Providing help in times of need, through the Pharmacists Advice and Support Service (PASS), for pharmacists, pre-registration trainees, ex-pharmacists and their dependents.

The Corporate Plan is supported by a work plan which details activity under each of the key work strands and the supporting strategies. Progress is monitored by the Board of the Pharmacy Forum NI and communicated bi-annually to the members through the Forum website and through the production of an Annual Report. The Corporate Plan can be viewed on the Forum website at: [www.pfni.org.uk](http://www.pfni.org.uk)

### *Policy & Consultations*

In 2017/18, the Forum responded to a number of consultations from major stakeholders reflecting the views of pharmacists on a number of key issues impacting on the pharmacy profession. These included the following consultations: The Home Office consultation on the scheduling of Pregabalin and Gabapentin, the Department of Health and Social Care's consultation on Promoting Professionalism and Reforming Regulation, the Pharmaceutical Society NI's pre-consultation exercise on Indicative Sanctions Guidance and the GPhC's consultations on Revalidation for Pharmacy Professionals and Guidance to Ensure a Safe and Effective Pharmacy Team.

All consultation responses are available on the website: [www.pfni.org.uk](http://www.pfni.org.uk)

## **Excellence**

### *Guidance*

Our interest group, the NI Network of Pharmacists with a special interest in Older People, produced the second edition of *A Guide to Support Medication Review in Older People (October 2017)*.

The guide is aimed at supporting pharmacists in any setting, to identify medicines which may be potentially inappropriate for older people and should, therefore, be reviewed. The guide was distributed across hospital trusts, every community pharmacy and the local Schools of Pharmacy.

This year also saw the development and launch of Social Media Guidance. The guide is designed to assist pharmacists and pharmacy staff when engaging with social media. It is intended to ensure that they can actively participate in online activity while remaining safe and cognisant both of their professional and legal obligations.

The Pharmacy Forum NI was also pleased to announce the publication, in May 2018, of a joint resource to support pharmacy teams in helping women and girls who have

been prescribed valproate medicines. The new resource builds on the national toolkit for all healthcare professionals and includes a decision pathway and key points for consideration to prompt conversations between the pharmacy team and their patients. It has been developed in partnership by the pharmacy organisations represented on the MHRA's Valproate Stakeholder Network including the Pharmacy Forum NI, Community Pharmacy Northern Ireland, Community Pharmacy Scotland, Community Pharmacy Wales, Community Pharmacy Patient Safety Group, the Royal Pharmaceutical Society and the Pharmaceutical Services Negotiating Committee. The resource can be accessed via the Forum's website at: [www.pfni.org.uk](http://www.pfni.org.uk)

The Forum looks forward to the launch of new guidance on the development of *Standard Operating Procedures (SOPs)* and on *Children Collecting Medicines from Pharmacies* in the coming year. All guidance documents are available to download from the Pharmacy Forum NI website. [www.pfni.org.uk](http://www.pfni.org.uk)

### *Appointment of Fellows*

The Pharmacy Forum NI is pleased to announce that a Fellowship Panel Meeting took place in early 2018. 3 Fellows will be conferred in November 2018 at the Rewarding Excellence Event.

### *General Practice Pharmacists in NI (GPPNI) – Launch Event*

Thursday 30th November 2017 saw the launch of the new General Practice Pharmacists NI (GPPNI) Special Interest Group at Riddell Hall, Belfast. The purpose of the group is to promote and represent the professional interests of General Practice Pharmacists who work in Northern Ireland.

The highly successful evening introduced the aims of GPPNI and gathered expressions of interest from motivated colleagues to join the group. It also afforded an opportunity to explore tailored training and to demonstrate and share examples of the highest standards of pharmaceutical practice within primary care general practice roles.

### *Preparation of Pharmacists for Public Appointments*

As the leadership body for pharmacists in Northern Ireland, the Pharmacy Forum NI is committed to its development function and to assisting pharmacists to become active participants on a range of Departmental and Non-Departmental public bodies, external boards and committees and regulatory roles. This is essential to ensure that the profession is represented and actively and appropriately engaged across key forums and decision-making bodies. To this end, a successful training event was held on 16th April 2018, for pharmacists who wanted to familiarise themselves with the current recruitment process that candidates are expected to follow when making applications, particularly for Public Sector Appointments.

### *Prize Giving Events*

The Pharmacy Forum NI Board attended 2 Prize Giving Events in 2017 to present Gold Medals to the student with the overall highest mark in their final year of their MPharm. The successful students were Cian O’Caheny, Ulster University, Jamie Hanna, Queen’s University Belfast. The recipient of this year’s Ronnie McMullan Award for the top mark received in the Pharmaceutical Society of Northern Ireland Pre-Registration Examination was Sophie Gilmore.

The Ronnie McMullan Trust was set up in memory of a former past President of the Pharmaceutical Society of Northern Ireland to promote and advance the education of student pharmacists through the attendance at relevant conferences. This year, it was the 8th All Ireland Pharmacy Conference held in Dundalk.

### *Newsletter*

The Forum has continued to provide regular updates about its work and that of the wider pharmacy profession. The newsletter is sent out on a bi-monthly basis to all registered pharmacists and Pre-registration pharmacists.

## **Development**

### *Continuing Professional Development*

The Pharmacy Forum NI has continued to support the profession to meet its regulatory obligations to submit a CPD portfolio. The team of peer led facilitators has delivered a number of workshops throughout Northern Ireland.

