

MINUTES OF THE COUNCIL MEETING 14th March at 0930 Hrs

Agenda Item	Present	Apologies
	<p>Dr Jim Livingstone (President)</p> <p>Prof Martin Bradley</p> <p>Mr Ciaran Byrne</p> <p>Mr Mark Campbell</p> <p>Miss Sandra Cooke</p> <p>Ms Colleen Duffy</p> <p>Mr James Perry</p> <p>In Attendance</p> <p>Mr Trevor Patterson (Chief Executive)</p> <p>Mrs Joan Duffy (Business Manager)</p> <p>Mr Mark Neale (Head of Public Affairs)</p> <p>Mrs Lorraine Magill (Executive Assistant)</p>	<p>Mr Ciaran Hunter</p> <p>Ms Eleanor Magennis</p> <p>Miss Laura Murphy</p> <p>Mr Gareth Peeples</p> <p>Prof Patrick Murphy</p> <p>Mr Brendan Kerr</p> <p>Public Attending</p> <p>None</p>
	Discussion	Action/Supporting Information
1. Introduction & Welcome, Apologies, Public Attendance Noted	The President welcomed everyone to the Meeting. Apologies were noted for Mr Gareth Peeples, Prof Patrick Murphy and Mr Brendan Kerr.	
2. Deputations	The President was present throughout the Meeting; there were no requirements for deputations.	
3. Conflict of Interests	Council Members were requested to declare any perceived conflict of interest with any Agenda items. None were declared	
4. Minutes, Actions & Matters arising	The Minutes of the last Meeting on 17 th January 2017 were approved.	Proposer: Martin Bradley Seconded: Mark Campbell

	<p>CEO sought changes to the Key Decisions & Actions: Page 2 (Agenda Item 8) Typo. <u>IP Regulations</u>: Council agreed to make the regulations as set out in the <u>Consultation</u> with amendment.</p> <p>Page 2 (Agenda Item 14) <u>Internal Auditors</u>: Identify new Internal Auditors and prepare Tender documentation – <u>ONGOING</u></p> <p>Otherwise all complete or on agenda</p>	
5. Tabling of AOB	President advised he wished to raise venue of Council meetings	
For Decision		
6. CONFIDENTIAL Legislative Compliance Update – For Information.	CEO gave an update on Legislative Compliance and reminded Council of Report in two parts.	
7. CONFIDENTIAL Pre-Reg FtP Report – For Information	CEO gave an update on two FtP related Issues.	
8. Corporate Strategy – For Decision	<p>President discussed the Strategy 2017 – 2022 setting out the work to date and the approach for the SMT to populate Implementation Plans. He asked Members if they were satisfied with the wording or if they thought any changes or inconsistencies needed amending in the draft Strategy Document. Discussion ensued over the 6 Key Objectives. On the implementation plans CEO said that SMT had not yet completed a large Gant Chart covering all goals to aid resource planning. He suggested that it was a ‘living’ document and would be reviewed on a regular basis with the possible need to review timescales. President said a good strategy is one that breaths and does not sit on the shelf. This should be constantly driving the business activity; however we must react to the real world and respond to changing circumstances. It was agreed that Council should target a mid-term review in 2020.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>KEY DECISION</u></p> <p>It was agreed that Council should target a mid-term review in 2020</p> </div>	HPA to produce Annual Report on KPI's

It was agreed target dates should not be included on the face of the Strategy Document, however, should remain and be regularly assessed in the Implementation Plans.

KEY DECISION

It was agreed target dates should not be included on the face of the Strategy Document, however, should remain and be regularly assessed in the Implementation Plan.

It was suggested instead to add a brief paragraph that stated that the goals are time bound and that the executive will be working off an implementation plan with Council monitoring. Council Agreed.

KEY DECISION

It was suggested instead to add a brief paragraph that stated that the goals are time bound and that the executive will be working off an implementation plan with Council monitoring.

The President remarked on Objective 6.a (We will improve and report on communications effectiveness). He stated that it would be preferable to have annual review and report on effectiveness rather than using the term “ongoing”. HPA to produce an Annual Report against KPI’s.

The President proposed a pre-publication briefing to relevant stakeholders, It was agreed to provide one to the Department and other organisation such as the Forum, CPNI, the UCA, and the Guild

Council agreed the wording of the Strategy Document for pre-publication briefing

KEY DECISION

The President proposed a pre-publication briefing to relevant stakeholders, it was agreed to provide one to the Department and other organisation such as the Forum, CPNI, the UCA and the Guild.

The President thanked the SMT and staff for their hard work in producing the implementation plans for the Corporate Strategy in a relatively short period of time. He confirmed the document would be published in May, however there was still time to make final adjustments and that any queries/issues Members could contact a member of the SMT or the President (outside of Council Meeting) for discussion. Any issues arising from briefings would be brought to May Council

KEY DECISION

The President confirmed Implementation plans for the Corporate Strategy would be published in May; there was still time to make final adjustments. Any issues arising from briefings would be brought to May Council

The CEO added his thanks to staff for the dedication shown in addressing implementation plans for all the goals in a short period. The CEO described the approach around narrative and obstacles, and the rationale for a number of timeframes. It was acknowledged that this would be subject to further refinement.

