

MINUTES OF THE COUNCIL MEETING MONDAY 27TH JANUARY AT 09.40AM

Agenda Item	Present	Apologies
<p>1. Introduction & Welcome, Apologies, Public Attendance noted</p>	<p>Mr Garry McKenna (Vice President) Mr Ciaran Hunter (Honorary Treasurer) Items 1-11.1.2.d Mrs Helena Buchanan Dr Anne Marie Telford Mrs Marie Smith Professor Martin Bradley Mr James Perry Paul Douglas Mr Mark Nelson Items 6-16 Dr Lisa Byers Items 4-11.1.2.c Mrs Brenda Maitland Items 2.2-16</p> <p>In Attendance Mr Trevor Patterson (Chief Executive) Mrs Joan Duffy (Business Manager) Mr Mark Neale (Head of Public Affairs) Miss Michelle McCorry (Post Registration Lead) Items 6-16 Miss Gráinne Magee (Policy Advisor) Items 1-6 Mr Peter McKee (Pre-Registration Lead) Items 5-16 Mrs Claire Williamson (Executive Assistant) Miss Erin McCarley (Attending the meeting for minute taking training) Mrs Julie Greenfield (Pharmacy Forum Manager) Item 12 Only</p>	<p>Professor David Jones</p> <p>Public Attending</p>

	Discussion	Action/Supporting Information
1. Introduction & Welcome, Apologies, Public Attendance Noted	Apologies were noted for Professor David Jones.	
2.1 Minutes of Council 2.2 Approval of the minutes 2.3 Matters Arising	The minutes of the meeting on 19 th November were accepted as a true record. Council agreed the agenda addressed any outstanding actions.	Proposer: Paul Douglas Seconder: Ciaran Hunter
3. Tabling of Any Other Business	No other business was tabled.	
4. Introductory Statement and Comments from Vice President	<p>The Vice President addressed Council and read a statement out from Jacqui Dougan stating her resignation from both her position as President and a member of Council. Council were asked to note this decision was for personal and private reasons.</p> <p>The Vice President commended the work Ms Dougan had carried out in her role as President and noted the significant change in the organisation in the last 15 months due to her vision. He stated the contribution to the organisation from Ms Dougan had been immense and this was a reflection on her professionalism. The Vice President added on a personal note he was extremely impressed by the drive and commitment Ms Dougan had shown in her role. Council were asked to continue the work and vision Ms Dougan had outlined for the future of the organisation. The Vice President's comments were echoed by several Council members.</p> <p>The Vice President informed Council DHSSPSNI had been formally advised of Ms Dougan's decision and an urgent meeting is being sought with them to discuss this matter and what action needs to be taken in the short and longer term.</p>	

<p>5. PSA Audit Report</p>	<p>The Chair of the Fitness to Practise Committee, Dr Anne-Marie Telford provided an update on the recent audit report carried out by PSA. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • Dr Telford gave Council an overview of the audit PSA carried out in September 2013. Council were asked to note 15 cases that had been closed by the Registrar were audited over a period of four days. The PSA concluded that none of the decisions to close the cases posed any significant risk to public safety; it was noted that other regulators did have cases that posed a significant risk to the public. The main area of concern from the PSA was around the admin processes involved in carrying out investigations, record keeping and that a recommendation from them in 2011 had not been implemented. • Council were informed the CEO and the staff involved in the Fitness to Practise processes had drawn up an action plan to address the issues highlighted in the PSA report. Council were informed this had been considered by the committee who had welcomed the approach taken by the CEO. Some of the measures in the action plan had already been implemented including preparation of two checklists included with the papers; however some of the measures cannot be effectively completed until the Registrar returns from sick leave. • The CEO informed Council PSA had indicated they would return in May 2014 for a follow up audit and this would leave limited time to implement the proposed action plan. The CEO informed Council one of the main issues highlighted is that staff do not have sufficient investigative skills and he had plans to organise work shadowing with the GPHC to try and enhance this area.. Another key area is to improve record keeping by ensuring all records are kept in one place and introducing an index system to keep track of all papers in files and a master file would be created for PSA audits. The use of telephone would be limited in relation to Fitness to Practise but the outcome of all calls made would be formally recorded in future. • Council were asked to note that whilst some of the measures were currently being implemented the files which would be audited in May would still come from the old regime and the files rightly would not be alerted to reflect the new changes made from the action plan. • Council expresses concern that in a small case load audited 100% of the cases had raised concern from the PSA. The CEO was asked if a recommended 	
-----------------------------------	--	--