The Forum has designed a range of CPD facilitation training events and support services including:

- Facilitation training events;
- “One to One” facilitation sessions;
- Individual facilitation support; and
- Online resources including a video presentation.

### *Pre-Registration Calculations Training*

3 courses were held during the months of February and March 2018, with over 80 students attending.

### *Interest Groups*

The Pharmacy Forum NI has continued to encourage the development Interest Groups focused on key areas. The NIPOP Special Interest Group is responsible for establishing draft guidance, key questions and proposed working practices for the Northern Ireland initiative for Pharmacists with a Special Interest in Older People. They

have continued to deliver against their remit. Following their successful launch this year, the General Practice Pharmacists in NI (GPPNI) Special Interest Group has held an event on Inhaler Technique and Devices and they continue to develop and organise events for the coming year.

Forthcoming Interest Groups in 2018/19 include one for newly qualified pharmacists.

## **Technology**

### *CW Young Charitable Trust*

During the 2017/18 year, the C.W. Young Charitable Trust underwent a complete review by Trustees. Whilst ensuring that the objective of the Charity remained unchanged, Trustees enhanced the eligibility criteria and award amount to reflect the contemporary environment of pharmacy.

We are also pleased to announce that this year saw a successful application to the C.W. Young Fund. The fund is for research and education projects that will promote and advance pharmacy, for the public benefit, in Northern Ireland through the award of scholarships, bursaries or maintenance allowances. Past recipients have developed projects which have not only been innovative but also have had an application in enhancing professional practice.

### *Social Media & Website Development*

Throughout the year, the Forum has continued to successfully develop its social media presence. This has enabled the organisation to network with key stakeholders and partner organisations and to participate in a number of national and international awareness campaigns, including local public health campaigns on the Flu Vaccination and self-care, smoking cessation and medicines safety. We have also participated in global campaigns on Antimicrobial Resistance and are active participants in the annual Pharmacy24 campaign, raising awareness of the work of pharmacists. We will continue in the coming year to explore ways to enhance our online presence and maximise the potential of our social media engagement.

The Forum is also finalising the content of our new website. This exciting development will offer a site with enhanced capabilities and improved navigation which will allow for greatly improved accessibility and a more enjoyable user experience.

## Support

The Pharmacists Advice and Support Service (PASS) exists to assist all pharmacists who are or have ever been registered with the Pharmaceutical Society NI and



their dependents in whatever way best meets their needs in difficult times. PASS is a registered charity with the Charities Commission NI.

Here are just some of the services on offer through PASS:



All services are impartial, free and completely confidential.

The last 12 months have been extremely busy for PASS, continuing our work across a range of services that included providing grants totalling in excess of £10,000, providing short-term loans of more than £4,500, funding for respite care holidays, the provision of 12 face to face counselling sessions and numerous telephone counselling sessions and general signposting to over 45 individuals.

We continued to develop the Mentor Programme, and since the launch of the programme in June 2017, PASS has provided mentor support to 3 applicants.

During the 2016/17 business year, PASS conducted a survey of all registered pharmacists in Northern Ireland. The findings of this survey indicated that 22.7% of respondents consider themselves to have caring responsibilities. Considering these statistics and the specialist nature of the role of carers, PASS have entered into a bespoke working arrangement with Carers NI that will be formally launched in 2018 to provide tailored support services.

PASS has been promoted at more than 7 events throughout the year and will continue to work to raise awareness of the support and range of services available for pharmacists, their families and dependents. We regularly communicate with all registered pharmacists in Northern Ireland, through e-newsletters, presence at pharmacy related events and mail shots. For example, this year PASS targeted a mailshot to all registered Pharmacy premises in Northern Ireland which highlighted the support services offered by PASS and display material for staff notice boards.

Pharmacy is a caring profession and all pharmacists understand the unique pressures of the job. Whether focused on research and development, education, or providing face to face support and advice, the common factor across all areas of the profession is care. This is often a key driver in wanting to help colleagues who have fallen on difficult times or who themselves have struggled to overcome difficult circumstances. PASS is free and confidential and ensures that those in need – be they students, working pharmacists or retirees – know where to go for guidance, advice, a listening ear or financial assistance.

Donations are vital to the work of PASS. To that end, we have reviewed the process for making donations and have engaged the Charities Aid Foundation (CAF) so all donations can be made online<sup>12</sup>. Your continued support of PASS is invaluable.

If you have any comments or suggestions about the future development of the service or if you feel that you or your family wish to avail of any of the services offered through PASS, please contact us during business hours by telephone: (028) 90329553 or by email: [pass@psni.org.uk](mailto:pass@psni.org.uk)

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<sup>12</sup> <http://forum.psni.org.uk/pass/>

# **7. Financial Statements**

**for the year ended 31 May 2018**

# Financial Statement for the year ended 31 May 2018

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## **Foreword Chair of Resources**

### **By Ciaran Hunter, Chair of Resources**

The Pharmaceutical Society NI recorded a gain before tax for the year of £121k compared to £347k in the prior year. The main cause for the difference arises from the revaluation of investments in line with accounting standards, being £39k in 2018 compared to £161k in 2017. An explanation for the remainder of the difference is set out below.

It is of note that the coming years bring considerable uncertainty, in particular, around potential increasing operational costs due to expected and sought legislative changes, new regulatory requirements and activities arising as a consequence of BREXIT.

