

**MINUTES OF THE COUNCIL MEETING TUESDAY 9<sup>th</sup> FEBRUARY 2016**

<p><b>Agenda Item</b></p>	<p><b>Present</b>                  Dr Jim Livingstone (President)                  Mrs Sinead Burns (Vice-President)                  Mr Ciaran Hunter                  Mr James Perry                  Mr Garry McKenna                  Mr Gareth Peebles                  Mr Mark Nelson                  Professor Martin Bradley                  Professor David Jones                  Miss Sandra Cooke</p>	<p><b>Apologies</b>                  Mrs Marie Smith</p>
<p><b>Introduction &amp; Welcome,                  Apologies, Public                  Attendance noted</b></p>	<p><b>In Attendance</b>                  Mr Trevor Patterson (Chief Executive)                  Mr Brendan Kerr (Registrar)                  Mr Mark Neale (Head of Public Affairs)                  Mrs Joan Duffy (Business Manager)                  Ms Fiona Murray (Executive Assistant)</p>	<p><b>Public Attending</b></p>

	<b>Discussion</b>	<b>Action/Supporting Information</b>
<b>1. Introduction &amp; Welcome, Apologies, Public Attendance Noted</b>	Apologies were noted for Mrs Marie Smith	
<b>2. Deputations</b>	The President was present throughout the meeting there were no requirements for deputations.	
<b>3. Declaration of Conflict of interest</b>	Mark Nelson declared a perceived conflict of interest with regard to any discussion regarding tenure of Council members.	
<b>4. Minutes from the previous meeting on 10<sup>th</sup> November 2015.</b>	Council reviewed the minutes from the meeting on Tuesday 10 <sup>th</sup> November 2015 and agreed they were a true and accurate record. The minutes were officially approved by Council. There were no matters arising from the minutes.	<b>Proposer: Jim Perry Seconder: Garry McKenna</b>
<b>5. Tabling of Any Other Business</b>	Mark Nelson tabled a discussion on the nomination to IIOB and NICPETT steering groups. Mark Nelson requested an update on any decisions about the recent nominations to both IIOB and NICPETT steering group positions. The CEO advised that a decision had been made on the nominations and feedback was awaited on appointment. Mark Nelson expressed disappointment that Council had not been notified and in particular he was not notified after he had requested nomination. The CEO apologised for this oversight and the President echoed this.	

	<p><b>Action Point:</b> The CEO to write a letter to Mark Nelson confirming the decision on nominations</p>	
<p><b>6.1 Extension of ASM Contract</b></p>	<p>The Chair of the Audit and Risk committee, Jim Perry provided an update to Council of the current position of the ASM contract. A one year extension to the contract was proposed.</p> <p><b>MOTION:</b> Council approved the extension of a one year contract with ASM subject to a full tender process in 2017.</p>	<p><b>Proposer: Martin Bradley</b> <b>Seconder: Sinead Burns</b></p>
<p><b>6.2 Accreditation of MPharm and UU and QUB IP</b></p>	<p>The Chair of the ESR committee provided an update to Council. Council were asked to confirm accreditation of courses. The CEO advised that an MOU exists which outlines the role of the PSNI and accreditation in partnership with GPhC.</p> <p><b>MOTION:</b> Council approved the accreditation. <b>Action Point:</b> The EA to provide the MOU to new council members for information.</p>	<p><b>Proposer: Mark Nelson</b> <b>Seconder: Gareth Peeples</b></p>
<p><b>6.3 Adoption of Policy of FtP Cost</b></p>	<p>The Chair of the Fitness to Practice committee provided an update to Council. The Chair provided an overview of the current paper. Council were asked to approve the</p>	<p><b>Proposer: Garry McKenna</b></p>

<p><b>Recovery</b></p>	<p>policy recommended by the FtP committee. A discussion ensued. The CEO reminded the Council of the role of the Statutory Committee in hearing submissions for cost recovery and final decisions on cases will remain with them. The policy under consideration related only to the policy on seeking costs and was not binding on the Statutory Committee when coming to a decision</p> <p><b>MOTION: Council approved the policy recommended by the FtP committee.</b></p>	<p><b>Seconders: Ciaran Hunter</b></p>
<p><b>6.4 FtP Recruitment Proposal</b></p>	<p>The CEO provided an overview of the position to date and confirmed a previous sum was approved by Council. The CEO briefly outlined the three tenders that had been received and their relative merits. Council were informed all three were above budget and Council were asked to approve an increase in budget of £500 in order to secure appointment of the lowest tender and the use of funds from the recruitment budget for printed media advertising. The Chair of Resources Committee noted this was very cost effective as it will be defrayed over a four year period. The Head of Public Affairs noted this recruitment exercise was delayed until Council member recruitment is complete.</p> <p><b>MOTION: Council approved the increase in budget of £500 and the use of funds from the recruitment budget for printed media advertising.</b></p>	<p><b>Proposer: Ciaran Hunter</b> <b>Seconders: Martin Bradley</b></p>

