

**MINUTES OF THE COUNCIL MEETING MONDAY 29<sup>TH</sup> JULY 2013 AT 09.30AM**

<b>Agenda Item</b>	<b>Present</b>	<b>Apologies</b>
<b>1. Introduction &amp; Welcome, Apologies, Public Attendance noted</b>	<p>Jacqui Dougan (President) Garry McKenna (Vice President) Helena Buchanan Brenda Maitland Marie Smith Ciaran Hunter Martin Bradley James Perry (Items 3-19) Paul Douglas Mark Nelson James Perry Ann Marie Telford David Jones Lisa Byers (Items 1-7) John Corr (PSI)</p> <p><b>In Attendance</b> Mr T Patterson (Chief Executive) Mr B Kerr (Registrar) Mrs Joan Duffy (Business Manager) Miss Gráinne Magee (Item 12) Miss Michelle McCorry (Post Registration Lead) Mrs Claire Williamson (Executive Assistant) Mrs Julie Greenfield (Pharmacy Forum Manager) (Item 14.1.2)</p>	<p><b>Public Attending</b></p>

	Discussion	Action/Supporting Information
<p><b>2.1 Minutes of the Council Meeting of 4<sup>th</sup> June 2013</b></p> <p><b>I. Matters of Accuracy</b></p> <p>2.2 Adoption of Minutes</p> <p>2.3 Matters Arising</p>	<p>Minutes were accepted as a true record</p> <p>Council agreed the presented agenda addressed any outstanding actions.</p>	<p><b>Proposer: Garry McKenna</b> <b>Seconder; Jacqui Dougan</b></p>
<p><b>3. Tabling of Any Other Business</b></p>	<p>Dr Lisa Byers tabled a discussion on a request from the Pharmacy Management Journal to advertise a seminar in November. Council agreed this would be more appropriate for the Forum to handle.</p> <p><b>Action Point:</b> Lisa Byers to pass information and request onto Pharmacy Forum Manager</p> <p>The President and the CEO tabled a discussion on a response received from Gerard Greene, Chief Executive of CPNI in relation to the CPD Framework. The President asked all Council members to declare any perceived conflict of interest before the discussion took place. Marie Smith declared herself to be a board member of CPNI, John Corr, observer from PSI also left the room for the duration of the discussion.</p> <p>The Council had a brief discussion on the proposed approach to respond to the request and concerns covered in the letter from CPNI. The CEO suggested a holding letter will be sent from the CEO advising that the letter had been passed to him for response and informing Mr Greene</p>	<p><b>Lisa Byers</b></p>

	<p>a full response will be provided when the research is completed.</p> <p><b>Action Point:</b> The CEO agreed to provide a holding letter immediately to CPNI and to arrange for a draft reply to be circulated to the Chairs and CPD task group for final approval</p>	<p><b>Trevor Patterson</b></p>
<p><b>4. NICPLD</b></p>	<p>The President welcomed Professor Colin Adair, Director of NICPLD to the Council meeting and thanked him for taking the time to provide more information on his organisation to Council members.</p> <p>Professor Adair gave Council a brief presentation on NICPLD and gave a brief overview of what they do, the ethos of the centre and how training is delivered.</p> <p>Following the presentation Professor Adair took some questions from Council, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• Dr Anne Marie Telford enquired if Professor Adair envisaged a greater demand on their courses with the introduction of mandatory CPD next year. Professor Adair confirmed due to a large part of their material delivered in day time work shops or e-learning modules they would be able to take on increased demand.</li> <li>• Professor Martin Bradley thanked Professor Adair for the informative presentation and noted that a vast amount of material was covered and requested if a copy of his presentation could be circulated to Council members.</li> </ul> <p><b>Action Point:</b> The Executive Assistant is to circulate the presentation to all Council members once it had been received from Professor Adair</p>	<p><b>Claire Williamson</b></p>