While recognising the strong balance sheet, the Pharmaceutical Society NI has and must continue to explore all opportunities to expand the income base to support the required level of regulatory expenditure going forward, whilst also maintaining sufficient reserves for contingencies.

**The details of significant items of income and expenditure are set out below.**

### **Income – Financial Highlights**

During the year, overall income rose to £1,213k in 2018 from £1,196k in 2017 (£17K). The income of the Pharmaceutical Society NI is mainly based upon 4 key sources being the Retention Fees paid by Registrants, Premises Licence Fees, Miscellaneous income and Registration Fees. Together, these 4 income elements represent 94% of the total Pharmaceutical Society NI income.

The Retention Fees of £908k were up from £856k in 2017 (£52k). The increase in this income heading was due to an increase in numbers registered.

Premises licence fees income has remained constant at £87k.

Registration fees fell from £149k in 2017 to £129k in 2018. The variance is due to a significant reduction in the number of students graduating. Miscellaneous income fell from £23k in 2017 to £10k in 2018.

In order to contain costs and minimise fee levels, the organisation seeks to share assets and facilities with regulatory partners. Whilst this policy continued to provide valuable income in 2017/2018, there was a reduction in third party requirements which resulted in a smaller income than the previous year. Examination income fell from £36k to £29k due to a reduction in the student numbers sitting the exam. Dividend income this year rose from £23k to £27k.

### **Expenditure – Financial Highlights**

The overall operational expenditure in 2018 was £1,130k compared to £1,010k in 2017. Historically, the largest expenditure elements are staff costs (including pensions), Statutory Committee expenses, Facilities and Operational expenses and Governance costs. Together, these represent 76% of total operational expenditure in 2018 (2017:73%).

Staff costs, including pension, rose from £578k to £666k, an increase of £88k on prior year. The rise relates to an increase in salary costs of £24k this includes the cost of temporary staff to cover maternity leave and the pension liability of £65k, details of which are in note 9 to the accounts.

Statutory Committee expenses rose from £75k in 2017 to £110k in 2018. The increase is due to an increase in number of cases in 2018. Unfortunately based on our current predictions this area of expenditure is expected to continue to increase in the coming year and, while the Pharmaceutical Society NI continues to focus on reducing costs associated with each case, the increasing caseload is driving up expenditure. Governance costs are in line with the previous year. We would, however, expect this cost to rise in 2019 as a consequence of all Council positions being filled in line with our budget of £42k.

The remaining £21k increase arose from minor increases across operational, project costs and improvements introduced to the pre-registration programme.

### **Balance Sheet Financial Overview**

The Pharmaceutical Society NI reported reserves in the 2017 Financial Statements of £1,238k. Due to the overall surplus in 2018 the reserves have risen by £115k to £1,353k. The surplus includes revaluation gains of £39k on investments. Over the last number of years, a number of revisions to accounting and reporting requirements have led to significant variations in the method of reporting against investments – current reported reserves contain unrealised gains on investment over the last two years of £200k.

While the Pharmaceutical Society remains on a solid financial footing at the year-end, it is important to note that the organisation needs to maintain significant reserves to fund contingencies such as potential significant costs arising from fitness to practise appeals and to deal with any unexpected variations arising from external events.



**Ciaran Hunter**

**Chair of Resources**

## **Council, Executive and Professional Advisors**

President

Dr. Jim Livingstone

Council

Full list of Council members referenced on page 20

Chair of Resource

Ciaran Hunter

Chief Executive

Trevor Patterson

Auditors

KPMG  
The Soloist Building  
1 Lanyon Place  
Belfast  
BT1 3LP

Principle Bankers

Bank of Ireland  
University Road  
Belfast  
BT7 1ND

Legal Advisors

Clever Fulton Rankin  
50 Bedford Street  
Belfast  
BT2 7FW

## Statement of responsibilities of the Council

The Council is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Article 4C of the Pharmacy (Northern Ireland) Order 1976 requires the Council to prepare financial statements for each financial year in such form as the Department of Health (the 'Department') may determine. To date, no determination has been issued by the Department. The Council has elected to prepare the financial statements in accordance with the basis of preparation and accounting policies set out in note 1 which it has determined are appropriate to the Society's circumstances having regard to current requirements of accounting standards issued by the UK Financial Reporting Council (UK Generally Accepted Accounting Practice), including FRS 102 *The Financial Reporting Standard Applicable in the UK and Ireland*.

In preparing these financial statements, the Council has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent; and
- prepared the financial statements on the going concern basis unless it is inappropriate to presume that the Society will continue in business.

The Council is responsible for keeping proper accounting records that are sufficient to show and explain the Society's transactions.

The Council is also responsible for preparing the Annual Report in accordance with Article 4D of the Pharmacy (Northern Ireland) Order 1976 and the regulations made under it.

The Council has general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Society and to prevent and detect fraud and other irregularities.

The Council is responsible for the maintenance and integrity of the corporate and financial information included on the Society's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. By Order of the Council.



JIM LIVINGSTONE  
PRESIDENT



TREVOR PATTERSON  
CHIEF EXECUTIVE

**24 September 2018**

**Independent Auditor's Report to the Council of the Pharmaceutical Society of Northern Ireland**  
**1 Report on the audit of the financial statements**

***Opinion***

We have audited the financial statements of the Pharmaceutical Society of Northern Ireland ('the Society') for the year ended 31 May 2018 which comprise the Statement of Comprehensive Income, the Balance Sheet, the Cash Flow Statement, the Statement of Changes in Equity and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the accounting policies set out in note 1 of the financial statements.

