

1.0	Welcome & Apologies	<p>The President welcomed Council members to the meeting and noted that Council was under time constraints on this occasion. The focus of the meeting will be on items for approval or decision. Unless any critical issue is raised that requires discussion, the President advised that he did not intend to routinely open any other items on the agenda that were tagged as for information or to note. He would of course allow questions or observations on all items – the CEO also offered to clarify or explain any such items by telephone or email directly with individual council members</p> <p>The President voiced his dissatisfaction with the current situation of Council membership sitting exactly at quorum level, requiring a full complement to attend for the entire duration of every meeting, and the continued delay in the Department of Health appointing new Council members.</p>	
2.0	Deputations	The President was present throughout the meeting; there was no requirement for deputation.	
3.0	Conflict of Interests	No conflicts of interest were raised.	
4.0	Tabling of Any Other Business	None.	
5.0	Council Minutes and Key Action Points For Approval	The Minutes from the Council meeting held on 13 November 2019 were approved and adopted as a true and accurate record of events.	<i>Proposed: Jim Perry Seconded: Sandra Cooke</i>

6.0	Education & Training		
6.1	Consultation re Joint Registration Examination For Approval	<p>The CEO advised that, in November 2017, a paper was presented to Council seeking approval to progress discussions with GPhC in relation to PSNI's future involvement in collaboration around the registration examination process. Specific issues around quality, assurance and level of involvement were raised and these had been matters of much discussion between the organisations</p> <p>Approval is now sought to further progress the joint registration examination with GPhC and to consult upon firm proposals, subject to clarification in relation to minor details around governance and costs.</p> <p>Council were reminded that GPhC has already invested circa £250,000 in setting up the revised examination, including structures to provide QA, handle appeals and create a framework, linked to the initial education standards. This was in addition to the annual outlay to run the examinations process.</p> <p>The Executive has been in discussions with GPhC and apportionment of costs is one of the few outstanding issues to be discussed, recognising that some costs would remain in running the exam locally, and some new costs would be incurred as part of the QA and governance involvement. The key issue is the future proofing of the rigour of our examination. Council was directed to Paper B which contains GPhC's offer which involves PSNI appropriately in the key areas of concern previously expressed by Council and is a generous offer of partnership.</p> <p>Council approved the Executive Team to further explore the details and is satisfied to consult on a Joint Registration Examination with GPhC,</p>	<p><i>Proposed: Sandra Cooke</i> <i>Seconded: Mark Campbell</i></p>

		<p>Shorter term improvements to the current examination were discussed and council approved the release of project funding, in the current budget, to effect these.</p> <p>Council approved the release of £15k for further development of the Pre-Registration process.</p> <p>Council approved that the proposed Joint Registration Examination go out to consultation.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> Council approved the Executive Team to further explore the details and is satisfied to consult on a Joint Registration Examination with GPhC. Council approved the release of £15k for further development of the Pre-Registration process. Council approved that the proposed Joint Registration Examination go out to consultation. </div>	<p><i>Proposed: Sandra Cooke Seconded: Mark Campbell</i></p> <p><i>Proposed: Sandra Cooke Seconded: Mark Campbell</i></p>
6.2	<p>Appointments to the Registration Examinations Committee <i>For Approval</i></p>	<p>The CEO advised that, as part of the Quality Assurance process, the Registration Examinations Committee is divided – ½ reviews the development of examination questions and ½ reviews outcomes – followed by the Committee recommending any required changes and improvements.</p> <p>The Committee now requires two new members as outlined in the attached paper. The Pre-Registration Lead is content with the calibre of the two candidates and Council approval is sought for their appointment.</p>	

		<p>Council approved the appointment of Prof Kathy Burnett (UU) and Dr Mary-Carmel Kearney (QUB) to the Registration Examination Committee.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> • Council approved the appointment of Prof Kathy Burnett (UU) and Dr Mary-Carmel Kearney (QUB) to the Registration Examination Committee. </div>	<p><i>Proposed: Patrick Murphy</i> <i>Seconded: Laura Murphy</i></p>
6.3	<p>Accreditation For Approval</p>	<p>The CEO advised that the PSNI, in conjunction with the GPhC, accredits pharmacy degree courses in the two Northern Ireland Universities and accepts the GPhC accreditation of universities in GB. The accreditation process is a rolling quality assurance programme, the first stage of which is a self-assessment by the relevant universities followed by a planned accreditation event which is attended by an accreditation team drawn from the GPhC accreditation panel in GB, and a jointly appointed PSNI/GPhC panel in NI. In the case of GPhC, the accreditation report goes to the Registrar; in PSNI, the report goes to Council.</p> <p>GPhC hold an annual Quality Assurance group meeting at which they discuss potential improvements and provide assurances on quality.</p> <p>PSNI are members of this group and our Pre-Registration Lead, Daniel Young, recently attended a meeting, listened to feedback and has provided a paper to Council as assurance in keeping with the provision of the MOU.</p> <p>The CEO noted that it is a generous gesture on the part of GPhC to go to this extent to provide reassurance by allowing PSNI to be part of the process. Daniel Young's paper was noted as very helpful by Mark Campbell which was endorsed by the President.</p>	

