

**MINUTES OF THE COUNCIL MEETING Tuesday 10<sup>th</sup> May 2016 at 9:30am**

<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 Peeples                  Mr Mark Nelson                  Professor Martin Bradley                  Miss Sandra Cooke                  Professor David Jones (arrived 10:00am left 11:30am)</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, Public Attendance Noted</b>	The President welcomed everyone to the meeting.	
<b>2. Apologies</b>	Apologies were noted for Mrs Marie Smith	
<b>3. Deputations</b>	The President was present throughout the meeting; there were no requirements for deputations.	
<b>4. Declaration of Conflict of interest</b>	No one declared a perceived conflict of interest with regard to any discussion on the Agenda	
<b>5. Tabling of Any Other Business</b>	The Vice President tabled an item regarding her meetings with the Chair of each committee. The Vice President addressed the matter and thanked the Chairs for their cooperation and confirmed future meetings are scheduled to take place.	
<b>6. Minutes from the previous meeting on 8<sup>th</sup> April 2016 and review of the Action Points</b>	<p>Council reviewed the minutes from the meeting on 8<sup>th</sup> April 2016 and agreed they were a true and accurate record. The minutes were officially approved by Council.</p> <p>Review of the action points took place.</p> <p>Action point 6.5: The President confirmed gifts had been presented to two past Council members; Lisa Byers and Brenda Maitland at a lunch event held at Society House on the 21<sup>st</sup> April 2016. Photographs of the presentation will be uploaded to the official PSNI website. The third member, Helena Buchannan, was unexpectedly unable to attend and a gift was sent to her.</p>	<p><b>Proposer: Garry McKenna</b></p> <p><b>Seconder: Jim Perry</b></p>

	<p>Action Point 9.0: The President reiterated his gratitude to those Council members who had completed the Council self-assessment form. All other action points were noted as complete or on agenda.</p>	
<p><b>7. Hub and Spoke Consultation Response</b> <b>FOR APPROVAL</b></p>	<p>The Chair of the ESR committee provided an update on the preparation of the response to the consultation. The Chair of the ESR committee confirmed a draft copy was provided for review. The CEO provided an overview of the Hub and Spoke regime. It was noted the hub and spoke system already exists in legislation requiring all components to be part of the same legal entity. This legislation, amongst other things, seeks to relax the requirement to allow a number of entities to participate in a hub and spoke. It was confirmed the Department of Health London released the consultation. The CEO highlighted the consultation was to assess if companies could group together to, in the view of DH London, improve efficiencies. The consultation would review how this would be organised as hub and spoke would not be provided by one single entity. The Chair of the ESR committee highlighted the consultation was about hub and spoke but it was also about changes to legislation, patient group directions and price of drugs on labels (England only). The Chair of Corporate Communications stated the response was well written. The Registrar added comments in relation to registered premises and the differentiation between hub and spoke; governance issues and potential challenges of hub and spoke were noted. A Council member noted that Council need to be very aware of the risks associated with each step of the process and there was increased potential for loss of sight of liability in each step. The Registrar noted accountability within the entire hub and spoke chain will also be under Criminal Law where a dispensing error occurs. In essence the response does not challenge government</p>	<p><b>Proposer: Mark Nelson</b> <b>Seconder: Gareth Peoples</b></p>

	<p>policy but identifies areas where changes to hub and spoke may require regulatory activity dependent upon how the changes are worded in legislation. The Chair of the ESR committee requested a number of slight amendments to the draft consultation response. Subject to these the response was approved</p> <p><b>Action point 7.0: The draft Hub and Spoke consultation response document to be amended with suggestions made by Council and otherwise is approved</b></p>	
<p><b>8. Options Project Consultation Response</b> <b>CONFIDENTIAL</b></p>	<p>. Confidential item discussed</p>	<p><b>Proposer: Mark Nelson</b> <b>Seconder: Gareth Peoples</b></p>
<p><b>9. DHSSPS Correspondence</b> <b>CONFIDENTIAL</b></p>		
<p><b>10. Fees Update</b> <b>CONFIDENTIAL</b></p>	<p>Confidential item discussed</p>	