In our opinion, the accompanying financial statements:

- have been properly prepared, in all material aspects in accordance with the basis of preparation and accounting policies set out in note 1 of the financial statements; and
- have been properly prepared in accordance with the Pharmacy (Northern Ireland) Order 1976 and the regulations made under it.

***Basis for opinion***

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with ethical requirements that are relevant to our audit of financial statements in the UK, including the Financial Reporting Council (FRC)'s Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

***We have nothing to report on going concern***

We are required to report to you if we have concluded that the use of the going concern basis of accounting is inappropriate or there is an undisclosed material uncertainty that may cast significant doubt over the use of that basis for a period of at least twelve months from the date of approval of the financial statements. We have nothing to report in these respects.

***Other information***

The Council is responsible for the other information accompanying the Annual Report together with the financial statements. The other information comprises the information included in the Chair of Resources Foreword and the Annual Report, other than the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and, accordingly, we do not express any form of assurance conclusion on that information.

***Matters on which we are required to report by exception***

ISAs (UK) require that we report to you if, based on the knowledge we acquired during our audit, we have identified information in the annual report that contains a material

inconsistency with either that knowledge or the financial statements, a material misstatement of fact, or that is otherwise misleading. We have nothing to report in this regard.

## **2 Respective responsibilities and restrictions on use**

### ***Responsibilities of the Council for the financial statements***

As explained more fully in the Statement of Responsibilities of the Council set out on page 42, the Council is responsible for the preparation of the financial statements in accordance with the basis of preparation as set out in note 1 to the financial statements; and otherwise comply with The Pharmacy (Northern Ireland) Order 1976 and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the society or to cease operations, or have no realistic alternative but to do so.

### ***Auditor's responsibilities for the audit of the financial statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements

A fuller description of our responsibilities is provided on the FRC's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities)

### ***The purpose of our audit work and to whom we owe our responsibilities***

Our report is made solely to the Society's Council, as a body, in accordance with Article 4C of the Pharmacy (Northern Ireland) Order 1976. Our audit work has been undertaken so that we might state to the Society's Council those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and its Council, as a body, for our audit work, for this report, or for the opinions we have formed.



**John Poole (Senior Statutory Auditor)  
for and on behalf of KPMG, Statutory Auditor**

*Chartered Accountants*

The Soloist Building,

1 Lanyon Place,

Belfast

BT1 3LP

**24 September 2018**

# The Pharmaceutical Society of Northern Ireland

## Statement of Comprehensive Income for the year ended 31 May 2018

	Notes	2018 £	2017 £
<b>INCOME</b>			
Retention Fees		907,838	855,700
Licenses		86,748	87,807
Registration Fees		129,365	148,975
Tutors Course & Calculations Fees		19,425	19,166
Interest		2,474	3,298
Miscellaneous		10,338	22,863
Examinations		29,145	35,896
Dividends		27,357	22,629
		<u>1,212,690</u>	<u>1,196,334</u>
<b>EXPENDITURE</b>			
Computer & Photocopier Expenses		44,578	38,888
Salaries and National Insurance		634,570	611,068
Pension Costs		31,467	(33,321)
Office Expenses		55,179	49,813
Events, Travel & Subsistence		29,146	40,255
Legal, Professional & Other Consultancy costs		42,725	49,909
Statutory Committee Expenses		110,276	75,225
Pharmacy Forum Non-Salary Expenses		13,618	37,320
Subscriptions		6,966	8,056
Facilities and Operational Expenses		55,706	54,483
Depreciation		21,624	18,167
Recruitment Costs		8,956	5,623
Communications		2,322	1,338
CPD Process		13,795	13,904
Pre-registration Administration		15,192	10,048
Loss on disposal of Fixed Assets		-	209
Governance Costs		26,475	28,917
Project Expenses		17,504	360
		<u>1,130,099</u>	<u>1,010,262</u>
<b>OPERATING SURPLUS</b>		82,591	186,072
Gain on revaluation of investments	5	38,676	160,814
<b>GAIN BEFORE TAX</b>		121,267	346,886
Taxation	3	(7,228)	(28,418)
<b>SURPLUS FOR THE YEAR</b>		114,039	318,468
<b>OTHER COMPREHENSIVE INCOME</b>		1,030	1,030
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>115,069</u>	<u>319,498</u>

All results of the Pharmaceutical Society NI derive from continuing operations. Certain comparative amounts have been reclassified in the current year financial statements to enable comparability.

The notes on pages 49 to 56 form part of these financial statements.

# The Pharmaceutical Society of Northern Ireland

## Balance Sheet for year ended 31 May 2018

	Notes	2018 £	2017 £
<b>FIXED ASSETS</b>			
Tangible Assets	4	33,404	46,310
Investments	5	914,002	905,888
		<u>947,406</u>	<u>952,198</u>
<b>CURRENT ASSETS</b>			
Debtors	6	467,600	597,113
Bank deposits		300,446	358,147
Cash in bank and on hand		936,408	674,835
		<u>1,704,454</u>	<u>1,630,095</u>
<b>CURRENT LIABILITIES</b>			
Creditors and accrued expenses	7	(1,168,193)	(1,218,545)
		<u>536,261</u>	<u>411,550</u>
<b>NET CURRENT ASSETS</b>			
		<u>1,483,667</u>	<u>1,363,748</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
<b>PROVISIONS</b>			
Deferred tax liability	8	(43,558)	(36,984)
Pension obligations	9	(87,572)	(88,266)
		<u>1,352,537</u>	<u>1,238,498</u>
<b>NET ASSETS</b>			
<b>SOURCE OF FUNDS</b>			
Income and expenditure account		1,345,282	1,230,213
Premises renovation grant		7,255	8,285
		<u>1,352,537</u>	<u>1,238,498</u>

The financial statements were authorised for issue on 24 September 2018 and signed on behalf of the Council by:

JIM LIVINGSTONE (PRESIDENT)



TREVOR PATTERSON (CHIEF EXECUTIVE)



The notes on pages 49 to 56 form part of these financial statements.



