

Minutes of the Public Council Meeting

Tuesday 10 April 2018 @ 09:35 hrs

	Agenda Item	Present	Apologies
		<p>Dr Jim Livingstone (President) Mr Ciaran Hunter (VP) Prof Martin Bradley Mr Mark Campbell Mr James Perry Miss Laura Murphy Prof Patrick Murphy Miss Eleanor Magennis Mr Gareth Peeples</p> <p>In Attendance</p> <p>Mr Trevor Patterson (Chief Executive) Mr Brendan Kerr (Registrar) Mrs Joan Duffy (Business Manager) Mr Mark Neale (Head of Public Affairs) Mr Peter Hutchinson (Policy Advisor) Mrs June Alexander (Executive Assistant)</p>	<p>Miss Sandra Cooke Miss Colleen Duffy</p> <p>Public Attending</p> <p>None</p>

1.0	Introduction & Welcome, Apologies, Public Attendance Noted.	<p>The President welcomed everyone to the meeting. Apologies were noted from Gareth Peeples.</p> <p>The President advised Council of a good news story in that Council member, Colleen Duffy, and her husband are to adopt two children – a little brother and sister aged 4 and 6. Council joined the President in congratulating the couple and wishing them all the best for the future. A congratulatory card to be sent.</p>	<i>Action</i>
2.0	Deputations	The President was present throughout the Meeting. There was no requirement for deputation.	
3.0	Conflict of Interests	No conflicts of interest were noted.	
4.0	Tabling of Any Other Business	None.	
5.0	Council Minutes and Key Action Points For Approval	<p>The Minutes from the last Meeting held on 06 February 2018 were adopted as a true representation of event.</p> <p>Action Points from the last meeting:</p> <p>6.0 The Pharmacy Forum event will take place @ 19:15 on 16 April 2018.</p> <p>8.0 A reciprocal agreement now exists between PSNI and PSI whereby a representative from PSI can attend PSNI Public Council meetings as an observer – sitting with the Senior Management Team – and vice versa. The President will attend the PSI meeting on 17 May 2018 in Dublin and proposed that</p>	<p><i>Decision</i> <i>Proposed: Jim Perry</i> <i>Seconded: Ciaran Hunter</i></p>

		<p>subsequent meetings of PSI Council be attended by a Council member who perhaps has a particular interest in an item on the agenda. It was noted that there may be occasions when it will be more appropriate for a member of the senior management team to attend. Proposal agreed by Council.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> The Minutes of the Meeting of 06 February 2018 were adopted. Proposal for attendance at PSI Council meetings was agreed. </div>	<p><i>Decision</i></p>
6.0	<p>Standards & Guidance <i>For Approval</i></p>	<p>The Chair of the ESR Committee presented the papers on Standards & Guidance, as follows:</p> <ul style="list-style-type: none"> Council members' attention was drawn to the paper entitled "Purpose of Standards and/or Guidance – a decision making framework". This paper outlines the broad approach as to when and how a review of our Standards and Guidance documents will take place. This paper was approved by the ESR Committee on 27 March 2018. Recommendation to discontinue the "Supplementary Professional Guidance for Pharmacists in Northern Ireland on the provision of homeopathic products within pharmacy – November 2010". This recommendation was endorsed by the ESR Committee on 27 March 2018. <p>Council was advised that this document does not give direct supplementary guidance on an aspect of the Code but rather cites</p>	

		<p>Council approved the discontinuation of this Practice Update. Council also instructed that the discontinuation of this document should be posted on the PSNI website with the rationale behind this decision.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> Council approved the recommendation to discontinue the “Supplementary Professional Guidance for Pharmacists in Northern Ireland on the provision of homeopathic products within pharmacy – November 2010”. Council approved the recommendation to discontinue the “Practice Update 03 September 2009 Codeine containing Products”. Council instructed that the discontinuation of both documents should be posted on the PSNI website together with the rationale behind these decisions. </div>	
7.0	<p>Finance Report & Budget Approval 18/19 – March 2018 <i>For Approval</i></p>	<p>The Chair of the Resources Committee and the Business Manager presented the Finance Report and updated Draft Budget 18/19 Version 6 to Council for approval.</p> <p>Council was taken through the highlights of the Finance Report and the 4 year income/expenditure snapshot together with cash flow projection and forecast for the current year and the Budget Summary. The Chair of the Resources Committee and Business Manager gave explanation, where required.</p>	