<b>7. For Council Information</b>	Strategy	
<b>7.1 Fees Consultation</b>	<p>The President provided an overview of the position to date. The President drew attention to the papers supplied to Council. It was noted these were discussed at length at the Chairs' meeting on the 2<sup>nd</sup> February 2016. The President mentioned he was grateful to those who attended the Chairs' meeting and to those who provided subsequent feedback and support. He noted that all of Council had been provided with a draft report, a table containing all responses received, a list of all respondees and copies of the actual responses received.</p> <p>The President confirmed the Fees Consultation Report was approved by the majority of Council and noted two abstentions. It was confirmed the report was submitted to the DHSSPS at 8:38am on the 8<sup>th</sup> February 2016. Receipt of the document was received later on that morning. The HPA confirmed copies of the responses were provided in PDF format and also the Excel spreadsheet of all responses. The President expressed his gratitude to all the staff involved in dealing with such a large piece of work and congratulated them on making the deadline. The Vice-President expressed her gratitude to the staff. A council member queried if there was a timetable for a response from the DHSSPS. The President confirmed he has been advised three weeks to get it to the point of laying for negative resolution. The CEO confirmed the assembly can only approve or disapprove, they cannot change. Council will await the outcome.</p>	

<p><b>7.2 Risk Register</b></p>	<p>The Head of Public Affairs (HPA) provided an update of the position to date. It was highlighted Council had already identified five risks. Review of each risk was provided. The HPA stated each risk has been reviewed by the Audit and Risk committee. The HPA informed Council ASM had made some improvements to the Risk Register and this was ongoing. It was noted by the Chair of Audit and Risk that the Risk Register is operating satisfactorily. The Chair of Audit and Risk stated that the risks are owned by the Council and not the A &amp; R committee. A council member queried the 'zero values' on the Risk Register. The HPA confirmed this was associated with financial risks and financial risks did not apply to any risks on the register. The Vice President noted changes requested at the Chairs' meeting on the 2<sup>nd</sup> February 2016 had been implemented. The Risk Register was approved by Council.</p>	<p><b>Proposer: James Perry</b> <b>Seconder: Sinead Burns</b></p>
<p><b>7.3 Balanced Score Card</b></p>	<p>The CEO provided an update of the Balanced Score Card since the last Council meeting. It was noted the PSA PR review is now complete. An update of MPQD was provided. The CEO confirmed the SMT had reviewed the BSC. The Chair of Audit and Risk noted the BSC was a managerial tool and it was working correctly for the organisation.</p>	<p><b>Proposer: James Perry</b> <b>Seconder: Gareth Peeples</b></p>
<p><b>7.4 President's Update</b></p>	<p>The President provided a brief verbal update. The President noted some of the meetings he had attended since the last Council meeting. The President mentioned the upcoming PSA Symposium meeting on the 12<sup>th</sup> February which he will attend with the CEO.</p> <p>A discussion ensued around the merit of the Chairs of Regulators meeting as opposed to the Chief Executives. A council member commented they should not meet as often but it does have some merit meeting once or twice per year. The President agreed to</p>	

	<p>pursue meetings</p> <p>The President noted the Strategy for the organisation runs out of tenure in 2016. The President stated there is a lot happening over the next few months and a revised strategy should be formulated and implemented by Autumn 2016. Council confirmed this was agreeable. The President proposed a first stage of identifying the scope of the new strategy. The President proposed setting up a sub-group to address this first stage and the findings would be presented to Council. The second stage would likely be the organising of a workshop to discuss the outcomes from the sub-group. The Chair of Audit and Risk queried if the current strategy will remain in place until the new strategy is formulated. The President confirmed this will be the case. The Chair of Resources added it would be a good exercise for new Council members to be embedded into Council with this exercise, presumably at phase two. The President asked Council if they were content to proceed with the scoping exercise. The President asked for volunteers to join him in this first stage and four members agreed to join.</p>	
<p><b>7.5 CEO's Report</b></p>	<p>The CEO provided a written report to Council to advise on recent activity across the business and other external factors. The CEO provided a brief verbal update and referred Council to the extensive list of papers submitted. The CEO drew attention to particular parts of the report, including papers on the DH London review of the LC Bill, an update on both the rebalancing board and their SLWG, progress on the PSA Performance Reviews and the GMC recent discussions on criminal disclosure. The CEO informed Council the IT review project had been completed with all three strands, Database, CPD and Pre-registration updated. It was noted the platform on which the Pre-Registration site is based is using out of date technology and has associated</p>	