# The Pharmaceutical Society of Northern Ireland

## Cash Flow Statement for year ended 31 May 2018

<i>Note</i>	<b>2018</b> £	2017 £
<b>Cash flows from operating activities</b>		
Surplus for the year	114,039	318,468
<i>Adjustments for:</i>		
Depreciation	21,624	18,166
Interest receivable	(2,474)	(3,298)
Dividends received	(27,357)	(22,629)
Loss/(gain) on revaluation of investments	(38,676)	(160,814)
Loss/(gain) on disposal of fixed assets	-	209
Taxation	7,228	28,418
	<hr/>	<hr/>
	74,384	178,520
Decrease/(Increase) in trade and other debtors	129,514	135,907
Increase/(Decrease) in trade and other creditors	(48,647)	14,795
Increase/(Decrease) in provisions	(693)	(69,294)
	<hr/>	<hr/>
	154,558	259,928
Tax paid	(2,360)	(1,147)
	<hr/>	<hr/>
<b>Net cash from operating activities</b>	152,198	258,781
<b>Cash flows from investing activities</b>		
Acquisition of tangible fixed assets	(8,718)	(9,764)
Interest received	2,474	3,298
Dividends received	27,357	22,629
Purchase of investments	(3,057)	(49,061)
Proceeds from sale of investments	33,619	25,181
	<hr/>	<hr/>
<b>Net cash from investing activities</b>	51,675	(7,717)
<b>Cash flows from financing activities</b>		
Cash (placed)/withdrawn from deposit	57,700	(152,408)
	<hr/>	<hr/>
<b>Net cash from financing activities</b>	57,700	(152,408)
Net increase in cash and cash equivalents	261,573	98,656
Cash and cash equivalents at 1 June	674,835	576,179
	<hr/>	<hr/>
<b>Cash and cash equivalents at 31 May</b>	<u>936,408</u>	<u>674,835</u>

The notes on pages 49 to 56 form part of these financial statements.

# The Pharmaceutical Society of Northern Ireland

## Statement of changes in equity for the year ended 31 May 2018

	Income and expenditure account	Premises renovation grant	Total funds £
	£	£	
Balance at 1 June 2016	910,715	9,315	920,030
<i>Total comprehensive income for the year</i>			
Profit or loss	318,468	-	318,468
<b>Other comprehensive income</b>			
Premises grant amortisation	1,030	(1,030)	-
	<hr/>	<hr/>	<hr/>
Total comprehensive income for the year	319,498	(1,030)	318,468
	<hr/>	<hr/>	<hr/>
Balance at 31 May 2017	1,230,213	8,285	1,238,498
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	Income and expenditure account	Premises renovation grant	Total funds £
	£	£	
Balance at 1 June 2017	1,230,213	8,285	1,238,498
<i>Total comprehensive income for the year</i>			
Profit or loss	114,039	-	114,039
<b>Other comprehensive income</b>			
Premises grant amortisation	1,030	(1,030)	-
	<hr/>	<hr/>	<hr/>
Total comprehensive income for the year	115,069	(1,030)	114,039
	<hr/>	<hr/>	<hr/>
<b>Balance at 31 May 2018</b>	1,345,282	7,255	1,352,537
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 49 to 56 form part of these financial statements.

# Notes to the Financial Statements for the year ended 31 May 2018

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## 1. Principal Accounting Policies

The Pharmaceutical Society of Northern Ireland (the “Society”) is a statutory regulatory body for pharmacists, domiciled in Northern Ireland.

The financial statements have been prepared as required by Article 4C of the Pharmacy (Northern Ireland) Order 1976 and in accordance with the accounting policies set out in this note, which have been determined by the Council to be appropriate to the Society’s circumstances having regard to the recognition and measurement criteria of current accounting standards issued by the UK Financial Reporting Council (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Ireland (‘FRS102’), as issued in September 2015, with the exception of:

- Payments to former employees under which the obligation has been estimated in accordance with FRS102.21 Provisions and Contingencies, rather than FRS102.28 Employee Benefits as a defined benefit obligation; and
- The Society has prepared financial statements which present information about the Society only and does not incorporate financial information relating to certain funds (Pharmacists Advice and Support Service, the CW Young Scholarship Fund and the Ronnie McMullan Fund) whose operations are directed by the Society. The Council considers that it is appropriate not to incorporate this information into the Society’s financial statements as required by FRS102 and details of the funds are provided in the unaudited appendices to the financial statements.

The presentation and functional currency of these financial statements is Sterling.

The accounting policies set out below have, unless otherwise stated, been applied consistently to all periods presented in these financial statements.

Management have assessed that there are no estimates or judgments that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities recognised in the financial statements.

### ***Measurement convention***

The financial statements are prepared on the historical cost basis except investments which are measured at their fair value.

