

**MINUTES OF THE COUNCIL MEETING THURSDAY 10<sup>TH</sup> APRIL 2014**

<b>Agenda Item</b>	<b>Present</b>	<b>Apologies</b>
<b>1. Introduction &amp; Welcome, Apologies, Public Attendance noted</b>	<p>Mr Garry McKenna (Acting President Mr Ciaran Hunter (Honorary Treasurer) Mrs Helena Buchanan <b>Items 1-9</b> Dr Anne Marie Telford Professor Martin Bradley Professor David Jones <b>Items 7-10</b> Mr James Perry <b>Items 1-12</b> Mr Paul Douglas Mr Mark Nelson Dr Lisa Byers Mrs Brenda Maitland</p> <p><b>In Attendance</b> Mr Trevor Patterson (Chief Executive) Mrs Joan Duffy (Business Manager) Mr Mark Neale (Head of Public Affairs) Miss Michelle McCorry (Post Registration Lead) Miss Gráinne Magee (Policy Advisor) Mr Peter McKee (Pre-Registration Lead) Mrs Claire Williamson (Executive Assistant)</p>	<p>Mrs Marie Smith</p> <p><b>Public Attending</b></p>

	Discussion	Action/Supporting Information
<b>1. Introduction &amp; Welcome, Apologies, Public Attendance Noted</b>	Apologies were noted for Marie Smith	
<b>2.1 Minutes of Council</b>  <b>2.2 Approval of the minutes</b>  <b>2.3 Matters Arising</b>	The minutes of the Council meeting on 27 <sup>th</sup> January 2014 were accepted as a true record.  Council agreed the agenda addressed any outstanding actions.	<b>Proposer: Helena Buchanan</b> <b>Seconder: Mark Nelson</b>
<b>3. Tabling of Any Other Business</b>  <b>3.1 Conflict of Interest</b>	No other business was tabled.  Dr Anne Marie Telford declared a conflict of interest regarding item 14a (request for nomination for the University of Ulster Court) as she is a member of the University of Ulster Council. Professor Martin Bradley also declared a conflict for this item as he is a visiting professor for the University of Ulster.  Mark Nelson, Helena Buchanan and Lisa Byers declared a conflict of interest regarding any discussion regarding registrant fees.	
<b>4. Update on recent departmental meetings</b>	The Acting President provided Council with an update on the recent meeting between the Officers team and DHSSPSNI. A brief discussion took place and the following points were noted: <ul style="list-style-type: none"> <li>• Council were informed the Officers team and the CEO met with the Department of Health recently to discuss a number of issues. The Acting President confirmed DHSSPSNI had formally acknowledged the resignation of the President and had</li> </ul>	

