

MINUTES
COUNCIL PUBLIC MEETING
21 May 2019 @ 09:30

1.0	Welcome & Apologies	<p>Council members in attendance:</p> <p>Dr Jim Livingstone (President) Mr Jonathan Patton (Vice-President) Mr Jim Perry Ms Carol Moore Prof Patrick Murphy Ms Chanel Jones Mr Mark Campbell Ms Alison Ragg Mr Ciaran Hunter (arrived @ 11:54) Mr Barry Mimmagh Mr Mark McCrudden Ms Laura Murphy</p> <p>PSNI staff members in attendance:</p> <p>Mr Brendan Kerr - (Registrar) Ms Joan Duffy - Head of Business Operations (HBO) Mr Mark Neale - Head of Public Affairs (HPA) Mr Peter Hutchinson – Policy & Standards Lead (PSL) Ms June Alexander (EA)</p> <p>Guests in attendance:</p> <p>Alan Walker – Independent Consultant (AW)</p>	Apologies Coleen Duffy Sandra Cooke Trevor Patterson
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		The President welcomed all those present and noted apologies from Colleen Duffy & Sandra Cooke. The President advised that Trevor Patterson was not in attendance due to the sad passing of his mother yesterday.	
2.0	Deputations	The President was present throughout – no deputation was required.	
3.0	Conflicts of Interest	The registrant members of Council declared a potential conflict of interest in relation to Item 8.0 – CPD Framework.	
4.0	Tabling of Any Other Business	No other business was tabled.	
5.0	Minutes & Key Actions arising from last meeting <i>For Approval</i>	<p>The Minutes of the Council meeting dated 02 April 2019 were approved as a true and accurate record of the meeting.</p> <p>In relation to Key decisions and actions, updates were given on the following action points:</p>	<p>Proposed by: Mark McCrudden</p> <p>Seconded by: Jim Perry</p>

		<p>7.3 – Raising Concerns – flowchart as a supplement to the Guidance has been completed and is being published. A follow-up will be undertaken with other organisations and stakeholders. Consultation has been delayed after considering any potential to confuse the pre-registration students in the 2019 examination.</p> <p>14.0 – Reform of Regulation. The President advised that this is firmly on the agenda of the Secretary of State for Health. The Council workshop is vital to ensure that Council is ready to respond to any proposals. Council agreed to set aside a substantial portion of the July 2019 Council meeting to discuss Reform of Regulation. Papers to be provided to Council members in June 2019.</p> <div data-bbox="808 676 1547 1034" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>The Minutes of Council meeting dated 02 April 2019 were approved and adopted as a true and accurate record of the meeting.</p> <p>Council agreed to include a session to discuss Reform of Regulation in the July 2019 Council meeting.</p> <p>Advance papers on Reform of Regulation to be provided to Council members in June 2019.</p> </div>	
6.0	<p>Revised Guidance for Sexual Boundaries For Approval</p>	<p>The HPA gave a brief background to this work for the benefit of recently appointed Council Members and directed them to the revised Guidance at Appendix 4.</p> <p>In terms of its current status, the HPA advised that there has been a targeted stakeholder engagement exercise and the draft guidance was circulated to 27 organisation including patient and advice organisations. A total of 7 responses were received - 1 NI multiple pharmacy group, 4</p>	<p>Proposed by: Jim Perry</p> <p>Seconded by: Barry Mimmagh</p>