<p><b>5. NICPPET</b></p>	<p>The President asked Mrs Brenda Maitland to give Council a verbal update on her recent role with NICPPET. Mrs Maitland gave Council a brief overview of the areas covered in her recent meetings and asked Council to note that the minutes from this meeting had not yet been circulated, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The President enquired if there are any proactive steps Council could take in the role with NICPPET and requested if regular updates could be provided to ensure Council are fully aware of all the key areas discussed at the meetings. Mrs Maitland agreed to provide quarterly updates to Council to coincide with the NICPPET meetings. It was suggested to wait until the CPO had been appointed later in the year before agreeing an approach to the meetings. The President confirmed Council should have a contributory role in the meetings that is in-line with its own strategy.</li> <li>• Council discussed the recent consultation launched from the Department of Health on Community Pharmacy and the strategy from NICPETT On the same. The registrant members of Council confirmed the consultation was launched this morning from the Department of Health.</li> </ul> <p><b>Action Point:</b> Quarterly updates are to be provided to Council on NICPPET, Brenda Maitland to liaise with Claire Williamson to ensure they are received on time for Council meetings</p> <p><b>Action Point:</b> Claire Williamson to circulate the link to the Community Pharmacy Consultation to all Council members</p>	<p>Brenda Maitland</p> <p>Claire Williamson</p>
<p><b>6. Rebalancing Medicines</b></p>	<p>The CEO gave the committee a verbal update on the first three meetings of the board established to work on proposed changes to Rebalancing Medicines and Pharmacy Regulation, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The CEO asked Council members to note the papers provided were strictly confidential and as no wider circulation was allowed he had provided a summary of the work so far and proposed changes</li> <li>• Council were informed the work centres largely on the issue of criminal offence in relation to dispensing errors. The CEO informed Council the board had proposed a set of exemptions that may be applied in certain circumstances where a pharmacist has made a dispensing error.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The CEO detailed each of the board’s proposals with Council and explained what the implications for pharmacy regulation would be with each and how the decision was reached. The CEO asked Council to note that he has not voted on these proposals as he pointed out at the board meeting he is unable to speak on behalf of Council, in the absence of a Council member it was not possible to gauge their view.</li> <li>• The CEO suggested the main thrust of the work is to improve reporting and in light of the Francis Review and its work on ‘Duty of Candour’ this will be opportune for regulators to further promote this to their registrants.</li> <li>• Council agreed they were broadly happy with the direction of the work and proposals suggested so far subject to further clarification as detailed in the action point below.</li> <li>• The CEO confirmed he will provide further updates to both the Executive and Chairs committee on a regular basis.</li> </ul> <p><b>Action Point:</b> The CEO agreed to suggest more definition is provided in Q5 on ‘directions’ and ‘what is an appropriate practitioner’.</p>	<p><b>Trevor Patterson</b></p>
<p><b>7. CPD</b></p>	<p>The CEO presented 4 draft flowcharts to Council depicting different scenarios in the appeals process, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• The CEO informed Council procedures behind two charts, those detailing restoration to the register and extenuating circumstances, have not yet been consulted on and legal advice is being sought from Cleaver Fulton Rankin on the detailed operation and documentation of appeals processes. Council were informed of the need for a second consultation on the framework as both the restoration process and extenuating circumstances appeals processes have not been detailed and there is the capacity in restoration to specify an amount and type of CPD.</li> <li>• The CEO gave Council a brief overview of the options currently being explored with the legal team on how appeals will be dealt with such as a paper based “Scrutiny Committee style appeal” As the examiner of statutory rules previously ruled that the same body cannot appear twice in the same appeals process, this proposed option would still allow a registrants final appeal against removal to be heard before the Statutory Committee if required.</li> <li>• A general discussion took place around extenuating circumstances and how registrants</li> </ul>	

are granted this appeal. The CEO confirmed the current framework states it is the registrant's obligation to inform us immediately of any circumstances that would apply to this scenario. Council queried who would determine if Fitness to Practise issue was involved and it was suggested that the same procedures would be applied as apply in complaints and concerns reported in the normal FtP procedures.