	<p>asked him to perform the function of Acting President until the recruitment process was carried out to appoint a new President.</p> <ul style="list-style-type: none"><li>• A discussion also took place regarding Council appointments and it was confirmed DHSSPSNI will run the recruitment process in time for appointments in October this year. Council were asked to note there is no existing power to allow Council or the organisation to make appointments and therefore this process is necessary. The acting President clarified that all Council members whose terms end at October this year are eligible to reapply and that a member could serve a maximum of eight years in a 20 year period.</li><li>• The acting President informed Council DHSSPS had also informed them that there were two categories of membership, Officer (President and Vice) or member. Different categories will also have an implication on the length of service, for example a member could serve two periods in one category and then apply for appointment in the other category and this would be treated as completely separate from their previous appointments. Council were also informed there are currently no arrangements in place for existing members on a two year term to be reappointed without going through the open competition process. It was the intention to create a power for re-appointment in the current exercise; if this is done then the Department could re-appoint the next time the Council is due for refreshment.</li><li>• The officer team also discussed deputising arrangements for the Registrar at the meeting. As this role is a statutory appointment Council were informed this can create difficulties during a period of absence. A request was made to consider options to formally appoint a named deputy or to give Council the necessary powers to act in the place of the Registrar. No agreement was reached at the meeting with regard to this however it is now on the agenda with DHSSPS.</li><li>• The issue regarding registrants returning to the register was also noted to the DHSSPS. A request was made that registrants who are off the register for a certain period of time should be required to submit evidence or in some way affirm competence to return to the register. Currently those registrants who will be removed for failure to comply with CPD are required to submit evidence to return to practise and this would appear to be inconsistent.</li><li>• The acting President informed Council they had also discussed the Law Commission and Rebalancing work with DHSSPS and agreed to revisit these matters when more clarity around both situations was available.</li></ul>	
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	<ul style="list-style-type: none"> <li>The officer team also advised the DHSSPS about the recent work carried out on revalidation. DHSSPS were informed of the recent independent research the organisation had commissioned and the key features and recommendations that stemmed from it with an undertaking to update DHSSPS later in 2014. An additional meeting will be sought to discuss this matter further.</li> </ul>	
<b>5. Strategy</b>	<p>The CEO gave Council an overview of the latest version of the Balanced Scorecard. A brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>The CEO highlighted the elements that are currently coloured amber or red to Council and gave a brief overview of the current status of each.</li> <li>3.5 concerning pre-reg FtP remains red as cases from both categories have emerged</li> <li>5.1 around FtP processes is amber following the PSA Audit report. Considerable work was being done on an action plan and further audits are planned for April (internal) and May (PSA)</li> <li>Council were asked to note that element 16 was still red as online registration cannot currently be supported by the database in its current form. A second report from Unity IT will be presented to the Resources committee at their next meeting which will make recommendations on the database. The CEO informed Council a tendering process will be carried out to procure a company that will look after all IT systems (including CPD and Pre-Registration) and this could be in house or off site.</li> <li>The CEO informed Council the main IT priority is with Queen's University as they currently look after the CPD system. They have for some time been advising that the bespoke nature of the system and language used makes improvements very difficult, resulting in a doubling of resource time in the current year and straining their resource. After initial discussions with them they have pledged their full support if we decide to switch suppliers. The CEO will meet with QUB again next week to further discuss this matter.</li> <li>The CEO affirmed there is no reason to doubt that the system cannot support this year's CPD submissions and it has been stress tested after every change. The complexity with the system comes when changes are made The CEO stated our needs are outgrowing the existing system and Queen's ability to support it in</li> </ul>	

	<p>future.</p> <ul style="list-style-type: none"> <li>• Council were asked to note QUB have provided us with high level additional support during the preparation for the new CPD process and confirmed the portal will remain open past the deadline to ensure staff are on hand to deal with any issues on a working weekday, rather than midnight on Saturday 31<sup>st</sup> May.</li> <li>• The acting President confirmed the Risk Register does recognise the heavy dependence on the QUB system. While it is sensible to plan for contingencies, there is no reason to anticipate a failure.</li> </ul> <p><b>Action Point:</b> Council will review the Risk Register at the next Council meeting on 27<sup>th</sup> May as per the recommendation from the Internal Audit</p>	<p>HPA/Executive Assistant</p>
<p><b>6. CPD</b></p>	<p>The Acting President invited the Chair of the Education, Standards and Registration committee (Mark Nelson) to present the motion to Council regarding CPD. After confirming that all Council had received the consultation report, the notes from the CPD task group and the proposed amended Framework in advance of the meeting and had opportunity to fully consider them ahead of the meeting. a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> <li>• Mr Nelson gave Council a brief overview of the work carried out in relation to the CPD Framework part 2. Council were informed after the responses from the consultation had been analysed the CPD Task Group met to consider them and any action needed to reflect the content of the responses received.</li> <li>• Mr Nelson informed Council he believed the document was an excellent piece of work and was extremely robust; he commended the staff on their hard work throughout this project.</li> <li>• Council were informed the task group meeting was extremely productive and two substantial changes had been made after all responses were considered. The first change made was regarding keeping in touch days. The task group also took legal advice on this matter and were informed that registrants who choose to take part in this process should still be able to avail of exemption from submitting CPD by following the extenuating circumstances process.</li> <li>• The second change made was regarding return to practise and questions around whether the 15 hour CPD submission requirement should be accepted as an early submission of the total 30 hours required normally per annum. It was agreed that to ensure there is proportionality and consistency across registrants</li> </ul>	