A Member asked if it was appropriate to send a copy to the PSA. President thought it appropriate to send a copy for information only without the need for a specific briefing unless one was sought and explain that we intended to publish in May, following next Council Meeting.

	<p>Members thought it was imperative that a meeting with the Department proceeds to explain what Council were trying to achieve and to get them on-board as a strategic partner. It was also decided to forward a copy of the Strategy document to all NI Political Parties before it was published at the suggestion of the HPA.</p> <p><u>ACTION</u></p> <p>HPA to forward a copy of the Strategy document to all NI Political Parties before it was published.</p> <p>It was acknowledged that work would need to be done to the risk register and KPIs via a mapping exercise, after final agreement on the Strategy document, A&R to take forward</p> <p><u>KEY DECISION</u></p> <p>After final agreement on the Strategy document, A& R to take forward, it was acknowledged that work would need to be done to the risk register and KPIs via a mapping exercise.</p>	
9. PSA Performance Review	<p>The CEO outlined the content of an initial draft report received from PSA on 22nd February 2017 and outlined subsequent discussions at a meeting with PSA on 28th February – whilst PSA’s view was that all standards were met, there were a number of issues in the text identified by the CEO and set out in the letter attached to the papers, in particular around relevance of some issues to the performance review, accuracy of legislative references and respective roles and responsibilities that were addressed with PSA. A final report has yet not been issued.</p>	
10. President’s Update	<p>➤ <u>Appointment of VP:</u> President advised Council Ciaran Hunter had now been appointed Vice President of Council and confirmed Ciaran would not be stepping down from the Resource Committee.</p>	

	<p>➤ <u>PSA Symposium Meeting</u>: Both President & CEO attended the PSA Symposium Meeting for Regulators, Chairs, Executives on 06th February. He gave an update on the meeting and asked the CEO to circulate slides of the presentation given.</p> <div data-bbox="622 325 1599 488" style="border: 1px solid black; padding: 5px;"> <p><u>ACTION</u></p> <p>Clerk to circulate PSA Symposium Meeting Slides to Council Members</p> </div> <p>➤</p> <p>➤ The President proposed exploring the use of alternative venues for Council meetings. The relevant costs and benefits were discussed and it was agreed that the HPA would provide a paper with options and costs to the next meeting of Council</p> <div data-bbox="622 689 1599 852" style="border: 1px solid black; padding: 5px;"> <p><u>ACTION</u></p> <p>HPA to provide Paper with options and costs to the next meeting of Council.</p> </div>	<p>Clerk to circulate PSA Symposium Meeting Slides to Council Members.</p>
<p>CONFIDENTIAL</p>	<p>SMT and Executive Assistant left the meeting at 1050 hrs and a confidential item was discussed from Resources Committee.</p>	
<p>11. CONFIDENTIAL CEO Report</p>		
<p>Public Business</p>		
<p>12. Committee Business</p>		
<p>12.1 Chairs</p>	<p>President gave an update on the Chairs Meeting held on 06th March and also why there were few meetings recently. It was agreed Chairs would met at least a couple of times this year to help new Members with their roles & responsibilities, then to be reviewed.</p> <div data-bbox="584 1347 1606 1541" style="border: 1px solid black; padding: 5px;"> <p><u>ACTION</u></p> <p>It was agreed Chairs would met at least a couple of times this year to help new Members with their roles & responsibilities, then to be reviewed.</p> </div>	

12.2 Audit & Risk	<p>The Chair of A&R drew attention to a proposed additional KPI for recommendation to Council. Discussion ensued and it was agreed an additional KPI 7 would be added. (Resources) (Finance & Technology) (Ensure timely approval of budget, accurate report of finances and provide third party assurance to Council. Ensure Technology is fit for purpose and used to improve efficiency). Council Agreed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>ACTION</u></p> <p><u>The Chair of A&R drew attention to a proposed additional KPI for recommendation to Council. KPI 7 (Resources) (Finance & Technology) was agreed.</u></p> </div> <p>Chair gave an update on the appointment of IA 2017. He informed Council 4 Organisations had shown an interest in providing a Tender He informed Council, ASM contract finished in May but they are content to give the Society an update at the June Meeting on any outstanding Audits, should they be unsuccessful in the Tender. It was also agreed the A&R Committee would make the decision of the Internal Auditors appointment as per their TOR. Chair stated the appointment should commence on 1st June.</p>	<p>Proposer: Sandra Cooke Seconded: Martin Bradley</p>
12.3 Resources	Council agreed to PSNI Xmas closure.	
12.4 Education Standards & Registration	There were no items to be brought to Council or requiring action.	
12.5 Fitness to Practise	There were no items to be brought to Council or requiring action.	