		<p>Following review of the financial documents provided, Council approved the Budget for 18/19 as revised from the November 2017 draft.</p>	<p><i>Decision:</i> <i>Proposed: Ciaran Hunter</i> <i>Seconded: Mark Campbell</i></p>
<p>8.0</p>	<p>Grand-parenting & Technician Registration <i>For Approval</i></p>	<p>The President thanked the CEO for preparing this report for Council approval. He advised Council that it pertains to anticipating future Government action and their clear intention to consider the registration of pharmacy technicians, recognising that any such action would be a ministerial decision. There, therefore, needs to be in place a process for accommodating this should a decision be made. There are three options in the paper for requirements to enable a pharmacy technician to move from the voluntary registration to statutory registration:</p> <ol style="list-style-type: none"> 1. None: this option means that, on a specified date, all pharmacy technicians with voluntary registration would move to statutory registration. There may be a requirement for different standards in the future. 2. None: as per Option 1. However, this option allows for subsequent use of annotations on the register to identify those pharmacy technicians who have additional skills or qualifications which would enable them to do protected acts. 3. Additional qualifications or evidence: this option proposes the retention of the voluntary register and the creation of pathways to allow pharmacy technicians to move to statutory registration by way of evidencing consistent skills and qualification. This option may require a protected title, not currently in use in NI, for those who move to statutory registration such as <i>Registered Pharmacy</i> 	

		<p><i>Technician</i> thereby protecting the rights of those grand-parented to retain the title of <i>Pharmacy Technician</i>. In addition, future legislation could ring-fence specified tasks to be performed by Registered Pharmacy Technicians.</p> <p>Council discussed the options presented and the following points were amongst those raised:</p> <ul style="list-style-type: none"> • The Society’s primary purpose of public safety; • The need for a gradual transition to the statutory register to ensure existing pharmacy technicians’ right to earn a living (European Human Rights Act) and having a register of registered pharmacy technicians together with the previously suggested title change; • The definition of Pharmacy Technician and skill sets required; • Council members’ working experience with GPhC registered technicians and the high calibre of their work; • The addition of a 4th Option - specifically the creation of a Statutory Register of registered pharmacy technicians with credentialing from the outset <p>There was discussion around the PSA paper on registration of a new profession and the “readiness” for registration. Also on the need to understand more fully the current and future roles, to inform credentials required.</p> <p>The CEO confirmed with Council that, before we move to designing the process to register pharmacy technicians, we should have a clearer idea of what they do and what skills they must possess (Option 3). It is the Government’s responsibility to decide if pharmacy technicians must be</p>	<p><i>Action</i></p>
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		<p>registered and it is then our responsibility to define the process for registration.</p> <p>At present, there are NVQs and BTechs for pharmacy technicians and there are 390 in hospitals and approximately 200-600 in the community.</p> <p>The President suggested that Council Pharmacist members, Laura Murphy, Eleanor Magennis and Gareth Peeples, liaise with the CEO to form a working group to advance and develop thinking on this issue and then to report back to Council. Additional Council members voiced their willingness to join the working group.</p> <p>The CEO advised that there will need to be a consultation on transition to statutory registration early in the process. He also advised that he has told the Department that he will revert to them with Council's thinking on the subject – Council indicated their approval.</p> <div data-bbox="826 884 1503 1342" style="border: 1px solid black; background-color: #f0f0f0; padding: 10px;"> <ul style="list-style-type: none"> • CEO to add a fourth option, the creation of a Statutory Register of registered pharmacy technicians with credentialing from the outset, and no voluntary register • • CEO to form working group with Laura Murphy, Eleanor Magennis. Gareth Peeples and other Council Members to advance and develop thinking on registration of pharmacy technicians and report back to Council. (TP) • DoH to be advised of Council's thinking on this issue. (TP) </div>	<p><i>Action</i></p>
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9.0	Draft Communications Strategy <i>For Approval</i>	<p>Prof Murphy who deputised as Chair at the recent Corporate Communications Committee presented the Draft Communications Strategy to Council with a recommendation for approval and highlighted the following:</p> <ul style="list-style-type: none"> • The strategy is a comprehensive document covering all aspects of corporate communication; • There is a question as to how to measure effectiveness – however, the Corporate Communications Team will investigate potential processes and report back where appropriate; • The strategy is a flexible document that will be reviewed each year with feedback from stakeholders, etc; <p>The Corporate Communications Team was thanked for their hard work on this document.</p> <p>Council approved the Communications Strategy.</p>	<p><i>Decision:</i> <i>Proposed: Patrick Murphy</i> <i>Seconded: Mark Campbell</i></p>
10.	President's Report <i>For Information</i>	<p><u>Governance Review Workshop</u></p> <p>The President reminded Council members that the Governance Review Workshop will be held on the afternoon of 27 April 2018 and he hoped that as many members as possible would attend. PSNI has secured the services of an experienced facilitator with a professional background in governance from CIPFA. The President and CEO have met with the facilitator in relation to the planning and content of the workshop.</p> <p><u>Recruitment for Council</u></p> <p>The President advised that the Department has initiated the recruitment</p>	