<p><b>11a. President's Update</b></p>	<p>The President provided an update of his activities since the last Council meeting. The President provided an update on the interviews for new Council members. It was noted all interviews had been concluded and recommendations made to the Minister. It is anticipated a decision will be made once the Minister has been appointed. . The President updated the Council on the re-appointment process, recognising the eight in any twenty years rule of Council appointments. He advised that he had written to the CPO recommending extensions to those members with satisfactory appraisal whose term was due to come to an end in September 2016 and who had expressed willingness for extension.</p> <p>The President confirmed five lay members had been recommended from the completion from which one would be selected and noted he hoped the new Minister would approve the reserve list for future use to fill Council vacancies. There were 5 appointable registrant candidates for the five registrant vacancies.</p> <p>The President expressed his gratitude towards the Pharmacy Forum stating some applications had been submitted as a direct result of attending the events organised by the Pharmacy Forum.</p> <p>The President reviewed the Council self-assessment process and the importance and value of the exercise. The President noted his gratitude to those Council members who had completed the form and recognised the complexity of the form. It was agreed that some further work would be done on the submissions to date and the outcome brought to a future Council meeting.</p> <p>The President proposed a half-day workshop in September 2016 to review overall</p>	

	<p>governance and the effectiveness of the Council and committees. Council agreed this was a good idea.</p> <div data-bbox="591 354 1693 552" style="border: 1px solid black; padding: 5px;"> <p><b>Action Point 11.0: The self-assessment work to be remitted to a future Council meeting and a workshop is to be arranged for September to complete the Council governance self-assessment.</b></p> </div>	
<p><b>11b. CEO's Report</b></p>	<p>The CEO provided a written report to Council to advise of his recent activity and other external factors since the last Council meeting. The CEO provided a verbal update and made reference to the written report and the appendices. The CEO drew particular attention to parts of the report. The CEO noted the planned presentation on the Rebalancing project would be delivered at the next Council meeting. The CEO provided a brief review of the main bullet points contained within the Rebalancing report. The CEO noted the draft regulations referred to in the report would be shared with Council once available.</p>	
<p><b>11c. Update on Law Commission</b></p>	<p>The CEO reviewed the papers submitted to Council. Attention was drawn to key bullet points in the document. Discussion ensued. Council again expressed their concern at the overlap between this work and the current consultation on the future of pharmacy regulation in NI.</p>	
<p><b>11d. CELG Devolution</b></p>	<p>The CEO provided a brief overview of the CELG Devolution paper and highlighted a degree of confusion lies within regulators around devolution. It was noted both the</p>	

<b>Paper</b>	Head of Public Affairs and the Policy Officer have carried out extensive work in reviewing and amending the paper. The CEO noted the comprehensive information contained within the document and advised that he had further sought changes to reflect both the perception that UK wide regulation could only be done by a single entity and that free movement within the UK would be more difficult if different countries had differing regulatory arrangements. As all would be required to meet EU entry requirements, this could not arise. The HPA provided an overview of the driving forces behind the paper expressed by other regulators. Discussion ensued.	
<b>12. Continuing Fitness to Practise Update</b>	The Chair of the ESR provided an overview of the proposal within the document. It was stated the proposal is seeking approval from Council on the 'Straw Model' contained within the document is appropriate. There was a request to set up a working group to bring this agenda item forward. A Council member noted this will develop on the CPD model in practise. Council agreed to approve the proposal.	<b>Proposer: Mark Nelson Seconder: Sinead Burns</b>
<b>13. Language Guidance</b>	The CEO provided the background to the Language Guidance Regulations. It was noted the Society was working in collaboration with the DHSSPS and dialogue is ongoing. Firm proposals will be brought to Council in due course. The Registrar	

	provided a further update on progress of development within language regulations.	
<b>14. Committee Chair Items</b>	To Note	
<b>14a. ESR</b>	Minutes provided to Note	
<b>14b. Resources</b>		
<b>14c. Fitness to Practise</b>	Minutes provided to Note	
<b>15. Annual Survey of Registrants</b>	<p>The HPA provided an update and noted the Survey of Registrants will be carried out in September 2016. The Vice President queried how the findings of the survey are used. The HPA addressed the question and confirmed a report would be provided with feedback to the RQIA and any other relevant bodies. Council members noted the information contained within the survey and agreed it was an area requiring further discussion by Council. The President stated a presentation to Council addressing the Survey of Registrants contents would be beneficial and may inform future survey content.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Action Point 15.0: The HPA to deliver a presentation to Council on the Survey of Registrants at the next Council meeting.</b></p> </div>	
<b>16. Balanced Scorecard</b>	To note. The CEO also provided an update. It was noted that all bar two measures were green and the two remaining were expected to be met in due course	

<b>17. Date of Next Meeting</b>	The President thanked Council for attending today's meeting and confirmed the next Council meeting for 5 <sup>th</sup> July 2016 at 9.30am	
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The meeting concluded at 12.30pm

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