	<p>framework from PSA was in place or if learnings had been taken from other regulator's audits.</p> <ul style="list-style-type: none">• The CEO responded no systematic framework has been published from PSA and it was his understanding they expected the regulator to produce a detailed framework or SOP to adhere to. A recommendation was made from Council to engage with the Pharmaceutical Society Ireland as they had recently undergone a radical change in their approach to investigations. The CEO noted he has been invited to engage with the PSI recently through their Inspection and Enforcement committee however several meetings had been cancelled but it was however on his radar.• Council enquired if a contingency plan was currently in place in the absence of the Registrar and highlighted that as a regulator Fitness to Practise was the most important function available. The CEO confirmed he was working alongside Peter McKee and two cases had been closed in the Registrar's absence, two cases have been advanced to the Scrutiny Committee and the decisions were based on the threshold criteria. The CEO informed Council the legislation is very clear on what can be done and therefore he has been operating within the threshold available to the Registrar.• Mrs Brenda Maitland acknowledged that this is a new process and that the management team were focussed on resolving the issues however she added she took little assurances from this and that other regulators had a more damaging outcome. She stated she felt that with a small case load we should be able to pay more attention to detail and felt a quality assurance system was not going to work and a systematic approach was required to all aspects of the business. Mrs Maitland added she felt this issue had some of the same elements as the recent data breach, mainly a lack of care with record keeping.• The CEO informed Council the index system has been designed to address these issues and an internal audit in this area would highlight any other issues. Council enquired if the CEO had tried to delay the PSA in May to ensure there is more time to implement the action plan.• The CEO confirmed he could not delay the planned audit and informed Council that we can demonstrate the changes in place for future cases during the audit and highlight the action plan. Council noted that we are being bench marked against other regulators with bigger resources and it was crucial to meet the KPI's set for this organisation.	
--	--	--

	<ul style="list-style-type: none"> • The Chair of Audit and Risk informed Council the proposed Internal Audit strategy was risk based and although a plan was made to audit Fitness to Practise he was unsure whether this discussion was covered and perhaps the priority of the audit programme would need to be amended to reflect this. • A request was made that Council keep on top of this issue regularly. The Vice President confirmed it would be reviewed and monitored through the risk register. The introduction of the checklists was a step in the direction of a systematic approach. <p>Action Point: The CEO agreed to circulate the PSA note he received in relation to the May audit</p> <p>Action Point: Risk Register to be reviewed to ensure this risk is reflected</p> <p>Action Point: The Internal Audit Strategy will be amended to reflect the outcome of the PSA Audit report</p>	<p>CEO</p> <p>HPA</p> <p>ASM/CEO/Chair of Audit and Risk</p>
<p>6. Disclosure Policy</p>	<p>The Policy Advisor and the Head of Public Affairs addressed Council to present the key findings of the recent consultation on the Disclosure Policy and asked Council to consider and adopt the presented policy. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • The Policy Advisor gave Council an overview of the Consultation process and informed them of the legislative changes made in 2012 that necessitated a consultation. An overview of the respondents and the events held were provided and a list of topics of what was changing was provided. • The Policy Advisor gave a summary of the responses received and informed Council a task group was established of members of the Fitness to Practise and Corporate Communications committees and recommendations also came from these meetings. • Council were informed that consultees had been asked to consider whether the register should remain definitive or if it should contain additional information on the fitness to practise history of a registrant or the details of those struck off the register. The Policy Advisor also highlighted positive changes that would be made to the online register including a FAQ section, a glossary of terminology and a hover button that will inform users what information is contained in each section 	