### ***Going concern***

The Pharmaceutical Society’s activities together with factors affecting future, development, performance and position are set out in the Annual Report and Chair of Resources Forward. The Pharmaceutical Society NI has satisfactory financial resources and is in a strong net asset position. As a consequence the Council believes that the Pharmaceutical Society NI is well placed to manage its risks successfully. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

### ***Financial information relating to funds administrated by the Society***

Certain funds (Pharmacists Advice and Support Service, the CW Young Scholarship Fund and the Ronnie McMullan Fund) whose operations are directed by the Society are not incorporated in the financial statements. The financial statements present information about the Society only.

### ***Revenue***

Turnover represents the invoice value of service and is recognised on provision of the related service. Retention, licences and registration fees are recognised on commencement of the relevant annual registration period.

## Notes to the Financial Statements for the year ended 31 May 2018 (continued)

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Revenue from examinations is recognised in proportion to the stage of completion of the delivery of this service at the reporting date. The stage of completion is assessed by management.

Interest is included in the income and expenditure account on an accruals basis. Dividend income is recognised when the security is declared ex-dividend.

### **Basic financial instruments**

#### *Trade and other debtors/creditors*

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs.

#### *Cash and cash equivalents*

Cash and cash equivalents comprise cash balances and call deposits.

### **Equity investments**

Equity investments are recognised initially at fair value which is normally the transaction price (but excludes any transaction costs, where the investment is subsequently measured at fair value through profit and loss). Subsequently, they are measured at fair value through profit or loss, except for those equity investments that are not publicly traded and whose fair value cannot otherwise be measured reliably, which are recognised at cost less impairment until a reliable measure of fair value becomes available.

If a reliable measure of fair value is no longer available, the equity instrument's fair value on the last date the instrument was reliably measurable is treated as the cost of the instrument.

### **Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Where parts of an item of tangible fixed assets have different useful lives, they are accounted for as separate items of tangible fixed assets.

Depreciation is charged to expenditure on a straight-line basis and reducing balance over the estimated useful lives of each part of an item of tangible fixed assets. Leased assets are depreciated over the shorter of the lease term and their useful lives. The estimated useful lives are as follows:

- Property - 40 years line, straight-line
- Furniture and office equipment - 4-7 years, reducing balance
- Computer equipment - 4 years, reducing balance

Depreciation methods, useful lives and residual values are reviewed if there is an indication of a significant change since last annual reporting date in the pattern by which the Society expects to consume an asset's future economic benefits.

### **Impairment**

#### *Financial assets (including trade and other debtors)*

A financial asset not carried at fair value through profit or loss is assessed at each reporting date to determine whether there is objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates that a loss event has occurred after the initial recognition of the asset, and that the loss event had a negative effect on the estimated future cash flows of that asset that can be estimated reliably.

An impairment loss in respect of a financial asset measured at amortised cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. For financial instruments measured at cost less impairment an impairment is calculated as the difference between its carrying amount and the best estimate of the amount that the Society would receive for the asset if it were to be sold at the reporting date. Interest on the impaired asset continues to be recognised through the unwinding of the discount. Impairment losses are recognised in profit or loss. When a subsequent event causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through profit or loss.

## Notes to the Financial Statements for the year ended 31 May 2018 (continued)

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### **Post-retirement benefits**

#### *Defined contribution plans*

A defined contribution plan is a post-employment benefit plan under which the Society pays fixed contributions into a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to defined contribution pension plans are recognised as an expense in the income and expenditure account in the periods during which services are rendered by employees.

#### *Payments to former employees*

The Society has a commitment to provide annual payments to a former employee. The Society's obligation in respect of this member is calculated by estimating the amounts of future benefit that the member is estimated to receive and is recognised as a liability of the Society.

The liability is measured based on publicly available actuarial mortality tables and other relevant assumptions using guidance set out in FRS102.21 Provisions and Contingencies.

### **Provisions**

A provision is recognised in the balance sheet when the entity has a present legal or constructive obligation as a result of a past event, that can be reliably measured and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are recognised at the best estimate of the amount required to settle the obligation at the reporting date.

### **Taxation**

Tax on the profit or loss for the year comprises current and deferred tax. Tax is recognised in the income and expenditure account except to the extent that it relates to items recognised directly in equity or other comprehensive income, in which case it is recognised directly in equity or other comprehensive income.

Current tax is the expected tax payable or receivable on the taxable income or loss for the year, using tax rates enacted or substantively enacted at the balance sheet date, and any adjustment to tax payable in respect of previous years.

Deferred tax is provided on timing differences which arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in the financial statements. The following timing differences are not provided for: differences between accumulated depreciation and tax allowances for the cost of a fixed asset if and when all conditions for retaining the tax allowances have been met to the extent that it is not probable that they will reverse in the foreseeable future. Deferred tax is not recognised on permanent differences arising because certain types of income or expense are non-taxable or are disallowable for tax or because certain tax charges or allowances are greater or smaller than the corresponding income or expense.

Deferred tax is measured at the tax rate that is expected to apply to the reversal of the related difference, using tax rates enacted or substantively enacted at the balance sheet date.

### **Grants**

#### *Premises Renovation Grant*

The premises renovation grant was recorded in reserves on receipt and is amortised into the income and expenditure account at 2.5% per annum in line with the depreciation period on the property.