	<p>the 15 hours will be included in the annual CPD requirement, and not additional to it. Council were informed some minor grammar and style changes were also made to ensure the document is user friendly. Council were also asked to note part of this motion is to reach agreement on publishing a single document that will combine the two parts of the framework into a consolidated Framework, replacing the existing document.</p> <ul style="list-style-type: none"> <li>• The Acting President echoed Mr Nelsons comments and commended the staff, the Chair of the ESR Committee and the other committee members along with the task group members for their efforts in bringing together the work on CPD. He informed Council he believed this was an excellent piece of work and all issues had been dealt with in a professional and dedicated manner and registrants will ultimately benefit from the work from both staff and Council.</li> <li>• Members of Council commented positively on the briefing paper provided for this piece of work and stated it was helpful to outline the issues for consideration regarding the motion. The Chair of the Corporate Communications committee confirmed her committee was working with relevant staff to develop a standard format that will ensure briefing papers are included on all documents going forward.</li> </ul> <p><b>MOTION: Council agreed to the amendments to the CPD Framework document proposed by ESR via Chairs Committee and approved the consolidated CPD Framework (April 2014) document</b></p>	<p><b>Proposer: Mark Nelson  Second: Paul Douglas</b></p>
<p><b>7. Law Commission</b></p>	<p>This item was discussed during a confidential session.</p>	
<p><b>8. Francis Report/Berwick/Clwyd Hart Report</b></p>	<p>The acting President informed Council at the recent Chairs Committee meeting it had been agreed the dates regarding MDS in the Francis/Berwick action plan needed to be amended to reflect the changes proposed by the Code of Ethics Task Group. He asked Council to note that they will be asked to endorse the PID document for MDS later in the agenda and the dates proposed for this project are also reflected in the Francis/Berwick action plan. The CEO affirmed it is was important to agree these dates and proposed changes, designed to allow better and earlier engagement with stakeholders as the plan is published online and it is important that action plans reflect our intentions.</p> <p><b>MOTION: Council agreed to changes to the Francis/Berwick action plan to reflect any changes to the PID on the Review of Code of Ethics timetable</b></p>	<p><b>Proposer: Helena Buchanan  Second: Mark Nelson</b></p>

## 9. Rebalancing Medicines

The CEO gave Council an overview of the work of the Rebalancing Medicines Board. He informed Council he had attended several internal committee meetings recently as there are different aspects to the work that will affect some committees work streams. A brief discussion took place and the following points were noted:

- The CEO provided Council with a detailed overview of the information set out in paper 9a. Council were informed the key theme from the Rebalancing Board work is the optimisation of the pharmacy workforce and the removal of unnecessary regulatory or legislative barriers to ensure a safe and optimal skills mix.
- The CEO informed the Council he attended a number of recent committee meetings, addressing issues relevant to them, as well as providing an overview of the statutory registration of technicians and how this could work in parallel with the Rebalancing Medicines work. The CEO confirmed that subject to further learning about Fitness to Practise cost incurred by GPhC associated with technician FtP, the Resources committee were content this would not adversely affect our current resources and may, if numbers are higher than predicted, provide surpluses for further development. The CEO informed Council that any financial benefit is not the reason to advance this work, it is the additional regulated support that pharmacists will gain in order to protect patient safety. The Treasurer confirmed that in the early years there would probably be minor financial deficits.
- Council were asked to note we are using the recent GPhC survey as part of the evidence base, with Corporate Communications agreement, subject to a local validation exercise, as it is more representative in terms of the response rate and validity than anything that we could produce locally.
- The ESR committee are content to recommend this as a policy proposal to Council as part of the Rebalancing work. The committee agreed that in terms of a patient safety issue this work needs to be progressed anyway.
- Council agreed this was an extremely positive piece of work and noted there had never been a more opportune time to advance this work. The acting President concurred and stated that in terms of patient safety he believed it was vital that technicians are registered and he had concerns that we currently have no influence over this body of people who are so crucially involved in delivery of pharmacy services.
- The CEO and the acting President confirmed a meeting would be sought with