	<p>of the register. The Policy Advisor displayed an example of how the new register would look online with two new columns added to include Fitness to Practise History and a status column that will inform users if a registrant is able to work.</p> <ul style="list-style-type: none"> • The HPA addressed Council and asked them to consider (perhaps longer term) how the names of those who have been struck off the register for admin and Fitness to Practise reasons would perhaps be displayed. Council enquired if the term Fitness to Practise would continue to be used as members of the public had previously stated they did not fully understand the meaning of this term. The HPA confirmed the term 'Fitness to Practise' would continue to be used as it is widely used amongst regulators and the new hover button and glossary of terms should address any confusion regarding the meaning of the terms. The Policy Advisor informed Council one of the key recommendations from the consultation was to test the changes with a patient group after a year to gain feedback and ensure the register is user friendly. • The HPA asked Council to consider the whole issue of striking off and gave an overview of how sanctions and determinations would be displayed online including the outcome of Interim Order Hearings; however no details would be displayed in these cases. Professor Martin Bradley confirmed he was in favour of displaying the names of most of these cases and asked Council to note this would in line with PSA recommendations. Professor Bradley enquired if the information contained at point 6.2 was correct; this is in reference to various persons (including the Health Minister and Secretary of State) being informed at the investigation stage of a scrutiny committee. • The CEO confirmed the list of persons who shall be notified is correct; albeit subject to conditions and after clarifying with the Secretary of the Scrutiny committee informed Council this process was carried out at the referral stage not the initial investigative stage. <div data-bbox="577 1150 1727 1257" style="border: 1px solid black; padding: 5px;"> <p>Action Point: The HPA agreed to amend point 6.2 in the policy to ensure that named persons are notified of a Scrutiny Committee at the referral stage, all SOP's will also be checked to ensure they are in line with the policy</p> </div> <ul style="list-style-type: none"> • The HPA informed Council that legislation states that there is an entitlement of being on the register and the view of DHSSPSNI is that the register is definitive. 	<p style="text-align: center;">HPA</p>
--	--	--

Council members stressed that as registrants that had been struck off were included on the register their status would need to be made extremely clear when accessing the register that it essentially contains names of those who are not authorised to work.

- Council were asked to consider displaying a separate list of those who had been removed from the register for various reasons. The HPA confirmed the Registrar currently publishes a list of those removed for non-payment of fees on 1st September every year. The HPA informed Council he was recommending a similar list to display those who had been removed for CPD Non-compliance and follow this same process for publishing. There would therefore be three lists, one displaying those struck off for FTP reasons, those who have removed for CPD Non-compliance and those removed for admin reasons including non-payment of fees. The HPA confirmed to publish lists legal advice was not required as the register was not being amended.
- Council agreed the register should remain live and only contain the names of those who are fit to work. However there was a general consensus that it would be unfair to put those who have been removed for non-payment of fees with those removed due to FTP reasons. It was also stated it would be unreasonable to expect a member of the public to look through various different lists to find the name they were looking for. It was considered that further consideration would be required on this process.
- Council agreed that whatever decision is made it must be made extremely clear when accessing the register if a registrants name cannot be found then they are not able to work. A discussion took place around keeping internal lists for those removed for CPD non-compliance and admin reasons, it was stressed it is still the responsibility of the employer to check the register before putting anyone in a pharmacy role.
- The HPA suggested the lists could be kept in the Regulatory Correspondence section of the website and not appear in the news feed or sent as a publication. The Vice President confirmed the sanctity of the register was important and again asked Council if they felt a separate list would be appropriate for those removed from the register.
- Some Council members asked for the language used to be re-considered, it was felt using the term 'removal' was too harsh in relation to all registrants and 'lapsed' would be more suited to some of the circumstances for removal.

