

MINUTES OF THE COUNCIL MEETING 17th January 2017 at 0930 Hrs

| Agenda Item | <p>Present Dr Jim Livingstone (President) Prof Martin Byrne Mr Ciaran Byrne Mr Mark Campbell Miss Sandra Cooke (arrived 1015) Ms Colleen Duffy Mr James Perry</p> <p>In Attendance Mr Trevor Patterson (Chief Executive) Mrs Joan Duffy (Business Manager) Mr Mark Neale (Head of Public Affairs) Mr Brendan Kerr (Registrar) Mr Peter Hutchinson Mrs Lorraine Magill (Executive Assistant)</p> | <p>Apologies</p> <p>Public Attending</p> |
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| | Discussion | Action/Supporting Information |
| 1. Introduction & Welcome, Apologies, Public Attendance Noted | The President welcomed everyone to the Meeting. There were no Apologies. President congratulated Laura Murphy on her recent engagement. | |
| 2. Deputations | The President was present throughout the Meeting; there were no requirements for deputations. | |
| 3. Conflict of Interests | Council Members are requested to declare any perceived conflict of interest with any Agenda items. None were declared | |

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| 4. Minutes, Actions & Matters arising | <p>Minutes of the previous Meeting on were agreed by Council. Audit and Risk action in relation to financial KPI to be carried forward.</p> <div data-bbox="607 292 1561 419" style="border: 1px solid black; padding: 5px;"> <p><i>Key Decision:</i> <i>Audit & Risk action in relation to Financial KPI to be carried forward.</i></p> </div> | Proposer Gareth Peeples; Seconded Martin Byrne |
| 5. Tabling of AOB | None | |
| For Decision | | |
| 6. CONFIDENTIAL Regulatory Compliance Report | <div data-bbox="600 676 1590 823" style="border: 1px solid black; padding: 5px;"> <p><i>Key Decision:</i> <i>Council agreed for June intake to introduce an approved business course which was to require compulsory attendance at minimal financial burden for all concerned.</i></p> </div> <div data-bbox="600 893 1601 1094" style="border: 1px solid black; padding: 5px;"> <p><i>Key Decision:</i> <i>Council confirms appointment of head of pre-registration as examiner and asks that DoH are written to seeking approval. Appointment of Examiner to be reviewed within 5 years.</i></p> </div> <div data-bbox="600 1147 1599 1310" style="border: 1px solid black; padding: 5px;"> <p><i>Key Decision:</i> <i>Council agreed to delegate the appointment of Clinical Advisors to the CEO within a suitable protocol and to seek to have reviewed the legislative requirements in the future.</i></p> </div> | |

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| <p>7. CONFIDENTIAL UK Regulators Chair & CEO Round-table Discussions on Co-operation</p> | <div data-bbox="577 240 1581 443" style="border: 1px solid black; padding: 5px;"> <p><i>Key Decision: Development of an agreed, shared statement of intent adopted by each Council around the “Presumption of collaboration” Council agreed</i></p> </div> | |
| <p>8. IP Regulations</p> | <p>CEO updated Council on the responses to the Consultation on Pharmacist Supplementary and Independent Prescribers Regulations 2017. He asked Council to consider the Report, note the responses to each question and agree Council’s position in relation to those responses, where it is considered necessary.</p> <p>Each question was considered and key themes arising were presented to Council President asked Council if they were satisfied with the Report and Regulations, these would be sent to the Department after writing directly to the Minister prior to approval of the Regulations by DoH. Council asked that their responses be inserted in the consultation report. Council agreed to make the regulations as set out in the Consultation without amendment</p> <div data-bbox="595 1098 1597 1225" style="border: 1px solid black; padding: 5px;"> <p><i>Key Decision: Council agreed to make the regulations as set out in the Consultation without amendment</i></p> </div> <p>President thanked the team involved in the work of drafting Regulations and Consultation Report.</p> | <p>Proposer: Ciaran Byrne Seconder: Sandra Cooke</p> |