	<p>DHSSPSNI to discuss various work streams coming from Rebalancing and they would actively seek full cooperation and support from them as this will involve both a consultation process and legislative changes.</p> <p><b>MOTION: Council confirmed their commitment to the statutory registration of pharmacy technicians</b></p> <p><b>MOTION: Council agreed to progress the work regarding the registration of technicians, if possible, in parallel with the work on Rebalancing medicines</b></p> <p><b>Action Point:</b> The CEO agreed to request an update on the outcomes of workforce planning from the CPO's office</p>	<p>Proposer: Mark Nelson          Seconder: Martin Bradley</p> <p>Proposer: Paul Douglas          Seconder: David Jones</p> <p>CEO</p>
<p><b>10. Committees of Council</b></p> <p><b>10.1 Motions/Specific Actions to Council</b></p>	<p>The CEO informed Council there was a requirement to amend the timeframes proposed for the work on the Code of Ethics consultation. The Chair of the ESR committee (Mark Nelson) addressed Council and informed them there was a requirement to change the agreed dates to ensure the work can be completed after early stakeholder engagement. He told Council the new timeframes were more realistic and he had agreed this with members of staff. The proposed date to launch a 12 week consultation is now February 2015. This date also accounts for the work streams coming from the Rebalancing work. Mr Nelson then asked Council to note the content of the proposed MDS document and asked for approval of the document to go to consultation including the listed consultation questions. He commended the standard to Council on behalf of ESR Committee There was evidence of MDS issues coming through Fitness to Practise cases and it now seemed important to provide a reminder of the largely legislative requirements associated with the use of MDS to registrants.</p> <p><b>MOTION: Council agreed the MDS standards, the consultation questions and the proposed Code of Ethics Review timetable as at out on the PID</b></p>	<p>Proposer: Martin Bradley          Seconder: Paul Douglas</p>

The CEO provided Council with a brief overview and background on how premises fees were historically collected by the DHSSPSNI. Council were informed that the fees are still essentially departmental responsibility and discussions with DHSSPSNI would be required to take this proposal forward. The CEO asked Council to note they are agreeing to the principle of raising this issue with DHSSPSNI and a timetable would later be agreed with the officer team.

**MOTION: Council agreed to approach DHSSPS to discuss potential premises fee increases at a time to be confirmed by the Officers**

The Chair of the Fitness to Practise committee, Dr Anne Marie Telford addressed Council and presented the annual Fitness to Practise report. Dr Telford informed Council the report was produced by the Scrutiny Committee (as required by legislation) and added to by the Registrar. A brief overview of the KPI's for cases closed was provided and Council were asked to note that whilst performance was very satisfactory for initial stage closure none of the KPI's was met for cases closed by the Statutory Committee. Council were informed the CEO and the Registrar had recognised development is required and have drafted an action plan to address some of the issues along with a review of the relevant KPI.

The CEO confirmed training for all Fitness to Practise panel members was planned for 29<sup>th</sup> May and part of the review is to ask the Chairs to write the learnings as they are best placed to determine these from the decisions. Council noted it is currently difficult to identify trends or patterns due to the low number of cases however it is hoped this is something that future reports will benefit from.

Council commented;

Council recognises that the period covered by the report largely relates to the introduction of new processes following legislative reform

Council will ensure that KPIs are reviewed in the light of performance ensuring that performance targets are both robust and capable of being met

Council will work to ensure there are improvements in case progression

Council will ensure that learnings from cases are distributed to relevant stakeholder in a

**Proposer: Jim Perry  
Seconder: Mark Nelson**

	<p>timely fashion Council will work with the registrar to encourage and facilitate other agencies associated with complaint management to work cohesively and productively to meet agreed timeframes</p> <p><b>MOTION: Council agreed to publish the FTP report and the supporting comments</b></p>	<p><b>Proposer: Martin Bradley Seconder: Brenda Maitland</b></p>
<p><b>10.1.2 For Council Consideration</b></p> <p><b>10.1.2.a) PFB Balanced Scorecard</b></p> <p><b>10.1.2.b) Fee Analysis Increase</b></p>	<p>The CEO asked Council to review the proposed element of the Balanced Score card from the Pharmacy Forum which details the monitoring systems for Council. The CEO confirmed this had been presented to the Resources committee in the first instance and minor amendments had been made to the document. Council agreed they were content with the document.</p> <p><b>Key Decision:</b> Council were content with the Pharmacy Forum Balanced Scorecard</p> <p>The Honorary Treasurer addressed Council and provided a brief overview of the current operational deficit and a recommendation from the Resources committee to review fees. The Honorary Treasurer informed Council that whilst we do have reserves a good baseline of reserves is required to be kept. The CEO confirmed there had not been a fee increase since 2009. Council were asked to review the proposed table and were informed that as a consultation exercise would be required for any fee change the Resources committee have proposed a slight increase over the next number of years rather than a one off increase, such a measure would be better for those paying the fees. The Honorary Treasurer informed Council he would envisage that, allowing for consultation period and sequencing any increase would take around 12-24 months and he would prefer to have a clear and open consultation to allow registrants time to address any issues. The acting President informed Council he believed this was a sensible approach and</p>	