	<ul style="list-style-type: none"> • Council agreed with the view the register should be definitive and one list naming those removed for Fitness to Practise reasons should be published with further work being carried out on how those who have been removed for other reasons is displayed. <p>MOTION: Council agreed to adopt the Disclosure Policy with further work being carried out on how to display the names of those removed for reasons other than Fitness to Practise</p>	<p>Proposer: Helena Buchanan Seconder: Martin Bradley</p>
<p>7. Strategy</p>	<p>The CEO presented the latest version of the Balanced Scorecard to Council. The elements that have been coloured red or amber to highlight any issues to Council were discussed and the following points were noted:</p> <ul style="list-style-type: none"> • The CEO informed Council that their previous request to split the measure at 3.5 was complete and both were now red as there have been issues around behaviour in both. The CEO informed Council there were plans to work with the universities and highlight the seriousness of these issues to students and ensure they understand how their behaviour can affect their professional career. • Council noted these measures will remain permanently red unless work can be progressed in this area. It was suggested it was a mistake to include this in the Balanced Scorecard when we have no control over these issues It was noted that the objective was correct and would be reviewed for the 2014/15 Balanced Scorecard. • The CEO highlighted that Elements 4 and 10 are currently amber as the deadline originally set for October has now past. The CEO confirmed the revalidation report had been delayed and would be discussed at length during item 11 on the agenda. • Element 9 has also been delayed and therefore coloured amber. The work has been progressed on this. The matter was discussed at the last Chair's meeting and it was agreed the Resources committee would now have oversight of the Pharmacy Forum's performance. • Element 16 has been coloured red as the online retention system will not be piloted in June 2014 due to the issues flagged in the IT review. 	

	<ul style="list-style-type: none"> The Vice President confirmed the revised reporting system for the Balanced Scorecard is working well. 	
8. CPD	<p>The HPA gave a verbal update on CPD and the following points were noted:</p> <ul style="list-style-type: none"> The consultation on the CPD Framework Part 2 closed on 23rd January, 14 responses were received from a wide range of consultees. The HPA confirmed the Policy Advisor is currently working to analyse these and will bring a report to the next Council meeting. Events were held before and after the Christmas period in Belfast and regionally. The last three events were not as successful as the first round of events. The HPA informed Council the Corporate Communications committee felt this was because registrants appear content with the framework, they may not feel they need additional information. The committee also felt lessons could be learned that we don't always need the expense of hosting events as the web cast has been viewed over 100 times. The HPA confirmed plans had been made to ensure all consultees are followed up with and a further overview is provided to them if necessary. A countdown to CPD clock will also be displayed on the front page of the website. Marie Smith informed Council that her employer Boots had made a response and they had sought feedback from their employees prior to submission. Marie asked Council to note that this should not be counted as a single submission as they represent over 200 employees. The HPA confirmed that all responses from groups were treated with "due regard" and cognisance was taken of the sources of all responses. 	
9. Francis Report/Berwick/Clwyd Hart Report	<p>The HPA asked Council to note there was nothing new to report in this area and asked Committee Chairs to approach him if they needed any help in relation to this area and he would attend their next committee meeting to discuss. It was anticipated that relevant committees would have an action timetable for next Council meeting.</p>	
10. Rebalancing Medicines	<p>The CEO gave a brief overview of the latest meeting he attended to discuss the Rebalancing Medicines work on 13th January, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> The CEO informed Council the meeting focussed on the positive outcomes from the Partners Forum in December meeting highlighting the existence of some support for the RPS concerns around absence and responsible pharmacist provisions transferring to the GPhC. It was agreed a separate meeting would take 	

place between RPS and the Department of Health to explore means of providing assurances in these areas.