	<p>potential difficulties with modernisation and security improvements. The CEO advised he is due to meet with the providers to discuss maintenance and would ask them for a quotation to introduce a new system that will match the quality of other systems used within the organisation. A Council member mentioned various issues with the CPD system as an end user, in particular printing issues. The CEO advised that he was aware of some issues that had not transferred and agreed to raise them with the provider. A discussion around the migration of old cycles onto the new system ensued and the Registrar agreed to provide an update.</p> <p><b>Action Point: The CEO to send the link of PSA processes to Council and Registrar to provide an update on CPD cycle migration</b></p>	
<p><b>7.6 Fees Timescales</b></p>	<p>To Note: The stipulated timescale has been achieved.</p>	
<p><b>7.8 Options Project Update</b></p>	<p>The President provided an update of recent meetings and correspondence. The President highlighted the difference in regulators and health systems across the UK. The President noted the Society was asked to provide a draft paper on leadership. The President stated a debate had taken place on the subject of a preferred option and he had given DHSSPS his view that such an approach may not be appropriate on this matter, given the lack of previous consultations. It was noted we are working to a timetable for consultation with a likely release in late February 2016.</p>	

	<p>When reviewing the supplied papers a Council member asked what the role of the inspection would involve. This was addressed by the CEO. Another Council member asked about the status of the Papers submitted to Council. The CEO addressed all five papers. It was highlighted by a Council member a further discussion needs to take place to identify Council's response to any consultation. The President confirmed Council will wait until the Consultation document before responding.</p>	
<p><b>7.9 Financial Information – Options Project Confidential</b></p>	<p>The President commented an enormous amount of work was carried out to meet the various options. The President passed on his gratitude to the Finance Manager and the CEO. The Chair of Resources noted for the record his gratitude to those involved.</p>	
<p><b>7.10 Council Appointments</b></p>	<p>The President provided an update of the situation of Council members' tenure. He provided an overview of the 8 in any 20 rule of Council tenure imposed by the DHSSPS. The President confirmed the history of the duration of all serving members was provided to the DHSSPS. It was noted two Council members will need to stand down from Council. It was noted legal advice was sought on the subject to assist Council with their deliberations, which advised the DHSSPS could interpret the rules as they saw fit. The President expressed concern about Council's decision making capacity with the loss of members. The President confirmed these concerns were raised with the DHSSPS. It was noted the competition to recruit new Council members has been substantially constructed. The President provided an overview of the proposals put forward by the DHSSPS, notably the selection criteria. The President confirmed following negotiations the selection criteria has been reviewed. The President confirmed he is waiting on the final selection criteria and the public</p>	

	<p>announcement of the positions and confirmed that he would be on the panel. The President reviewed the various events he has attended and will attend to promote the Council positions. It was noted to Council attempts to secure the opportunity to speak at various events hosted by NICPLD. This however did not come to fruition which was very disappointing, given that it was pursued at the CPO's suggestion. The President commented on the flyer that has been created to be circulated to all Registrants. The President confirmed the DHSSPS will run the recruitment campaign but the PSNI will fund advertising for it.</p>	
<b>7.11 Council Self-Assessment</b>	<p>The CEO provided an update and mentioned Council had approved the self-assessment form at the last Council meeting. The CEO referred to the document that will be sent to Council in due course. The CEO noted ASM had been asked to provide independent validation of the self-assessment process. A brief overview of what the process involves was provided.</p>	
<b>8 Committees' of Council-To Note</b>	To Note	
<b>8.1 Committee Action Points</b>	<p>The key decisions and action points from recent committee meetings were available for information.</p>	
<b>8.2 Full Committee Minutes</b>	<p>The full minutes from recent committee meetings were provided for information</p>	
<b>8.3 Pharmacy Forum Report</b>	<p>Council were asked to note the written report from the Pharmacy Forum Manager for information. The CEO noted a request from the Pharmacy Forum to share the contents of the Options Project.</p>	

	<b>Action Point: The CEO to share the Options Appraisal with the Pharmacy Forum.</b>	
<b>8.4 Correspondence Log</b>	Various correspondence were mentioned under individual agenda items during the meeting.	
<b>8.5 Recent and Upcoming Events</b>	The President noted the launch of the Code of Ethics event due to take place after Council meeting. The Vice-President expressed her gratitude to everyone involved in producing the Code of Ethics document. The Chair of the ESR committee expressed his gratitude to the ESR committee members.	
<b>8.6 Any Other Business</b>	A council member asked Council if anything had been done to show appreciation to recently retired Council members. The President informed Council he had personally written to the individuals to thank them for their service but a gift had not been purchased for either of them and this is something that should be done for all departing Council members. A formal gathering of Council members to show appreciation of their service could be arranged perhaps a lunch or dinner. The President suggested arrangements should be made immediately to mark their departure. The CEO informed Council the Pre-Registration Lead; Peter McKee has resigned from his post and acknowledged the good work done by him during his tenure.	
<b>9 Date of Next Meeting</b>	The president reviewed the dates of future meetings. Due to the close proximity of the date of the next Chairs' meeting it was agreed the scheduled meeting on the 7 <sup>th</sup> March 2016 is now cancelled. It was proposed and confirmed the next Council meeting will take place on the 8 <sup>th</sup> April 2016. A review of May dates for Chairs and Council took	

	place. It was confirmed the 10 <sup>th</sup> May will remain in the diary, pending review.	
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**The meeting concluded at 12:45pm**