<p><b>10.1.2.c) Terms of Reference: Audit and Risk and Resources Committee</b></p>	<p>would prevent the unacceptable practice of using reserves to fund operational activity on a year on year basis.</p> <p>The Honorary Treasurer informed Council the appointment of the external auditors needed to be directly placed with either the Resources committee or the Audit and Risk committee as it is not currently referenced in either terms of reference. The Honorary Treasurer proposed that the Resources committee would take the responsibility of the appointment process and make recommendation to the Audit and Risk committee who would provide final approval. Council confirmed they were content with this arrangement.</p> <p><b>Action Point:</b> Committee terms of reference will be amended to reflect Council's decision regarding the appointment of the external auditors, this will also be reflected in the Corporate Governance Handbook</p>	<p>CEO</p>
<p><b>10.1.2.d) Registrant Survey Results</b></p>	<p><b>Action Point:</b> Council agreed to dedicate more time at the meeting on 27<sup>th</sup> May to review the registrant survey results and the associated recommendations and action plans</p>	<p>CEO/EA</p>
<p><b>10.2 10.2 Corporate Communications Committee</b></p> <p><b>10.2.1 Key action points and decisions from last meeting</b></p>	<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><b>10.3 Resources Committee</b></p> <p><b>10.3.1 Key action points and decisions from last meeting</b></p>	<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><b>10.4 Education, Standards and Registration Committee</b></p> <p><b>10.4.1 Key action points and</b></p>	<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>	

<b>decisions from last meeting</b>		
<b>10.4.2 Pre-Registration Update</b>	Council were asked to note the papers for information.	
<b>10.5 Fitness to Practise 10.5.1 Key action points and decisions from last meeting</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>10.6 Audit and Risk Committee 10.6.1 Key action points and decisions from last meeting</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>10.7 Chairs Committee 10.7.1 Key action points and decisions from last meeting</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>11. Staff Reports 11.1.1 Pharmacy Forum Report</b>	The Pharmacy Forum manager was unable to attend the meeting to provide a verbal update; the full report was available on the Council page online for members.	
<b>12. Correspondence Log</b>	No correspondence to note.	
<b>13. Recent and Coming Events</b>	None.	
<b>14. Any other business</b>	<p>The acting President asked Council to consider whether it was appropriate for Council to be represented on the University of Ulster Court as we accredit their Pharmacy degree. Dr Anne Marie Telford informed Council that as a member of the University of Ulster Council she believed the UU Court was a stakeholder body and not a governing one. Council agreed this did not pose any conflict and the acting President requested that any member who was interested in this role to forward their names to the Executive Assistant. It was noted that this was an unremunerated role.</p> <p>The acting President referenced the request from the Health Minister to forward three nominations for the Poisons Board and asked members to express an interest. The</p>	

	<p>acting President noted the invite could be extended to the Pharmacy Forum and members of staff. Council were asked to note that positions are not remunerated but that travel expenses would be paid by DHSSPS.</p> <p><b>Action Point:</b> Council members who are interested in either role with the University of Ulster Court or the Poisons Board to forward their name and CV (Poisons Board only) to the Executive Assistant for consideration</p>	
<p><b>15. Council Confidential Business</b></p>	<p>The Resources committee held a confidential session with Council.</p>	
<p><b>16. Date of next meeting</b></p>	<p>The next meeting date was agreed for Tuesday 27<sup>th</sup> May at 09.30am.</p> <p><b><u>The meeting concluded at 14.10pm</u></b></p>	