

MINUTES OF THE COUNCIL MEETING THURSDAY 26TH SEPTEMBER 2013 AT 2PM

Agenda Item		
1. Introduction & Welcome, Apologies, Public Attendance noted	<p>Present Jacqui Dougan (President) Garry McKenna (Vice President) Helena Buchanan Brenda Maitland Marie Smith (Items 1-9) Ciaran Hunter Martin Bradley James Perry Paul Douglas Mark Nelson James Perry David Jones Lisa Byers</p> <p>In Attendance Mr Trevor Patterson (Chief Executive) Mr Brendan Kerr (Registrar) Mrs Joan Duffy (Business Manager) Mr Mark Neale (Head of Public Affairs) Miss Michelle McCorry (Post Registration Lead) Mrs Claire Williamson (Executive Assistant)</p>	<p>Apologies Anne Marie Telford</p> <p>Public Attending Dr Norman Morrow (Item 1 only)</p>

	Discussion	Action/Supporting Information
1. Dr Norman Morrow	<p>Dr Norman Morrow was invited to attend the Council Meeting to receive a gift from Council to acknowledge his service to the profession following his recent retirement as Chief Pharmaceutical Officer.</p> <p>President Jacqui Dougan and Vice President, Garry McKenna presented Dr Morrow with the gift on behalf of Council and afterwards Dr Morrow gave a short address and thanked them for the gift.</p>	
2. Confidential	<p>Council held a confidential session for Council members only at this point. This item was not minuted save for the adoption of the Data Protection Policy and associated procedures agreed by Audit and Risk Committee on 5th September 2013.</p>	
3.1 Minutes of the Council Meeting on 29th July 2013 I. Matters of Accuracy 3.2 Adoption of Minutes 3.3 Matters Arising	<p>Minutes were accepted as a true record</p> <p>Council agreed the presented agenda addressed any outstanding actions.</p>	<p>Proposer: David Jones Seconder: Jim Perry</p>
4. Tabling of Any Other Business	No other business was tabled	

<p>5. CPD</p>	<p>The President gave Council a brief overview of the work carried out between this meeting and the previous Council meeting. Council were informed a large amount of work was carried out by both the CPD Task Group and the ESR Committee and all amendments have been sent to the organisation's legal team at Cleaver Fulton Rankin for review, the President asked the Chair of the Task Group, Dr Lisa Byers to give a further overview to Council, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • The Chair of the task group confirmed that consultation document was received back from CFR late the previous evening and the task group had met briefly before the Council meeting to review the suggestions and make further amendments. • The Chair of ESR, Mark Nelson informed Council that all changes suggested at the recent Chairs committee meeting had been incorporated into the document. Council were also asked to note the document still needed to be formatted and they were not to being asked to agree the style of the document in its current format. • The President informed Council CFR had also been asked for advice on a procedure for the Registrar to step aside if they were in a conflicted situation in terms of CPD appeals, Council were asked to note that this is a separate issue and will not affect the framework document at this point. Council were informed CFR have advised DHSSPS could review the procedure where the Registrar would declare a perceived conflict of interest and consideration needed to be given to appointment of a deputy to deal with such a situation; This is to be addressed with DHSSPS by the CEO. • Marie Smith abstained from the vote on the framework document at this stage as she not had sight of the document until the meeting and felt she needed to time to review the document. <p>Key Decision: Council agreed to adopt the content of the framework document tabled and consultation questions and to authorise the CPD Task group to confirm further amendments and have final sign off by the Officers of the document before it is circulated for consultation in October.</p>	<p>Proposer: Mark Nelson Seconded; Martin Bradley</p>
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<p>6. Strategy</p>	<p>The CEO presented the scorecards of each SMT member to Council and asked them to note particular areas that had been coloured amber or red, a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • The CEO explained the reporting ‘traffic light’ system and asked Council to note than anything coloured red or amber is what they particularly need to focus on as this means the target may not be met on time in the case of amber or significant remedial work may be needed in the case of red.. The President requested if a top summary page could be included for the next meeting of all measures that have been coloured red or amber. • Measure 3.5 in the Registrars scorecard was coloured red and the CEO explained that 3 pre-registration students have been referred to the Fitness to Practise committees and could mean a review of the training programme is required. The Registrar confirmed all the cases were personal conduct issues. • The CEO suggested that perhaps greater emphasis needs to be put on personal conduct during the Pre-Registration inductions and ensure all students are aware their conduct can affect their professional careers. • Measure in 16.1 in the Business Manager’s scorecard was highlighted amber as the online registration system will not be available this year. This is because investigation has revealed that further work needs to be carried out on the database which was originally developed only to integrate with the website to ensure the system will work alongside it. • The Business Manager confirmed an overall IT review was underway and an update would be available at the November Council on the progress of this project. • The Honorary Treasurer confirmed a potential adjustment of the budget may be required, however he will be better informed in 4-6 weeks when the first stage of the IT review is complete. <p>Action Point: An update on the online registration system will be provided at the Council meeting in November</p>	<p>Business Manager/Honorary Treasurer</p>
<p>7. Francis/Berwick Response</p>	<p>The Head of Public Affairs presented the proposed response to the Francis and Berwick Reports to Council, a brief discussion took place and the following points were noted;</p> <ul style="list-style-type: none"> • The Head of Public Affairs informed Council he felt The Berwick Report was much 	