12.6 Corporate Communications	There were no items to be brought to Council or requiring action.	
13. Correspondence Log	<p>President gave an update on Correspondence received from the Health Minister in relation to Statutory Rule: PSNI (General) (Amendment) Regulations (Northern Ireland) 2017 in which she stated it would not be possible to proceed with making the Regulations until the Assembly was re-established. She also requested President should seek her successor's approval to the draft Regulations in advance of engaging with the new Health Committee. CEO asked a copy of the Letter to be circulated to Members.</p> <div data-bbox="577 547 1597 722" style="border: 1px solid black; padding: 5px;"> <p><u>ACTION</u></p> <p>Clerk to circulate Ministers Correspondence in relation to Statutory Rule: PSNI (General) (Amendment) Regulations (Northern Ireland) 20176 to Council Members</p> </div>	Clerk to circulate Ministers letter to Council Members.
14. Recent and Upcoming Events	<p><u>Location for Council Meetings:</u> President discussed that Council Meetings had been held at 73 University Street for over 90 years; however, the perception among some pharmacists was that the Society was too Belfast-centric. He suggested having 1 or 2 Council Meetings across the Province; for example, Dungiven, Dungannon and Banbridge. Chair of Corp Communications to get costs associated with this activity to include, room hire, travel costs for both Staff and Council Members and refreshments. This information to be sent to President. It was the general opinion this would also encourage the public and pharmacists in particular, to attend. It was also agreed it was worthwhile trying to engage with local pharmacists. HPA suggested an Open Invitation (at no cost) at the University of Coleraine. This would also encourage Students. It was agreed timings of the Meeting should be rescheduled to include confidential matters at the beginning with no public in attendance and different start and finish times to accommodate travel times.</p> <div data-bbox="589 1273 1608 1479" style="border: 1px solid black; padding: 5px;"> <p><u>ACTION</u></p> <p>Chair of Corp Comms to send President details of Venue and Costs.</p> </div>	<p>Chair of Corp Comms to send President details of venue & costs.</p> <p>HPA to engage with University of Coleraine and suggest Council Meeting there.</p>

	<div data-bbox="593 391 1612 598" style="border: 1px solid black; padding: 5px;"> <p><u>ACTION</u></p> <p><u>HPA to engage with University of Coleraine.</u></p> </div>	
15. AOB	<p>A Member asked if PSNI had a Budget for Social Media and suggested going down the route of “boosting”, however HPA confirmed we didn’t and that it was an expensive alternative, but he confirmed any postings of “Struck Off or Investigations” would create a lot of interest so it was about ensuing we put topics of interest on the Facebook Page.</p>	
16. Date of Next Meeting	<p>The President thanked Council for attending today’s Meeting and confirmed the next Council Meeting for Tuesday 09th May at 0930 hrs. The Meeting closed at 12:29 Hrs.</p> <p>President confirmed the AGM on Thursday 12th October 2017. Venue: 73 University Street.</p>	
17. Lunch		
18. Strategy Workshop	Governance Training	

KEY DECISIONS AND ACTION POINTS OF THE COUNCIL MEETING Tuesday 14th March 2017

Agenda Item	
8. Corporate Strategy – For Decision	It was agreed that Council should target a mid-term review in 2020
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8. Corporate Strategy – For Information	It was suggested instead to add a brief paragraph that stated that the goals are time bound and that the executive will be working off an Implementation Plan with Council monitoring.
8. Corporate Strategy – For Information	The President proposed a pre-publication briefing to relevant stakeholders, it was agreed to provide one to the Department and other organisations such as the Forum, CPNI, the UCA and the Guild.
8. Corporate Strategy – For Information	The President confirmed Implementation Plan for the Corporate Strategy would be published in May; there was still time to make final adjustments. Any issues arising from briefings would be brought to May Council
8. Corporate Strategy – For Information	HPA to forward a copy of the Strategy document to all Political Parties before it was published.
8. Corporate Strategy – For	After final agreement on the Strategy document, A&R to take forward, it was acknowledged that

Information	work would need to be done to the risk register and KPIs via a mapping exercise.
10. Presidents Update	Clerk to circulate PSA Symposium Meeting slides to Council Members.
12.1 Chairs	It was agreed Chairs would meet at least a couple of times this year to help new Members with their roles & responsibilities, then to be reviewed.
12.2 Audi & Risk	The Chair of A&R drew attention to a proposed additional KPI for recommendation to Council. KPI 7 (Resources) (Finance & Technology) was agreed.
13. Correspondence Log	Statutory Rule: PSNI (General) (Amendments) Regulations (Northern Ireland) 2017. Clerk to circulate Ministers letter to Council Members
14. Recent and Upcoming Events	Chair of Corp Comms to send President details of venue and costs.
14. Recent and Upcoming Events	HPA to engage with University of Coleraine.