		<p>pharmacist representative groups and 2 individual pharmacists. Council was directed to the engagement report at Appendix 3.</p> <p>Council query the non-inclusion of subjects in the revised Guidance – clinical conversation re sexual-related health matters, the dispensing of medicines for spouses and chaperones. In relation to clinical conversations with patients which may potentially be misunderstood, should a complaint be received by the Society, the pharmacist would be required to explain and justify the form and content of interactions with the patient. In relation to chaperoning, the HPA advised the protection of staff and patients is a staffing matter – the responsibility which sits with the pharmacy owner/superintendent pharmacist and is not a matter for the Society. Each pharmacist must use their professional judgement in relation to the use of a chaperone whilst prioritising their duty to the patient. The matter of dispensing for spouses is covered in the Code. The Registrar advised that the Society does recognise that pharmacists' roles have changed and some interactions with patients now include physical contact in certain instances.</p> <p>The new registered Premises Standards address issues such as environment, staff, training and governance. These matters can be further developed in compliance indicators to aid pharmacists, owners and inspectors review the suitability of services provided.</p> <p>Council approved the revised Guidance on maintaining clear sexual boundaries with patients and carers.</p> <p>Council noted the proposals to make stakeholders aware of the new Guidance.</p>	
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7.0	Registration Examination Standards & Procedures <i>For Approval</i>	<p>The Registrar advised that, at the last Council meeting, Council had approved the updating of the procedures around the pre-registration examination. Subsequent to this change, the Pre-Registration Standards and Training Manual for pre-registration training have also been reviewed and duplicated issues were identified in terms of examination procedures. The Registrar confirmed that the examination procedures are now housed in Section 10 of the Pre-Registration Training Manual and that Section 5 of the Standards simply directs the reader to Chapter 10 of the Training Manual.</p> <p>Council approved the revised content of Section 5 of the Standards for Pre-registration Training and of Chapter 10 of the Pre-registration Training Manual.</p> <p>Council approved the revised content of Section 5 of the Standards for Pre-registration Training and of Chapter 10 of the Pre-registration Training Manual.</p>	<p>Proposed by: Barry Mimmagh</p> <p>Seconded by: Carol Moore</p>
8.0	CPD Framework <i>For Approval</i>	<p>A presentation was made to Council by Alan Walker, an Independent Consultant who has been engaged to review and revise the current CPD Framework document.</p>	<p>Proposed by: Laura Murphy</p> <p>Seconded by: Chanel Jones</p>

		<p>AW advised that the current version of the CPD Framework has been operating since 2014. Council's attention was directed to Appendix A of his paper– the revised CPD Framework – which contained the direction of changes agreed by Council in September 2018.</p> <p>AW navigated Council through each of the proposed changes to the CPD Framework including:</p> <ul style="list-style-type: none">• A shorter, focussed and much clearer document;• Change of pass mark from 40% - 50%;• Pass was 50% of cycles and 50% of hours• Submission requirement of between 4 and 10 cycles covering at least 30 hours of CPD activity;• Focus on cycles pertinent to current scope of practice while allowing a limited number of cycles to be evaluation and closed using simulated practice or potential application to future practice;• A reduction in the assessment criterial from 9 to 6 – all of which are essential criteria;• Increased scope for Council to change the proportion of submission for assessment and to identify specific groups for assessment based upon risk;• Clarification of the number of cycles and hours required within the remedial process;• Clarification in relation to application for extenuating circumstances including the removal of an automatic partial exemption for those on the Register for less than 6 months;• Enabling the Registrar to request early submissions from pharmacists who have re-joined the Register after a significant period out of practice or following previous voluntary removal during a CPD year where a CPD submission was not made by the registrant; and• Facility to allow additional quality control measures on portfolios that achieve a pass mark on first assessment.	
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<p>9.0</p>	<p>Governance Review For Approval</p>	<p>The President advised Council members that the previous Governance Review project was halted in 2018 in anticipation of the arrival of 6 new Council members and that it is now time to reinstate the Governance Review facilitated by CIPFA.</p> <p>He advised that the proposal is to start the Governance Review with a re-run of the previous first workshop. This will not only give new Council members an overview but also will focus on the Terms of Reference, the forming of Task & Finish Groups (TFG) to look at Schemes of Delegation, existing structures of committees, structures for organisation performance and risk management. The President suggested that the TFGs should represent a mix of “old” and new Council members, both Registrant and Lay members, and that skill set could be a factor in selection of TFG members.</p> <p>The President proposed that the TFGs would then report back to Council and to the CIPFA facilitator and these reports would advise the content and discussion for the second workshop. The third, and possibly final, workshop would be held in January 2020 to consider recommendations and options and to possibly secure Council agreement to a recommendation to be made to Council at the next Council meeting – this could be a 1-hour session during the January 2020 Council meeting.</p> <p>The President advised that the Terms of Reference were not specific about Council member appraisal and that he would propose that the revised Terms of Reference are more specific in relation to the training, development and appraisal of Council members. The current appraisal system, introduced by the President, is based on the H&SC Trusts appraisal – self-reporting on your own performance. He noted that the new Council members were appointed using different criteria and this will be part of the Governance Review. However, in the interim, Council member appraisals must be completed this Autumn using the existing</p>	<p>Proposed by: Mark Campbell</p> <p>Seconded by: Jim Perry</p>
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		<p>system – particularly as we have an impending Council recruitment exercise in 2020 requiring the appointment of 2 new Council members and the re-appointment for a second term of several existing members. During this recruitment exercise, and due to changes in the Department’s procedures, we will be able to use skill sets as part of the criteria.</p> <p>It was suggested and agreed by Council that our Internal Auditors be asked to attend the first Governance Review Workshop due to their knowledge of the organisation.</p> <p>Council approved the objectives, Terms of Reference and plan for the Governance Review.</p> <p>Council approved the invitation of the Internal Auditors to the first workshop.</p> <div data-bbox="824 826 1563 1050" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Council approved objectives, Terms of Reference and plan for the Governance Review.</p> <p>Council approved the invitation of the Internal Auditors to the first workshop.</p> </div>	
<p>10.0</p>	<p>Council Meeting Date – January 2020 For Approval</p>	<p>Council approved the proposed date of 14 January 2020 for the Council meeting which will include a 1-hour Governance Review session.</p> <div data-bbox="824 1217 1563 1377" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Council approved the proposed date of 14 January 2020 for the Council meeting which will include a 1-hour Governance Review session.</p> </div>	<p>Proposed by: Barry Mimmagh</p> <p>Seconded by: Alison Ragg</p>