more succinct than the Francis Review and was very clear on issues such as leadership and training. Council were informed each committee had been presented with the proposed response and had approved it and therefore he was asking Council today to adopt the response.

- Council processed the document and asked for clarification on several points. The President confirmed Action Point 6 in the report relating to complaint management and handling needs to be a key issue this year and although the Corporate Communications committee has this on their agenda as a priority but it is important to keep on top of it. Council agreed it was important the profession are aware of this work and for ensuring patient safety remains a priority.
- Council noted Action Point 5 (engagement with local Schools of Pharmacy) is extremely positive and there was a good opportunity to expand on the work carried out so far on Raising Concerns and the Code of Ethics. The HPA informed Council a group of medical students have set up their own leadership body and in light of Transforming Your Care have recognised the important of pharmacy involvement. The HPA confirmed pharmacy students should be encouraged to get involved in groups like these to further expand on this work.
- Council had a brief discussion around the fact these reports are seen as 'England issues' and queried if they are relevant to healthcare in Northern Ireland. The HPA confirmed that it is proper to respond to the reports as it gives us a lead locally and in terms of the PSA review it will address some of their key themes. Council agreed it was important to position the organisation as a regulator that took account of events and activities outside NI.
- A request was made to include an additional reference to Action Point 13 to clarify what the work on Rebalancing Medicines is.

Key Decision: Council agreed to adopt the proposed response with the amendments suggested during the meeting

Proposer: Helena Buchanan
Seconder: Martin Bradley

<p>8. Rebalancing Medicines</p>	<p>The CEO gave Council an overview of the work carried out so far on the Rebalancing Medicines project a brief discussion took place and the following points were noted:</p> <ul style="list-style-type: none"> • The CEO gave Council a detailed explanation of Section 60 Orders and how they would be used. Council were informed that the sole reason for the use of this Section 60 Order is the new ability of Department of Health London to exercise authority over this organisation without the need of consent from the Assembly. The CEO confirmed DH London have control of the commencement for Section 60 Orders in relation to Pharmacy in NI. • Council enquired as to the outcome if they agreed to the use of these powers. The CEO confirmed he had extensive discussions with DHSSPSNI and this has been very positive and he is pleased that this organisation is able to influence this work. The CEO referred Council to the letter received from Professor Mike Mawhinney (tabbed at 8b) confirming the powers will not be used again in respect of Pharmacy without the Minister's consent and that the Order should include a provision to require the approval of the NI Minister prior to the powers being 'switched' on. • Council agreed that improving reporting of errors and ensuring registrants are not treated differently to their UK counterparts is a priority and that this route is the only one consistent with the Council's Vision and Strategy in terms of gaining the confidence of the public and respect of registrants and this will send a clear message that Council are delivering on their vision. <p>Key Decision: Council agreed to adopt the CEO's recommendation not to object to the switching on of the Section 60 provisions in relation to Pharmacy in Northern Ireland and the subsequent use of the provision in relation to this work.</p> <p>The CEO then updated Council on recent meetings and teleconferences and Council agreed with the broad direction of travel around creation of an exemption, transferring many powers currently held in ministerial (DH London) powers to the regulators and the need to better explain relative roles of Superintendent and Responsible Pharmacist.</p>	<p>Proposer: Ciaran Hunter Seconder: Paul Douglas</p>
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<p>9. Revalidation</p>	<p>The CEO informed Council a successful tender has been appointed to carry out the research project on revalidation and they have confirmed the dates set out in the Balanced Scorecard will be adhered to; a full report will be available to Council at their meeting in December. The President enquired if the offer from John Corr at the PSI had been taken up. The CEO confirmed the appointed researcher had been directed to the PSI work on revalidation research.</p> <p>Council were asked to note the research remit is to look at UK regulation generally and pharmacy worldwide to compare revalidation models. The CEO confirmed the project would be headed up by the ESR committee and delivered to Council via the Chairs committee.</p>	
<p>10. Corporate Communications Strategy</p>	<p>The Chair of the Corporate Communications Committee, Helena Buchanan, introduced to Council the proposed Corporate Communications Strategy. Council were informed the committee had developed the strategy with the Public Affairs team and it has been linked to the Balanced Scorecard. At this stage the intention was to alert Council to the content and allow time to prepare feedback.</p> <p>The Head of Public Affairs proposed a date of 10th October for Council members to give him feedback on the document and allow the public affairs team to then work on a presentation of the strategy for the Council meeting in November. Council were informed a Communications timetable also accompanied the strategy and this was not a static document.</p> <div data-bbox="465 948 1675 1050" style="border: 1px solid black; padding: 5px;"> <p>Action Point: Council are to provide feedback on the strategy document to the HPA by 10th October, HPA agreed to circulate the Communications timetable to all Council members</p> </div>	<p>Head of Public Affairs</p>
<p>11. Code of Ethics</p>	<p>Mark Nelson gave Council a brief overview of the work carried out so far on the review of the Code of Ethics. Council were informed a task group was established and had met and agreed an approach to the review however following feedback from the HPA and Chair of the Corporate Communications Committee on the 'Making Feedback Count' Conference this has since been reviewed.</p> <p>Council were informed the conference's main theme was on patient engagement and it was clear that we need to engage with patients/public earlier in consultation processes and appropriately. Therefore the task groups original work plan and scoping exercise will still be carried out alongside a stakeholder engagement exercise carried out by the Corporate</p>	