The Post registration lead addressed Council to give an update on the planned approach to the second consultation for the CPD Framework, a brief discussion took place and the following points were noted:

- The post registration lead gave Council a brief overview on how the consultation project will be managed and what areas it should cover including the appeals process. A project initiation document was presented to Council and detailed how stakeholders will be engaged, timelines for tasks and how staff will be involved.
- It was suggested that a task and finish group could be established to advise ESR committee on the start and completion of the consultation and they would report to the ESR Committee.
- The President and Chair of the Corporate Communications asked for more emphasis and reference to the Corporate Communications committee to ensure they remain an integral part of the consultation process. It was agreed that when time frames are established there will be a full communications plan as for Ph 1.
- The post registration lead asked Council to consider two options for the consultation period, either over a 12 week period or an 8 week period. Council agreed that a longer period of consultation would be more sensible and will therefore give a more meaningful and effective response whilst recognising that no appeals process would be in place before March 2014.
- In light of the decision to cover a longer consultation period a request was made to move some dates of the ESR committee to ensure that they will coincide with Council meetings to report back on the project and keep Council informed of the progress.

**Key Decision:** Council agreed to perform a 12 week consultation for the second part of the CPD Framework

**Action Point:** The plan and approach is to be amended to ensure the Corporate Communications Committee is referenced. The committee will discuss a communications

**Michelle McCorry/Mark Neale**

	<p>plan for the consultation at their next meeting on 13<sup>th</sup> August.</p> <p><b>Action Point:</b> The original CPD Task and Finish group will be used again for this part of the process to ensure a high level of expertise is available – the same TOR and composition will apply</p> <p>The Post registration lead asked Council to briefly discuss version control and proposed changes to documentation supplementary to the original CPD Framework, the CEO and the President agreed it would be more appropriate if the ESR committee would discuss this matter again and present it at the next Chair's committee meeting.</p> <p><b>Action Point:</b> ESR Committee are to discuss changes to the framework before presenting to the Chair's committee</p>	<p><b>Michelle McCorry/Brendan Kerr</b></p> <p><b>Michelle McCorry</b></p>
<p><b>8. Strategy</b></p>	<p>The President asked Council to note the Balanced Scorecard provided in their packs and requested if each Committee Chair could particularly note the scorecard of their committee staff lead to ensure all work streams are covered and deadlines are met. Council were informed a reporting tool will be used for the next Council meeting in the form of a Traffic light system and the Chair's Committee will also highlight any important changes or issues with the Strategy.</p>	
<p><b>9. Francis Report</b></p>	<p>The CEO gave Council a brief update on the work carried in light of the Francis Review. The Head of Public Affairs has now met with each committee individually and had discussed the work required to meet the recommendations contained in the report. The CEO confirmed he will be meeting with the Head of Public Affairs and the Chair of the ESR committee to discuss how to progress the work, and that the intention is that a response to the Francis Review would be provided in November after highlighting and pulling together the work of each committee.</p> <p><b>Action Point:</b> The CEO agreed to check if DHSSPSNI are providing a response or statement to the Francis Review</p>	<p><b>Trevor Patterson</b></p>
<p><b>10. Revalidation</b></p>	<p>The CEO gave Council a brief overview on the work required on Revalidation (Continuing Fitness to Practise), a brief discussion took place and the following points were noted:</p>	

	<ul style="list-style-type: none"> <li>• The CEO informed Council the Balanced Scorecard sets out three stages required for Revalidation. The first being research on what other UK Healthcare professionals and pharmacy regulators in other countries have in place and a preliminary update should be made available to Council in September, by December Council should agree on the approach and by March 2014 an agreement should be secured with the DHSSPSNI on the approach.</li> <li>• The CEO confirmed a £10,000 budget had been allocated to the research project And options were being considered as to the nature and scope of support and whether it was most relevant at desktop research stage or options appraisal. Council agreed the suggested approach and also suggested a task and finish group may be used later in the year to receive the report before it is presented to Council. The ESR committee was appointed to oversee the project.</li> </ul> <p><b>Key Decision:</b> Council agreed to use the allocated budget for the initial research and/or options appraisal on Revalidation and source an external company. The ESR committee were tasked with overseeing the tender process and project.</p>	
<p><b>11. PSA</b></p>	<p>The President asked Council to note for information the timeline in their packs in relation to the PSA Annual Review.</p>	
<p><b>12. Consultations</b></p>	<p>The Policy Officer addressed Council in relation to the Consultation on ‘Limited circumstances for a lawful termination of pregnancy in Northern Ireland: A Guidance document for Health and Social Care Professionals on Law and Clinical Practice.’ Council had a brief discussion on the proposed response to the consultation, the following points were noted:</p> <ul style="list-style-type: none"> <li>• The Policy Officer began by noting that this had been a challenging piece of work on an emotive and controversial issue. She gave Council a brief overview of the planned response. The main issue is the guidance does not mention pharmacists at all and the response has suggested making a specific reference to the profession.</li> <li>• Council agreed that a specific reference should also be made to patient safety in the response and asked the Policy Officer to amend paragraph 7.3 to reflect this.</li> </ul>	<p>Gráinne Magee</p>