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| <p>9. Registration Appeals Procedure</p> | <p>CEO said that following instruction from Council, the Executive Team tasked Field Fisher to create and design a procedure to handle any Registration Appeals that may arise. Following advice from the legal team and approval of Council it was decided and agreed that the Reserve List candidates from the Fitness to Practice Panels, having been identified as holding the relevant competencies should form the pool for Registration Appeals panels and should be called up to adjudicate on any such registration appeals. Member asked if there would be a Legal Chair on the Committee. CEO confirmed there would be, though it was not a requirement, normal panel constitution would be Legal Chair, Pharmacist and a Lay member. It is a non- statutory procedure, though proposed to run as set out in papers provided. . Arrangements are in place to review and revise the procedure as required which would be every three years. Procedure due for review no later than 2020. Training arrangements were discussed and it was confirmed the Panel had attended induction training and that annual training would be given which was covered in the Budget. Council were also directed to associated changes to the Corporate Governance handbook to reflect the creation of the new committee</p> <p>Council approved the procedure and changes to the Corporate Governance handbook and requested that both be published on the website</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Key Decision:</i> Council approved the procedure and changes to the Corporate Governance handbook and requested that both be published on the PSNI website. Procedure is to be reviewed within 3 years</p> </div> | <p>Proposer: Mark Campbell Seconder: Sandra Cooke</p> |
| <p>10. President's Update</p> | <p>The President gave an update on the VP vacant position. He said there were currently 12 Members on Council and there should be 14. He reiterated that he had and continues to try to get a response from the Department on recruiting a new VP or appointing an acting. He said it was desirable to have a VP that is able to stand in for the President. Standing orders constructed at present put constraints on this and the way it is structured. Currently one of the roles assigned to the VP is to appoint and monitor the</p> | <p>Proposer: Jim Perry Seconder: Ciaran Hunter</p> |

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| | <p>Committees which means the VP cannot be a member of the committee but can attend. The proposal would be to amend the Standing Orders to allow the President to appoint to the committees and monitor same, and if and when the Minister appoints an Acting VP they could be a member of any Committee, at least for now. This is a temporary arrangement so that we can appoint to committees until the Department gives approval for a newly recruited VP or reviews committee appointments. Council approved the VP proposal.</p> <p><i>Key Decision: Council approved the VP proposal as set out in the paper.</i></p> | |
| For Information | | |
| 11. CEO Report CONFIDENTIAL | <p><u>PSA Performance Review</u> CEO confirmed PSNI had met all 24 Standards in PSA initial assessment. He thanked the SMT for their hard work in both meeting the standards and providing the necessary information to PSA</p> | |
| 12. MOUs – GPhC & PSI | <p>The CEO said the GPhC MOU is at the three year anniversary and was routinely due for review. He said there had been little activity with the PSI MOU in recent years following changes in key staff. He recently met the newly appointed CEO and Registrar of PSI and they have agreed to revisit the MOU and bring proposals to respective Councils on areas where they may benefit from collaborative working. The GPhc MOU is active and last reviewed in 2014. There are elements which have not progressed as anticipated and he has discussed with the GPhC CEO & Registrar the need to revisit and re-energise the work. Some key areas are around joint accreditations, policy development and the wider collaboration. He welcomed any feedback or ideas by email. Proposals will be brought to a future meeting of Council</p> | |
| 13. Update on Cash Flow | <p>Business Manager gave an update on Cash Projection, Actual June – Sept and Forecast to May 17. She said that as there had been no recent meetings of the</p> | |

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| | Resources Committee, this update was intended to provide a succinct summary of projected financial performance against that budgeted for 2016/2017. Council noted and welcomed the projected small surplus. | |
| To Note | | |
| 14. Correspondence | CEO confirmed there had been some confusion on the NICPLD attendance fees which had in the past been met by NICPPET. He confirmed a letter had been sent to Dr Mark Timoney, Chief Pharmaceutical Officer, to advise/clarify who is responsible for the attendance fees. | |
| Pharmacist Convicted | Discussion took place in relation to a pharmacist, Martin White. Council recognised the sensitivities around FtP cases and asked if they can be given advance notice, where appropriate, of cases which have a significant public interest CEO briefed Council in relation to appointing new Internal Auditors. The current contract expired last year but was extended until 1 st June 2017. The proposal for 2017-2020 will be brought forward at the May Council Meeting. | |
| 15. Pharmacy Forum | The Chair of the Pharmacy Forum NI, Sheelin McKeagney and Pharmacy Forum Manager, Julie Greenfield gave an update on the Pharmacy Forum. Chair confirmed the Board consisted of elected members, representatives from other pharmacy organisations and those co-opted for skills and expertise. The Board met 6 times in 2016. The business activity operates through three committees, the Chairs of which report to the Board <ul style="list-style-type: none"> • Policy and Practice • Education and Research • Pharmacists Advice and Support Service On occasion they assemble time-limited working groups to address specific activities, these feed into the respective committees which then report in Board. He advised of a range of support services available and events undertaken. | |

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| | <p>The Forum have been in operation for over 5 years now and are delighted with what they have achieved so far in leading, representing and supporting the profession, especially in the last year they continue to grow from strength to strength, delivering high quality outcomes for members.</p> <p>Members of the Council made comment on how impressed they were with the work the Forum does.</p> <p>President thanked both Chair and Forum Manager for their update.</p> | |
| 16. Correspondence | Noted | |
| 17. AOB | None | |
| 18. Date of Next Meeting | The President thanked Council for attending today's Meeting and confirmed the next Council Meeting for March 14 th 2017 at 0930 hrs. The Meeting closed at 1233 Hrs. | |
| 19. Lunch | | |
| 20. Strategy Workshop | | |