- The CEO briefed Council that a proposal has been tabled that rather than use the Section 60 Order there has been consideration towards coupling the bill with the Law Commission inspired legislation passing through Parliament. The CEO noted this may be a disadvantage if the Law Commission Bill is rejected. It has been agreed that both the Section 60 order and the Law Commission Bill will be taken forward as potential vehicles to use and a definite decision on which should be made within the next month.
- The CEO stated the GPhC do not have the same level of oversight in terms of rules and regulations as this organisation and the work for them to provide reassurance to stakeholders will be more of a challenge to them.
- The Chief Pharmaceutical Officer is representing DHSSPSNI on the Rebalancing Board and the CEO confirmed that the CPO is keen and willing to get an early meeting with the Society to review the method of implementation of any new powers, the respective responsibilities and achievable timeframes.
- Helena Buchanan agreed with the CEO that a large volume of work is required to address the changes that will occur. She informed Council that, after attending the Partners Forum meeting in December, she felt the GPhC were much more prepared for this work and we should consider putting a task group together now as we are aware of what the issues are.
- The CEO concurred with Mrs Buchanan that preparation is key to this work. However he noted clarity is still required on DHSSPSNI's view. The CEO suggested an existing committee should take the lead on this work and this would be best placed with the Education, Standards and Registration committee. Once an overall view of the task is gained further plans can be made from there.
- The Vice President concurred the work will have an enormous effect on the organisation in terms of resources, especially if DHSSPSNI ask us to write the legislation which they will endorse. Thought will have to be given to the resource implication for both staff and the ESR committee and until we have clarity on their views we cannot quantify the work required or the resources needed.
- The CEO affirmed there is no date set yet if the bill is coupled with the Law Commission and if a Section 60 Order is used this can be implemented at any time.

discussion took place and the following points were noted:

- Council were asked to note a three year programme has been devised by ASM which will be shaped by the Risk Register. The Chair of Audit & Risk informed Council that, because the strategy is risk based, it will allow the document to remain fluid to adapt to any changes. Council were informed ASM had demonstrated an online tool to the committee to allow the risk register to be managed more efficiently and confirmed the Resources committee were also content with this approach, including any costs involved.
- The Chair of Audit & Risk asked Council to also consider the Audit Charter contained within the strategy which sets out the relationship between the auditors and the organisation.
- The CEO advised Council that the background information in the Strategy would be updated to fully reflect the Council Strategies and objectives after approval for the programme was gained from Council. Council queried if the relationship with the Pharmacy Forum had been captured in the background information and the overall programme. The Chair of Audit & Risk confirmed the Pharmacy Forum Scheme of Delegation would be reviewed with Corporate Governance and particular attention would be paid to the Scheme of Delegation and this would perhaps highlight additional work is required around the Pharmacy Forum.
- The Chair of Audit & Risk confirmed Pauline Poots from ASM would lead on the programme and any junior members of staff would be supervised when undertaking any work. Mr Perry also confirmed that Ms Poots had recently been made a director of ASM and the committee were extremely confident and content with her approach.

Action Point: A reference to the Pharmacy Forum will be included in the background information of the Internal Audit Strategy

Key Decision: Council confirmed they were content with the proposed Internal Audit Strategy

Proposer: James Perry
Seconder: Anne-Marie Telford

<p>11.1.2.b: Chief Executive Scheme of Delegation</p>	<p>The Chair of the Audit and Risk Committee presented the draft Chief Executive Scheme of Delegation for inclusion in the Corporate Governance Handbook. Council were informed the document was an excellent framework to begin with and it could be updated to ensure it remained fit for purpose as it is a live document. Council requested a grammar change was made to point 3 in relation to emergency decisions to ensure total clarity around this issue.</p> <div data-bbox="577 435 1727 603" style="border: 1px solid black; padding: 5px;"> <p>Action Point: A grammar change was requested under point 3 (Emergency/Urgent Decisions)</p> <p>Key Decision: Council agreed to adopt the proposed Chief Executive Scheme of Delegation</p> </div>	<p>Executive Assistant</p>
<p>11.1.2.c: Schedule of Meeting Date</p>	<p>The Vice President informed Council the meeting dates for Council and committees need to be structured to ensure Governance costs remain in control and that all meeting naturally flow into the next Council meeting. Committee Chairs were asked to note their meetings should dove tail into the Chairs Committee which would then dove tail into the Council meeting. The Vice President asked Council to note the draft schedule of dates for the next 18 months for Council and Chairs meetings and informed them some of the dates have been set against key milestones including the approval of the annual accounts by Council in session. During the recent Chairs Committee it was highlighted that all Council members should approve the annual accounts and this task should not be delegated to one committee. This leaves a narrow window for Council meeting to meet in August as there are other deadlines that need to be considered for the annual accounts and annual report.</p> <p>The Vice President asked Council to also consider the next meeting which is scheduled for 4th March and suggested to cancel this meeting and to meet again on 10th April as scheduled. The VP informed Council in terms of administration issues and workload it would be too soon to meet on this date.</p> <p>Council members agreed a structured schedule of meeting dates was sensible approach</p>	