		<p>process. It is hoped that there is a strong response from registered pharmacists and, to this end, he asked registered Council members to recommend applying to any colleagues whom they feel would be appropriate and the President will write to stakeholders in these terms. Pharmacy Forum will be advertising upcoming Public Appointments training events at which the President and Council member, Laura Murphy, will be attending. In addition, emailed correspondence from the President to all registrants will be sent tomorrow.</p>	
11.0	<p>CEO's Report <i>For Information</i></p>	<p>The CEO presented his report and highlighted the following:</p> <p><u>Rebalancing</u></p> <p>Drawing Council's attention to Appendix 1 of his report, the CEO advised that the key actions required are around encouraging pharmacists to report and learn from errors, working with others to ensure success.</p> <p><u>Dr Bawa Garba</u></p> <p>The CEO outlined the case as set out in the paper. The fall-out is some loss of confidence in GMC and perhaps regulation generally and concerns around whether doctors can risk being honest in their reflective practice. A tribunal has been set up with most London based regulators giving evidence. A report on the final outcome will be given to Council in due course.</p> <p><u>Pharmacy Workforce Review Board</u></p> <p>The CEO advised that the Board has been advised that the process of technician registration could take 3-5 years. The project initiation</p>	

		<p>document had identified a number of themes: shortages in community pharmacy; safe and effective pharmacy services; potential impact of Brexit. The President proposed that Council formally write to the Department, as a Regulator, to express concern at the slowness with which the regulation of technicians is progressing and concern in relation to public safety. Council agreed to this proposal. Council will consider whether this issue should be added to the risk register following receipt of the Department's response.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> Department response awaited – Council to discuss following receipt. </div>	<i>Action</i>
12.0	Report on Progress Against Strategy <i>For Information</i>	<p>The CEO drew Council's attention to the Executive Summary of the report and highlighted the following: Objective 1(a): delayed due to absence of Health Minister Objective 3(a): delayed due to absence of Health Minister; assurances needed from Department; Objective 5(a): Department has been advised that this requires primary legislation; Objective 6(a): Communications strategy has been presented at this meeting.</p>	
13.0	Report on Fitness to Practise KPIs <i>For Information</i>	<p>The Registrar presented the Fitness to Practise KPI report for Council's information. Again a number of cases are not within KPI, this is due to the involvement of external agencies and is not within our power to correct</p>	
14.0	Resources Committee <i>To Note</i>	<p>The Minutes of the Resources Committee meeting of 20 March 2018 were presented for Council to note.</p>	
15.0	ESR Committee <i>To Note</i>	<p>The Minutes of the ESR Committee meeting of 27 March 2018 were presented for Council to note.</p>	

16.0	Corporate Communications Committee <i>To Note</i>	No papers.	
17.0	Audit & Risk Committee <i>To Note</i>	No papers.	
18.0	Fitness to Practise Committee <i>To Note</i>	No papers.	
19.0	Correspondence Log <i>For Information</i>	The President advised Council that both Michael Mawhinney (DoH) and Harry Cayton (PSA) are to retire from their respective roles. The President has corresponded with each of them in this regard. Council acknowledged the work done by both individuals and thanked the President for corresponding with them on their behalf.	
20.0	IT Cloud Project <i>For Information</i>	The Business Manager drew Council's attention to the IT Cloud Project 2018/19 paper and advised that Phase 1, involving the migration of files and shared folders to the Cloud, is now complete. Phases 2 & 3 are scheduled to be completed by the end of May 2018.	
21.0	Any Other Business	None	
22.0	Date of next Council Public Meeting <i>To Note</i>	The next Council Public meeting is scheduled for 09:30 on Tuesday, 05 June 2018.	
	MEETING ENDS	Following a short confidential session commencing at 10:35, the meeting ended at 10:45.	