	<b>Action Point:</b> Council requested some minor changes to the proposed response to the consultation before it is submitted. The policy officer agreed to add a specific reference to patient safety. The response will be circulated to all Council members before it is submitted with the suggested amendments made.	
<b>13. Committees of Council</b>  <b>13.1 Motions to Council</b>	<ul style="list-style-type: none"> <li>• <b>Motion: Council agreed to the registrar to remove those registrants who have not paid retention fees [statutory notification made on 1st July 2013] date of removal 1st September 2013</b></li> </ul>	<b>Proposer: Mark Nelson Seconder: Martin Bradley</b>
	<ul style="list-style-type: none"> <li>• <b>Motion: Council agreed the Executive Committee are to approve the annual accounts in time for inclusion in the annual report, due August 2013</b></li> </ul>	<b>Proposer: Ciaran Hunter Seconder: Paul Douglas</b>
	<ul style="list-style-type: none"> <li>• <b>Motion: Council agreed to postpone Baseline Perceptions Audit from September 2013 to May 2014 on Balanced Scorecard at 2:1</b></li> </ul>	<b>Proposer: Helena Buchanan</b>
	<ul style="list-style-type: none"> <li>• <b>Action – amend relevant balanced scorecard on all versions at 2.1</b></li> </ul>	<b>Seconder: Mark Nelson</b>
<b>13.1.2 The Registrars Report</b>	For Information	
<b>13.2 Corporate Communications Committee</b>	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.	

<b>13.3 Resources Committee</b>	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.	
<b>13.4 Education, Standards and Registration Committee</b>	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.	
<b>13.5 Fitness to Practice Committee</b>	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.	
<b>13.6 Audit and Risk Committee</b>	The Audit and Risk Committee did not meet prior to this Council meeting, please see Council minutes from 4 <sup>th</sup> June 2013 for the most recent information on this committee.	
<b>13.7 Chairs Committee</b>	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.	
<b>14. Staff Reports</b> <b>14.1 The Chief Executive Report</b> <b>14.1.2 Pharmacy Forum Report</b>	For Information only	

<p><b>15. Correspondence Log</b></p> <p><b>15.a Follow up letter to Diane Taylor</b></p> <p><b>15.b. Request from Phyllis Sheriff</b></p>	<p>For Information Only</p> <p>Council were asked to consider the request from Phyllis Sheriff to use the word 'pharmacy' in her business title for a recruitment company. The Registrar gave Council a brief explanation of how a limited company works, he also informed Council he had sought legal advice from Cleaver Fulton Rankin on the issue and they have confirmed there is no obligation to make a determination.</p> <p><b>Action Point:</b> The Registrar agreed to send Phyllis Sheriff further factual information on her request</p>	<p><b>Brendan Kerr</b></p>
<p><b>15.c Nomination for Steering Group of the Irish Institute of Pharmacy</b></p>	<p>The President asked all registrant members of Council to forward their name to the Executive Assistant if they were interested in the role.</p> <p><b>Action Point:</b> All nominations are to be forwarded to the Executive Assistant before 12<sup>th</sup> August.</p>	<p><b>Claire Williamson</b></p>
<p><b>16. AGM-Reminder</b></p>	<p>For Information Only</p>	
<p><b>17. Recent and Coming Events</b></p>	<p>None</p>	

<b>18. Any other Business</b>	All items were discussed at the time of tabling the items.	
<b>19. Confidential Business</b>	Closed session	
<b>20. Date of Next meeting</b>	The next meeting was scheduled for 26 <sup>th</sup> September at 2pm.	