

MINUTES OF THE COUNCIL MEETING TUESDAY 12th MAY AT 09.30AM

<p>Agenda Item</p>	<p>Present Mrs Sinead Burns (Vice President) Mr Ciaran Hunter Mrs Helena Buchanan Mr James Perry Mr Garry McKenna Mr Mark Nelson Professor Martin Bradley Dr Lisa Byers Miss Sandra Cooke Mr Gareth Peeples Mrs Marie Smith Item 1 only Mrs Brenda Maitland</p>	<p>Apologies Dr Jim Livingstone Professor David Jones</p>
<p>Introduction & Welcome, Apologies, Public Attendance noted</p>	<p>In Attendance Mr Trevor Patterson (Chief Executive) Mr Brendan Kerr (Registrar) [from agenda point 6 onwards] Mr Mark Neale (Head of Public Affairs) Mrs Joan Duffy (Business Manager) Mrs Claire Williamson (Executive Assistant)</p>	<p>Public Attending</p>

	Discussion	Action/Supporting Information
1. Confidential	Council held a confidential session.	
2. Introduction & Welcome, Apologies, Public Attendance Noted	The Vice President Chaired the meeting in the absence of the President. Apologies were noted for Dr Jim Livingstone and Professor David Jones.	
2.1 Conflict of Interest	No members declared any conflict of interest with regard to the agenda.	
3.1 Minutes of Council 3.2 Approval of the minutes 3.3 Matters Arising	<p>The President invited Council to review the minutes from the meeting on 24th March 2015, Council agreed the minutes and duly accepted them as a true and accurate record of the meeting.</p> <p>The CEO provided Council with a brief verbal update on the actions from the previous meeting on 24th March, it was agreed all had been actioned or were addressed on today's agenda.</p> <p>The CEO reminded Council they were asked to feedback any issues they felt should be included in the briefing paper provided to the Health Committee for the event on 20th May and if they still wanted to feedback to the HPA to do so urgently.</p>	<p>Proposer: Martin Bradley Seconder: Sandra Cooke</p>

4. Tabling of Any Other Business	No other business was tabled.	
5. Presidents Update	The Vice President asked Council to note the key events that have recently taken place were the Joint Officers meeting with the Pharmacy Forum and the recent meeting with the Chief Pharmaceutical Officer. The Vice President asked Council to note the meeting notes they have been provided with for both.	
5.1 CEO Overview	<p>The CEO provided Council with a written report of recent activity across the business he highlighted the following points:</p> <ul style="list-style-type: none"> • A review meeting with the NMC took place on 7th May and they confirmed they were more than content with the arrangements in place and confirmed they were happy with the remodelling work that has been carried out. The CEO informed Council that the NMC have also made a provisional booking to hold a Council meeting in the building in October and he is working with them to try and facilitate Interim Order hearings which are mostly held with short notice. • The CEO provided Council with a brief update on his recent meeting with DHSSPSNI to discuss the need for legislative reform in areas such as technician registration, contingency arrangements for the Registrar, registration appeals and issues around the fit and proper person test. Council were asked to note the written brief provided on the meeting, the CEO will provide further updates when available. The CEO informed Council a further meeting had been scheduled for 6th May however the CPO had requested this was rescheduled at short notice and a new date has not yet been agreed. 	

<p>6. PSA</p>	<p>The CEO presented the final version of the PSA Performance Review to Council and informed them that they have reversed their decision to fail on the progression of FTP cases and softened their line on their decision to fail us on the standard with regard to student FTP cases. The CEO noted this was a very positive report overall and he was pleased with the final report. Council commended all those involved in the report and noted that the tone of the report was much more positive than the previous year's.</p> <p>Council briefly discussed the reference to Personal Indemnity Insurance in the PSA Performance Review and enquired the current process in place to remove registrants who declare they do not have cover is sufficient. The CEO explained that if a registrant declares they do not have insurance we will ask that do not practise until they have rectified this or if we discover that they do not have sufficient cover we will consider starting FTP proceedings. Council asked if we can highlight the requirements again to registrants as there appears to be some reported confusion with regard to the distinction between personal cover and global cover, clarification may benefit new registrants.</p> <p>The CEO informed Council the PSA consultation on the review of the Performance Review has been launched. The consultation still retains the proposal to create a standard on risk which Council had flagged at their meeting in March as a concern. The CEO informed Council the response will be presented to Council via the Audit and Risk committee before the closing date in July.</p> <div data-bbox="562 1265 1715 1369" style="border: 1px solid black; padding: 5px;"> <p>Action Point: The CEO agreed to circulate the organisations guidance on Personal Indemnity Insurance</p> </div>	<p>EA</p>
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	<p>Action Point: Council asked that the guidance on indemnity insurance is highlighted in the next edition of the newsletter in June</p> <p>Action Point: The web link to the PSA Performance Review Consultation will be circulated to all Council members</p>	<p>Policy Officer</p> <p>EA</p>
7. Strategy	<p>The CEO presented the draft Balanced Scorecard for 2015/16, Council were asked to review the document and approve it for implementation beginning 1st June. The Chair of the Audit and Risk committee, Mr James Perry, confirmed they had reviewed it and were content to recommend it for adoption.</p> <p>MOTION: Council agreed to approve and implement the draft Balanced Scorecard for 2015/16</p>	<p>Proposer: Garry McKenna</p> <p>Second: Helena Buchanan</p>
9. IT Project	<p>The CEO provided a brief verbal update to Council on the IT project. Council were informed the database is now fully complete and feedback from staff is very positive. Legato's intention is to have all aspects of the project completed by the end of May, Legato have taken control of the QUB framework for CPD and have provided reassurance that the system is stable and carried out various stress tests. Online retention is due to go live on Monday 18th May; the registration department is working vigorously with Legato to stress test the system ahead of its launch.</p>	
<p>10. Committees of Council</p> <p>10.1 Motions/Specific</p>	<p>The Chair of the Resources committee presented the Budget for 2015/16 to Council for approval. Council have had sight of several drafts of the budget, the Chair highlighted key points to Council:</p> <ul style="list-style-type: none"> The budget is based on a retention fee for pharmacists of £372 rather than the revised fee that had been anticipated. 	