## Notes to the Financial Statements for the year ended 31 May 2018 (continued).

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### 2. Expenses and auditors' remuneration

	2018	2017
	£	£
<i>Operating deficit on operating activities before tax is stated after charging/ crediting:</i>		
Depreciation of tangible assets	21,624	18,167
Auditors Remuneration:		
- Audit of these financial statements	9,000	9,000
	<u>          </u>	<u>          </u>

### 3. Taxation

*Total tax expense recognised in the income and expenditure account*

	2018	2017
	£	£
<i>Current tax</i>		
Current tax on income for the period	469	2,429
Adjustments on respect of prior periods	185	893
	<u>          </u>	<u>          </u>
Total current tax	654	3,322
<i>Deferred tax</i>		
Origination and reversal of timing differences	6,574	25,756
Impact of change in tax rates	-	(660)
	<u>          </u>	<u>          </u>
Total deferred tax (note 8)	6,574	25,096
	<u>          </u>	<u>          </u>
Total tax	<u>7,228</u>	<u>28,418</u>

## Notes to the Financial Statements for the year ended 31 May 2018 (continued).

### 4. Fixed Assets

	<i>University Street Property</i> £	<i>Furniture and Office Equipment</i> £	<i>Computer Equipment</i> £	<i>Total</i> £
<b>Cost</b>				
At 1 June 2017	87,114	131,419	109,110	327,643
Additions	-	-	8,718	8,718
Disposals	-	(776)	(22,199)	(22,975)
<b>At 31 May 2018</b>	<b>87,114</b>	<b>130,643</b>	<b>95,629</b>	<b>313,386</b>
<b>Depreciation</b>				
At 1 June 2017	69,420	126,167	85,746	281,333
Charge for year	2,709	916	17,999	21,624
Disposals	-	(776)	(22,199)	(22,975)
<b>At 31 May 2018</b>	<b>72,129</b>	<b>126,307</b>	<b>81,546</b>	<b>279,982</b>
<b>Net book value At 31 May 2018</b>	<b>14,984</b>	<b>4,337</b>	<b>14,083</b>	<b>33,404</b>
At 31 May 2017	17,694	5,252	23,364	46,310

The society has no assets under finance leases

### 5. Investments

	2018 £	2017 £
<b>Fair value</b>		
At beginning of year	905,888	721,194
Additions	3,057	49,061
Disposals	(33,619)	(25,181)
Fair value adjustments	38,676	160,814
<b>At end of year</b>	<b>914,002</b>	<b>905,888</b>

Investments comprises listed investments which as at 31 May 2018 the market value of these investments was £914,002 (2017: £905,888).

## Notes to the Financial Statements for the year ended 31 May 2018 (continued).

### 6. Debtors

	2018 £	2017 £
Trade debtors	432,228	436,636
Amounts receivable from related parties	13,638	120,721
Prepayments and accrued income	21,734	39,756
	<u>467,600</u>	<u>597,113</u>

### 7. Creditors

	2018 £	2017 £
Trade Creditors	19,385	68,834
Accruals	58,178	38,473
Amounts payable to related parties	1,431	32,029
Deferred Income	1,075,787	1,058,694
Taxation and Social Security Costs	12,943	18,340
Corporation tax	469	2,175
	<u>1,168,193</u>	<u>1,218,545</u>

### 8. Deferred tax liability

	2018 £	2017 £
Investments	43,558	36,984
	<u>43,558</u>	<u>36,984</u>

The movement during the year comprises a charge of £6,574 (2017: charge of £25,096) which is recognised in gain or deficit for the year.



## Notes to the Financial Statements for the year ended 31 May 2018 (continued)

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### 9. Employee benefits

#### Defined contribution plans

The Society operates a defined contribution plan. Contributions payable by the Society for the year ended 31 May 2018 amounted to £25,059 (2017: £22,095). No contributions were outstanding at year end (2017: nil).

#### Payments to former employees

	<b>2018</b> <b>£</b>
At beginning of year	88,266
Charge to the income and expenditure account for the year	6,408
Benefits paid	(7,102)
	<hr/>
At end of year	87,572
	<hr/> <hr/>

The provision relates to the Pharmaceutical Society's obligation to make annual payments to a former employee and in his death, 50% of the annual payment to his spouse.

### 10. Commitments

The Society had no contractual commitments contracted for but not provided in the financial statements (2017: nil).

## Notes to the Financial Statements for the year ended 31 May 2018 (continued)

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### 11. Contingent liabilities

During the 2014/15 review of fees, which was the subject of public consultation, the Department of Health Social Services and Public Safety (DHSSPS) was requested, pursuant to Articles 5 and 25A of The Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2012 as amended, to approve amendments to some of the fees levied by the Society. During this approval process it became clear that, in the last round of substantive amendments to fees in 2009, some of the changes we had requested at that time had for some reason not in fact been incorporated in new Regulations as expected.

The Council initiated an immediate and comprehensive review of fees charged and their historic legislative basis. As a result, it became clear that a number of anomalies had arisen over a period of twenty years such that some registrants and prospective registrants were charged fees for services provided on the basis of a fee structure that was not wholly contained in Regulations.

Council has taken legal advice concerning any potential liability to repay sums charged in excess of statutory authority to affected persons. Council does not consider it appropriate or equitable to refund any of the sums that have been charged in excess of statutory authority.

No provision has been made by the Pharmaceutical Society NI for future costs or refunds in this regard and such sums are deemed to represent a contingent liability. The total amount of fees charged in excess of statutory authority is estimated to be £340k (2017: £340k).