		<p>Council confirmed its approval of the accreditations of QUB Northern Ireland and noted accreditations of GB universities 2017/18.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> • Council approved the accreditations of QUB Northern Ireland • Council noted accreditation of GB universities 2017/18. </div>	<p><i>Proposed: Patrick Murphy</i> <i>Seconded: Colleen Duffy</i></p>
7.0	<p>Proposed Council Dates 2019 For Approval</p>	<p>Council was asked to approve the proposed Council Meeting dates for 2019. The President advised that the meeting in May 2019 may be the Reach Out meeting – possibly in the Ulster University Coleraine Campus. This would afford an opportunity for pharmacy students and lecturers to attend the Public Council meeting to gain some insight into Council’s work. Should any dates become unsuitable, Council will be polled for an alternative.</p> <p>Council approved the proposed dates.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> • Council approved the proposed dates for Council meetings in 2019. </div>	<p><i>Proposed: Jim Perry</i> <i>Seconded: Sandra Cooke</i></p>
8.0	<p>Ulster University Court Membership For Approval</p>	<p>Council’s attention was drawn to correspondence from John Hunter, Chair of the Council of the University of Ulster, the UU Court Ordinance and Statute. Council has been asked to respond with its views on the Court and the value of membership thereof.</p> <p>In preparation for today’s meeting, the President advised that he had spoken with former Council member who had represented Council in the Ulster University Court for many years. The members’ view was that,</p>	

		<p>although not the most exciting meeting, it is important for the Society to have visibility in that network which comprises a broad range of influencers. Mark Campbell has been Council's representative in the Ulster University Court for the past year. He advised that the Court meets once a year for 1.5 hours and is attended by approximately 30 people. He noted that there was an atmosphere of dissatisfaction with much criticism of the University Court itself; he confirmed that he did not glean anything of value to bring back to Council from this first meeting. Discussion ensued and Council indicated that there is a potential value in continued membership. The President suggested that he respond to John Hunter, confirming Council's interest in continued membership and indicating that Council would wish to rotate attendance at Court meetings between Council members. This could be reviewed in the future</p> <p>Council approved the response as outlined by the President.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> • Council approved the response to John Hunter as proposed by the President. </div>	<p style="text-align: right;"><i>Proposed: Jim Perry</i> <i>Seconded: Sandra Cooke</i></p>
9.0	<p>No Deal Brexit Legislation <i>For Approval</i></p>	<p>Council's attention was drawn to the papers attached to this agenda item.</p> <p>The CEO advised Council that the Department of Health and PSNI have produced No Deal Brexit legislation. Currently, within legislation, Schedule V lists all countries which are captured by mutual recognition qualifications. In the event of no deal the legislation proposes that PSNI are automatically expected to continue to accept qualifications from these countries unless there is evidence that it does not meet the UK standard and DoH approval for non-recognition is obtained. The Secretary of State will take a view in no more than two years as to whether that situation should prevail going forward.</p>	

		<p>All other regulators have or will have similar legislation. PSNI do not have an international route for registration and potential registrants will, therefore, be advised to register with GPhC prior to registration with PSNI.</p> <p>It is important that Council notes the paper and, as a formality, confirm no reason to withhold recognition of any of the qualifications in Schedule V exists. Should it be necessary, a more detailed implementation plan will be brought forward at the Council meeting in March 2019.</p> <p>In response to a question from a Council member in relation to PSNI registrants moving to the PSI register post-Brexit, the CEO advised that this would be a matter for PSI to determine. Whilst we have been invited to do regulator to regulator Memoranda of Understanding by DoH, we can't finalise them at this point. We have had meetings with PSI and GPhC to look at options initially only. It will for now be a matter for the ROI government as to what they will allow PSI to accept.</p> <p>The Head of Public Affairs advised that the legislation is going to the Health Committee in Westminster today. In addition, the Shadow Minister for Health has asked us for a briefing and will speak on this in Committee. It is very positive that she had identified that we, as the Northern Ireland Pharmacy regulator, are different and a briefing has been prepared.</p> <p>The CEO acknowledged the work undertaken by the Registrar and by Katie Quinn in transposing the legislation into a consolidated piece of legislation which we can readily understand.</p>	
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10.0	<p>Finance For Approval</p>	<p>The Head of Business Operations advised Council that the second phase of the IT Cloud project was ready to progress and this includes a new phone system and IT system improvements. The third and final stage will be the decommissioning of all old systems on site. She advised that the new phone system will reduce costs by approximately 50%.</p> <p>Council approved the £10k spend on the Cloud Project Ph2.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> Council approved the £10k spend on the Cloud Project Ph 2. </div>	<p><i>Proposed: Patrick Murphy Seconded: Sandra Cooke</i></p>
11.0	<p>President's Report For Information</p>	<p><u>Council appointments</u></p> <p>The President advised that, following a judicial review in June 2018, government departments stopped making appointments through officials in the absence of ministers. The Secretary of State brought in new legislation in December 2018 to allow Permanent Secretaries to take specified decisions. Since then, there has been little movement on appointments. The President advised that he has been in touch with the Department of Health almost every week and has written to them on</p>	