<p>items to Council</p>	<ul style="list-style-type: none"> • The Chair provided a brief overview of the budget summary and asked Council to note that a reduced operating deficit of £76k is expected and this is widely due to the savings realised across all aspects of the business. • The overall deficit expected is £213k; however the Chair noted that projects are not always completed and therefore this may well reduce again. The Resources committee are aware that this is still a sizeable deficit and will continuously work to review all spend and income to manage it. <p>MOTION: Council approved the Budget for 2015/16 with an understanding that continuous review will be conducted by the Resources committee to manage the deficit</p> <p>The Chair of the Fitness to Practise Committee, Mr Garry McKenna addressed Council and asked them to approve the Annual FTP Report 2014 along with the foreword which includes the Council observations.</p> <ul style="list-style-type: none"> • Mr McKenna reminded Council that the observations are a statutory requirement which must be included in the report. He provided a brief overview of what was contained in the foreword and asked Council to note that it has focussed on several aspects of FTP across the year including learnings, relationships with external agencies and governance/audit arrangements. <p>MOTION: Council approved the Annual Fitness to Practise Report 2014 and the Council foreword which includes the statutory observations</p>	<p>Proposer: Ciaran Hunter Seconder: Gareth Peebles</p> <p>Proposer: Ciaran Hunter Seconder: Martin Bradley</p>
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The Chair of the ESR committee, Mr Mark Nelson, asked Council to consider the response to DH on Rebalancing Medicines Legislation and Pharmacy Regulation: draft orders under section 60 of the Health Act 1999. A brief discussion took place and the following points were noted:

- Council were asked to note the draft response is fairly supportive of the proposed changes and that comment on other regulators has been held.
- Dr Byers enquired if the draft order is not inclusive of Northern Ireland how will legislation be amended to enable this organisation to have similar powers.
- The CEO confirmed that the GPhC already had the power to set premises standards and as we didn't this will be included in phase one of the work in the S60 order. He asked Council to note that it will be a matter for them to approve any relevant policy on this matter.
- The CEO informed Council that he will be attending a meeting on 14th May to review the Impact Assessment; he believes the outcome to the impact assessment will be fairly neutral in relation to these provisions.
- Council enquired if we have had any confirmation from DHSSPSNI on their plans to implement more robust powers after the recent Court Case involving a pharmacist. The CEO confirmed that we haven't had any direct conversations with them in respect of this but he would liaise with Professor Mawhinney and report back to Council via the ESR committee.

MOTION: Council approved the response to the DH consultation on Rebalancing Medicines Legislation and Pharmacy Regulation: draft orders under section 60 of the Health Act 1999

Proposer: Mark Nelson
Seconder: Gareth
Peebles

	Action Point: The CEO agreed to liaise with DHSSPSNI on their plans on more robust pharmacy inspections and report back to Council via the ESR committee	CEO
10.1.2 For Council Consideration	The Vice President asked Council to note the policy agreed by the Corporate Communications on House Style and the tables produced by the FTP committee demonstrating the organisation's performance against the new KPI's agreed by Council in February.	
10.2 Committee Action Points	The key decisions and action points from recent committee meetings were available for information.	
11. Staff Reports		
11.1.1. Pharmacy Forum Report	Council were asked to note the written update from the Pharmacy Forum Manager. Action Point: Council agreed to invite the Pharmacy Forum Manager to present her written report periodically and to move this item to the start of the agenda	
12. Correspondence Log	Nothing to note.	
13. Recent and coming events	Nothing to note.	
14. Any other business	No other business was discussed.	
15. Date of next meeting	The next meeting date was agreed for Wednesday 8 th May 2015 at 09.30am.	

The meeting concluded at 12.30pm.