### 12. Related party transactions

During the year none of the Council members or members of the key management staff has undertaken any material transactions with related parties.

Total compensation (including pension contributions & benefits) of key management personnel in the year amounted to £264,088 (2017: £258,480). Total compensation of Council Members in the year amounted to £22,591 (2017: £28,917).

During the year the Society paid attendance fees to Council members totaling £20,025 (2017: £26,921). The Council also paid expenses to Council members totaling £2,566 (2017: £1,996).

Registrant members of the Council are required to pay a Retention Fee to the Pharmaceutical Society of NI, on the same basis as other registrant members.

The CW Young Scholarship Fund, The Ronnie McMullan Trust Fund and the PASS Fund are deemed to be related parties by virtue of the fact the trustees are nonexecutive directors or executive members of the Society. During the year, the Society collected income of £1,431 (2017: £3,663) on behalf of the Funds. Additionally expenses of £36,782 (2017: £18,949) were recharged from the Society to the Funds. The Funds owe £13,838 (2017: £120,721) to the Pharmaceutical Society NI as at 31 May 2018 and the Society owes £1,431 (2017: £32,029) to the funds as at 31 May 2018.

### 13. Subsequent events

Subsequent to the balance sheet date, no events have occurred affecting the Society's financial statements.

**The following appendices do not form part of the audited financial statements**

**THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND**

**UNAUDITED INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET  
OF THE CW YOUNG SCHOLARSHIP FUND FOR THE YEAR ENDED 31 MAY  
2018**

**APPENDIX 1**

	<b>Cost</b>	<b>Related Income</b>	
		<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Investments	125,345	5,649	5,482
Gain on sale of shares	-	414	1,731
Debtors	55	-	-
Ulster Bank Ltd. - Current Account	878	-	-
Cunningham Coates - Deposit Account	33,227	-	-
Creditors	(277)	-	-
	<hr/>	<hr/>	<hr/>
	159,228	6,063	7,213
	<hr/>	<hr/>	<hr/>
<b>INCOME ACCOUNT</b>		<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
At Beginning of Year		148,094	142,630
Income for Year		6,063	7,213
Investment Management Charge		(1,783)	(1,700)
Research Grant		-	-
Sundry		(436)	(49)
Gain on investments disposal		1,749	-
		<hr/>	<hr/>
At End of Year		153,687	148,094
<b>CAPITAL ACCOUNT</b>		5,541	5,541
		<hr/>	<hr/>
		159,228	153,635
		<hr/> <hr/>	<hr/> <hr/>

# THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND

## UNAUDITED INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET OF THE RONNIE MCMULLAN TRUST FUND AS AT 31 MAY 2018

### APPENDIX 2

#### BALANCE SHEET

	2018 £	2017 £
Ulster Bank Ltd - Current Account	-	1,290
Ulster Bank Ltd – Deposit Account	-	16,683
Bank of Ireland – Current Account	16,204	-
	<u>16,204</u>	<u>17,973</u>
Creditors	(327)	(1,721)
	<u>15,877</u>	<u>16,252</u>
Net Assets		

#### INCOME ACCOUNT

	2018 £	2017 £
At beginning of year	16,252	16,254
Bank interest	(2)	28
Bank charges	-	(30)
Costs paid by Society	(374)	-
	<u>15,876</u>	<u>16,252</u>
At end of year		

**THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND**

**PHARMACISTS ADVICE AND SUPPORT SERVICES (FORMERLY NORTHERN IRELAND CHEMISTS BENEVOLENT FUND)**

**UNAUDITED INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET AT 31 MAY 2018**

**APPENDIX 3**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MAY 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Dividend Received	19,912	18,461
Presidents Appeal	1,453	3,663
Bank Interest	<u>1,356</u>	<u>717</u>
	<b>22,721</b>	<b>22,841</b>
<b>EXPENDITURE</b>		
Grants	10,545	3,000
Retirement Training	1,627	-
Management Charge	6,044	5,455
Bank Charges	51	-
Salary Costs	12,600	10,156
Printing/Stationery	299	1,000
Counselling	1,800	216
Legal and Professional Fees	3,275	650
Help Line	2,404	2,404
Sundry	386	366
Telephone	1,346	1,293
Website & Branding	<u>468</u>	<u>-</u>
	<b>40,845</b>	<b>24,540</b>
<b>DEFICIT OF INCOME OVER EXPENDITURE</b>	<b>(18,124)</b>	<b>(1,699)</b>

**BALANCE SHEET AS AT 31 MAY 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>CAPITAL EMPLOYED ASSETS</b>		
<b>INVESTMENTS</b>	<u>399,049</u>	<u>502,210</u>
<b>CURRENT ASSETS</b>		
Cash at Bank	37,453	3,074
Cash on Deposit	50,293	60,445
Loans	4,155	-
Sundry Debtors	<u>1,431</u>	<u>32,029</u>
	93,332	95,548
<b>CURRENT LIABILITIES</b>	<b>(13,033)</b>	<b>(104,183)</b>
<b>NET ASSETS</b>	<u>479,348</u>	<u>493,575</u>
<b>REPRESENTED BY:</b>		
<b>CAPITAL ACCOUNT</b>		
At start of year	493,575	490,084
Deficit of Income over Expenditure	(18,122)	(1,699)
Realised gain on investments	3,896	5,190
	<u>479,349</u>	<u>493,575</u>
At end of year	<u>479,349</u>	<u>493,575</u>