<p>11.1.2.d: Revalidation Report</p>	<p>however members asked to ensure meeting dates are adhered to once a schedule was agreed.</p>	
	<div data-bbox="577 300 1724 402" style="border: 1px solid black; padding: 5px;"> <p>Action Point: The Executive Assistant agreed to draw up a draft schedule for all committees around the agreed Council/Chairs meeting dates and present at the next Chairs Committee meeting</p> </div> <p>The Post Registration Lead and the Chair of the Education, Standards and Registration committee addressed Council to present the report on revalidation produced by Lindsay Mitchell and David Moore on behalf of Prime Research & Development Ltd. Council were asked to consider the recommendations and agree a general approach to the project. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • The Post Registration Lead provided Council with a brief overview of the project and the requirement for the report; she informed Council that the ESR committee had met to discuss the report and the recommendations outlined by the researchers. The committee were content with the report and had made amendments to the synopsis report outlining the key issues which was presented to Council amongst their meeting papers. • Council had a lengthy discussion with regard to the direction the organisation needs to take to revalidation. It was highlighted that Council need to agree both the principles and key components before approaching DHSSPSNI for support for the project. • Members of Council debated the approach which should be taken and stated whilst this was an excellent report the research carried out by the University of Manchester(Assessing Risk Associated With Contemporary Pharmacy Practice in Northern Ireland) into revalidation should also be considered. It was suggested that direction of travel should begin with a timetable and consider what is realistic and what assurances are driving the timetable. • The Chair of ESR and the Post Registration Lead both voiced support for option 4 laid out in the synopsis support which is to 'Strengthen existing PSNI regulatory policies and procedures'. Council also expressed support for using option 4 as a cornerstone and building on the robust CPD process which begin in June 2014. It was agreed that a clear direction was needed before any engagement with 	

<p>11.1.2.e: Governance Costs</p> <p>11.1.2.f: IT Encryption Report</p>	<p>DHSSPSNI began.</p> <ul style="list-style-type: none"> The CEO asked Council to consider how this work was initially carried out due to the PSA stating a standard was not met in a performance review submitted and it was important to demonstrate Council had agreed a policy even it was not going to be implemented immediately. DHSSPSNI policy to date is not to advance Continuing Fitness to Practise for pharmacy in Northern Ireland. This work is delayed to encourage them to argue measures supported by evidence. The CEO confirmed the deadline set to approach DHSSPSNI in relation to this matter as set out in the Balanced Scorecard could be deferred if Council decide to progress Continuing Fitness to Practise. Council agreed to document their commitment to the principle of Continuing Fitness to Practise and asked for clear timetables and to ensure a named person was assigned to lead for the overall project. Professor Bradley noted that committing to build on CPD does not exclude the recommendation at option 3 'Import and adopt an established revalidation model from another regulator'. Helena Buchanan stated learnings could be taken from the PSI as they are aiming for revalidation in 5 years and a lot of work has been carried out by them in this field. <p>Action Point: It was agreed to amend the deadline set for March 2014 in the Balanced Scorecard to the first half of 2014, nominally June 2014.</p> <p>Key Decision: Council agreed to evaluate both options and include the Manchester University report in the evaluation to agree a broad direction before approaching DHSSPSNI</p> <p>The Vice President confirmed the Honorary Treasurer would speak to committee Chairs about this matter individually.</p> <p>Work is continuing on the IT encryption/Internet security for remote working and a report will be presented at the next Council meeting in April.</p>	
---	---	--