	<p>several occasions. Permanent Secretaries have decided that, if they are to make appointments, it will be strictly on merit / ranking, rather than the selection process used by ministers. In the case of PSNI, fully ranked lists had been submitted.</p> <p>However, it transpires that the Department has now set up a Case Work Committee to review every case of public appointments from a legal and policy perspective. There is a long list of organisations awaiting appointments due to this.</p> <p>The President advised that, last week, he spoke via telephone to the Deputy Secretary in the Department of Health. He expressed sincere gratitude for our patience and advised that the Case Work Committee had approved our appointments which were now going to the Permanent Secretary. He would not give a guarantee that we could have confirmation of the appointments by this meeting but indicated that it could happen before the end of this month. If, by 31 January 2019, the President has not received confirmation of the appointments, he assured Council that he would write a letter of complaint to the Permanent Secretary and inform Council as soon as appointments have been confirmed.</p> <p>In response to a Council question, the President confirmed that the Permanent Secretary was not obliged to act upon the Case Work Committee's recommendations.</p> <p>In relation to the re-appointment of the President and Council Member, Sandra Cooke, the CEO confirmed that the period of reappointment should run from the original date of expiry in October 2018 and the</p>	
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12.0	CEO’s Report For Information	The CEO highlighted the following points:	

		<ul style="list-style-type: none"> • PSA Performance Review: the CEO congratulated all staff for their contribution and hard work; • Department of Health – Health Reforms: the CEO confirmed that he will represent Council’s opinions at the upcoming DHSC meeting. In relation to governance, the Department is likely to opt for the unitary board which Council had offered arguments against. • Premises Standards Implementation: Cathy Harrison (Mark Timoney’s acting successor in the Department) has asked for a meeting to discuss a number of issues including lack of resource/shortage of staff in the Department. The implementation of the Standards will likely be later than originally anticipated. • IET consultation – now launched by GPhC. The President and CEO have arranged an Initial Joint Strategy meeting with the Heads of Schools of Pharmacy (QUB and UU) to get their views and explore their approach. • In response to a Council question on issues with premises standards implementation, the CEO advised that the Department are looking for an IT based inspection solution and that PSNI have tried to agree some indicators with them to use. The Registrar advised that the Pharmacy Inspectors in Northern Ireland focus on drugs and the safety of systems primarily at present. Outside that it is general governance and risk. 	
13.0	Report on Progress against Strategy <i>For Information</i>	Council was asked to note the content of the paper.	

14.0	IRG – Joint Statement on reflective practice from CEOs of Regulators For Information	Council was asked to note the content of the paper.	
15.0	PSA Standards of Good Regulation For Information	Council was asked to note the content of the papers.	
16.0	PSA PR Outcome For Information	Council was asked to note the content of the papers.	
17.0	Brexit – Medicine Shortage Protocol For Information	In order for this to be triggered, a medicines shortage would need to be declared. We will then need to review any actions required on our part and pharmacists will have to use their professional judgement in relation to prescriptions.	
18.0	Use of the Seal For Information	Council was asked to note the content of the papers.	
19.0	Risk Register For Information	Council was asked to note the content of the report.	
20.0	Pre-Registration QA For Information	Council was asked to note the content of the papers.	
21.0	Performance in Registration, CPD & Fitness to Practise To Note	Council was asked to note the content of the report.	
22.0	Gosport – Government Response To Note	Council was asked to note the content of the papers.	

23.0	Correspondence Log For Information	Council was asked to note the content of the attached correspondence.	
24.0	Any Other Business For Information	None	
25.0	Date of next Council Meeting	The date of the next Council meeting is 02 April 2019 @ 09:30 in the Back Hall, 73 University Street, Belfast.	