11.0	President's Report For Information	<p>The President requested advice from Council members on the following issue. Until a couple of years ago, the Chairs of the 9 regulators met 2 or 3 times each year. He recently received an email proposing that Chairs & CEOs should arrange to meet again and the President supports that proposal. However, the high costs of travel question the value of attending. The President confirmed he would attend on a meeting by meeting basis depending on agenda items</p> <p>In relation to recruitment of new Council members, this competition is on the Department's to do list and the President indicated his wish for it to commence as early as possible in 2020. Should there be a consideration of the skill mix required, this would be discussed at a later meeting of Council.</p> <p>Finally, the President advised that he had a very useful meeting with Christine Elliott (Chair) and Marc Seale (CEO) of HCPC, an organisation which represents 16 different professions.</p>	
12.0	CEO's Report For Information	<p>In the CEO's absence, the Registrar advised Council that all internal audits have been completed and the IA reports are expected soon and will come to Council via the Audit & Risk Committee.</p>	
13.0	Inter-regulatory meeting on Remote Prescribing For Information	<p>The PSL directed Council's attention to the papers provided. The entire programme has been introduced by CQC in London. Several working groups have been set up to look at the issue with specific focus on online prescribing. Regulators are discussing the high-level principles that have an aspect of prescribing and the best processes to ensure an agreed regulatory framework for remote prescribing. This work is ongoing and Council will be provided with updates of progress.</p>	

		Council was asked to note the papers provided and to note that it will potentially be requested to consider and approve a high-level inter-regulator principles statement for a joint public consultation. It may be requested to further approve a final inter-regulatory document later this year.	
14.0	Adoption of UK-wide examination – progress update For Information	<p>The Registrar that, further to previous Council approval to proceed to consultation and undertake further work with stakeholders, communication with GPhC continues. They have indicated that their Council recognises the benefits of a UK-wide approach. GPhC are being welcoming and open in discussions. An agreement in principle has been reached on the outstanding matters and Council was directed to Appendix A which sets out the Heads of Agreement with GPhC.</p> <p>Next steps: following consultation if Council approves the proposals, a formal partnership agreement will be drawn up for signature. A consultation paper is currently being developed internally and it is proposed that this consultation should commence in mid-June 2019.</p> <p>The Registrar commented that an article appeared on this subject, a 4-country exam, in a recent issue of the Chemist & Druggist. The Society was referenced but no comment was requested from the Society or GPhC.</p>	
15.0	Report on Progress Against Strategy For Information	Council members noted the content of the report which has been consistent for several months.	
16.0	Fitness to Practise Committee To Note	Minutes of 16/05/19 Committee meeting are not yet available.	

17.0	Correspondence Log For Information	Council noted the correspondence provided.	
18.0	Any Other Business For Information	None	
19.0	Date of Next Council Meeting To Note	The next Public Council meeting is scheduled on 30 July 2019 @ 09:30 in the Back Hall.	