11.2 Corporate Communications Committee 11.2.1 Key action points and decisions from last meeting	<p>The key decisions and action points were provided for Information only. Full committee minutes were provided on the website in advance of the Council meeting.</p>	
11.3 Resources Committee 11.3.1 Key action points and decisions from last meeting	<p>The key decisions and action points were provided for Information only. Full committee minutes were provided on the website in advance of the Council meeting</p>	
11.4 Education, Standards and Registration Committee 11.4.1 Key action points and decisions from last meeting	<p>The key decisions and action points were provided for Information only. Full committee minutes were provided on the website in advance of the Council meeting.</p>	
11.5 Fitness to Practise 11.5.1 Key action points and decisions from last meeting	<p>The key decisions and action points were provided for Information only. Full committee minutes were provided on the website in advance of the Council meeting.</p>	
11.6 Audit and Risk Committee 11.6.1 Key action points and decisions from last meeting	<p>The key decisions and action points were provided for Information only. Full committee minutes were provided on the website in advance of the Council meeting.</p>	
11.7 Chairs Committee 11.7.1 Key action points and decisions from last meeting	<p>The key decisions and action points were provided for Information only. Full committee minutes were provided on the website in advance of the Council meeting.</p>	

<p>12. Staff Reports</p> <p>12.1 CEO Report</p> <p>12.1.2 Pharmacy Forum Report</p>	<p>For Information only, full reports available online.</p> <p>The Pharmacy Forum Manager attended the meeting to provide a verbal update on the PF. The following points were noted:</p> <ul style="list-style-type: none"> • The PF Manager reiterated the CEO's earlier comments on the work on Rebalancing Medicines. She informed Council the Royal Pharmaceutical Society's position on the role of the responsible pharmacist and supervision is at an impasse, as they expressed some concerns about powers transferring to the regulator. She informed Council the PF do not take this view as they are in a devolved environment they can lobby MP's much more easily and communicate more effectively with them. • Council was given a brief overview of the events carried out for CPD Facilitation. The PF Manager noted the events have been innovative and registrants have responded well to the clinic concept used. 232 will have participated in the events by June. An online presentation has also been launched online for those who cannot attend a session. • The PF Manager asked Council to note elections will be advertised in 8 weeks' time. They are also planning to set up an Interest Group for pharmacists working with older people in April. • After the last joint officers meeting the PF have approached NICPLD to try and influence their training courses to combat the issues around complaints. At the meeting the officers had discussed complaints could be dealt with within the profession before they are escalated to the regulator. 	
<p>13. Correspondence Log</p>	<p>Council were asked to note the enclosed correspondence from Dr Dan Poulter from the Department of Health London. The letter was seeking clarification on the process used to register applicants trained and applying from outside the European Economic Area (EEA) .A deadline to respond to Harry Cayton at PSA was set for 18th February.</p> <p>The CEO confirmed this process is subcontracted to the General Pharmaceutical Council. It was highlighted by some members of Council the information published on the PSA website is incorrect, the information displayed on the Pharmaceutical Society NI website is correct.</p>	

	<p>Action Point: The CEO will provide clarification on this matter to PSA and ask them to update the records published on their website</p>	CEO
14. Recent and Coming Events	The Vice President informed Council he would be attending the Sinn Fein Party Conference with the HPA in February.	
15. AOB	<p>The Chairs of the ESR and Corporate Communications Committee provided an update on FIP Membership. Council were informed there was no extra monetary cost other than the annual membership cost. The PSI informed the Chairs they do not have a named member of staff looking after their involvement in FIP and they get more out of their membership than they have to put in. Council were informed the approximate cost of membership is £10,000. The next annual conference is in 2014 and will be held in Thailand.</p> <p>Action Point: The Resources committee will discuss the full cost of FIP at their next meeting in March and discuss next steps for review by Council.</p> <p>The Vice President informed Council he would like to explore the benefits of NICON membership (Northern Ireland Confederation for Health and Social Care).</p> <p>Action Point: James Perry agreed to work with the HPA to explore the benefits of NICON membership before presenting a proposal to the Resources committee.</p>	<p>Chair of Resources/Business Manager</p> <p>James Perry/HPA</p>
16. Date of next meeting	<p>The next meeting date was agreed for Thursday 10th April at 09.30am.</p> <p>The meeting concluded at 1.50pm</p>	