	<p>Communications Committee. The Chair of Corporate Communications confirmed this approach will allow us to also raise the profile of the organisation with both registrants and the public. The HPA confirmed he would be engaging with the Guild and UCA at a very early stage to ask for their ideas ahead of the planned engagement meetings to try a few different ways of approaching the review.</p> <p>Council agreed the approach was extremely positive and asked that a list of all those who engaged in the final work to be published to ensure that they are aware of the changes made and how their input was used. The President remarked that when this plan was presented at the Chair committee stage it demonstrated to her that the Council strategy is practical and committees are able to produce relevant work.</p>	
12. PSA	<p>The CEO informed Council the PSA template was expected on Monday 23rd September however it was only received on Wednesday 25th September, the timetable has been amended to reflect the delay and therefore the submission deadline has been extended to Thursday 5th December. The CEO confirmed that his initial impression was that most of the themes addressed in the template are already being carried out in the work of the committees and Council. The CEO confirmed the timetable of work will be shared with the Audit and Risk Committee next week as set out in the balanced scorecard</p> <p>Action Point: Audit and Risk Committee to receive the PSA timetable by Friday 4th October</p>	CEO
13. Committees of Council		
13.1	<p>Motion: Council agreed to adopt the current content of the Corporate Governance Handbook as recommended by the Audit and Risk committee.</p> <p>Action Point: Council agreed to publish and launch the final document on the website</p>	<p>Proposer: David Jones Second: Mark Nelson</p> <p>Head of Public Affairs</p>

13.1.2 The Registrars Report	For Information	
13.2 Corporate Communications Committee	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.	
13.3 Resources Committee	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.	
13.4 Education, Standards and Registration Committee	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.	
13.5 Fitness to Practice Committee	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.	
13.6 Audit and Risk Committee	The Audit and Risk Committee did not meet prior to this Council meeting; please see Council minutes from 4 th June 2013 for the most recent information on this committee.	
13.7 Chairs Committee	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.	
14. Staff Reports		
14.1 The Chief Executive Report	For Information only	

14.1.2 Pharmacy Forum Report	<p>For Information only</p> <p>The President and Council congratulated Professor David Jones on his award as a Fellow this year from the Pharmacy Forum.</p>	
15. Correspondence Log 15a. Letter from Dr Kate McClelland 15b. Letter from Dr Dan Poulter	<p>For Information only</p>	
16. Recent and Coming Events	<p>None</p>	
17. Any other business 17a. FIP	<p>The President informed Council the recent FIP conference in Dublin was excellent and in terms of networking it was invaluable. She has asked Dr Martin Henman from FIP to come to speak with Council to inform them of the benefits of FIP membership, the committee agreed it would be extremely beneficial to hear the benefits of becoming a member in terms of horizon scanning and potential help. Council were asked to note Dr Henman would be attending the next Chairs Committee meeting on 4th November and all Council members were welcome to attend a summary of the meeting would be available to those who could not.</p> <div data-bbox="465 1267 1675 1366" style="border: 1px solid black; padding: 5px;"> <p>Action Point: A reminder will be sent to all Council members inviting them to the Chairs meeting on 4th November and a summary of the meeting and the benefits of FIP membership will be issued to those who cannot attend</p> </div>	<p>Executive Assistant</p>

17b. Pharmacy Forum Meeting	Council were asked to note the Officers team would be meeting the Officers from the Pharmacy Forum after the AGM meeting.	
18. Date of next meeting	The next meeting of the Council will be held on Tuesday 19 th November at 09.30am at Society House. The meeting concluded at 17.50pm.	