

MINUTES OF THE COUNCIL MEETING TUESDAY 20TH NOVEMBER 2012

Agenda Item		
<p>1. Introduction & Welcome, Apologies, Public Attendance noted</p>	<p>Present Jacqui Dougan (President) Garry McKenna (Vice President) Helena Buchanan Martin Bradley Brenda Maitland Marie Smith Ciaran Hunter James Perry Paul Douglas Mark Nelson James Perry</p> <p>In Attendance Mr. T Patterson (Chief Executive) Mr. B Kerr (Registrar) Mr M Neale (Head of Public Affairs) Mrs Joan Duffy (Business Manager) Ms M McCorry (Post-registration Lead) Mr Peter McKee (Pre-Registration Lead) Mrs Claire Williamson (Executive Assistant)</p>	<p>Apologies Ann Marie Telford John Corr (PSI)</p> <p>Public Attending None</p>
	Discussion	Action/Supporting Information
<p>2.1 Minutes of the Council Meeting of 2nd October 2012</p>	<p>Minutes were accepted as a true record</p>	<p>.Proposed: M Nelson Seconded: J Perry</p>

<p>I. Matters of Accuracy</p> <p>2.2 Adoption of Minutes</p> <p>2.3 Matters Arising</p>	<p>M Bradley noted that he has not been correctly listed on all the committees he was assigned to, C Williamson to update and re-circulate list</p> <p>Action Point: C Williamson to update committee list and circulate</p> <p>Council Acknowledged</p> <ol style="list-style-type: none"> I. The Chief Executive has written to Diane Taylor, Deputy Director of Human Resources at DHSSPSNI to request a meeting in December in relation to the Council vacancy and we are still awaiting a response. II. Council were informed that five candidates were interviewed on Friday 16th November for vacant space on the Fitness to Practice committee, a decision is due from the recruiter this week, it is hoped one position will be filled and a few will remain on a reserve list. III. The Chief Executive agreed to consult with Solicitors to ensure that the content of the SLA in relation to Procedures for the Initial Education and Training of Pharmacists in Northern Ireland 2012 is in line with current legislation. The CEO agreed to report this at the next Council meeting. <p>Action Point: In relation to Procedures for the Initial Education and Training of Pharmacists in Northern Ireland 2012, Council asked for clarity on whether solicitors had been consulted to ensure the SLA is in keeping with current legislation. The Chief Executive agreed to investigate and report back to the next Council meeting.</p>	<p>C Williamson</p> <p>CEO</p>
<p>3 Tabling of any other business</p>	<p>Council agreed that Council minutes must be with all members five working days prior to any intended Council meeting. The President requested that all Chairs must approve minutes quickly to speed up this process.</p>	<p>All Committee Chairs</p>
<p>4 Correspondence Log</p> <p>1) For Information-CHRE paper on continuing Fitness to Practice. See item 9.3.1</p>	<p>Council acknowledged the attached correspondence</p>	

<p>2) For Information-Introducing the Professional Standards Authority</p> <p>3) For Information-Department of Health correspondence in relation to the evolution of the Council for Healthcare Regulatory Excellence (CHRE) to the Professional Standards Authority for Health and Social Care (PSA).</p>	<p>Council acknowledged the attached correspondence</p> <p>Council acknowledged the attached correspondence</p>	
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6 Response to the Law Commission	<p>Council noted that the Regulatory Compliance Committee would discuss this issue at their meeting later in the afternoon.</p>		
7 Staff Reports: 7.1 CEO Report 7.2 Pharmacy Forum Report	<p>The Chief Executive updated Council on the CEO report and key engagements attended since the last Council meeting</p> <p>A discussion took place around the Pharmacy Forum at this point. It was agreed that Council would find it beneficial if a member of staff from the Pharmacy Forum came to a Council meeting to present their strategy and plans for the next twelve months. It was agreed that as Council approves the budget for the Forum it would be useful to understand why certain projects and work are being carried out by the Forum. It was noted that in order to manage the Risk Register building a good working relationship The CEO agreed to invite the a representative from the Pharmacy Forum to the next Council meeting.</p> <table border="1" data-bbox="428 808 1776 873"> <tr> <td> Action Point: CEO to invite a representative from the Pharmacy Forum to present at the next Council meeting </td> </tr> </table>	Action Point: CEO to invite a representative from the Pharmacy Forum to present at the next Council meeting	CEO
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8 Committee of Council <ul style="list-style-type: none"> • Meeting Dates 	<p>The President informed the Chairs of the Committees that they are responsible in setting the dates and times for their meetings, it was also noted that meetings should take place inside office hours. The Chief Executive explained to Council that in order to manage staff resources meetings must take place inside office hours however it was noted that in exceptional circumstances the staff will help out in any way they can to accommodate meetings.</p>		
9.1 Resources Committee 9.1.1 Announcement of Honorary Treasurer 9.1.2 Minutes from last meeting	<p>The President welcomed Ciaran Hunter as the newly elected Honorary Treasurer.</p> <p>The Honorary Treasurer went through the minutes of the last Resources meeting held on 7th November 2012 and gave a brief explanation of how the budgets are estimated, an overview of the organisations income and expenditure and the Fitness to Practice reserve. During this discussion it was noted that there is currently no precedent set in relation to budgeting for Fitness to Practice cases due to the new</p>		

<p>9.1.3 Public Affairs Report</p>	<p>legislation there is no historical evidence to base it on. Some concern was expressed that if a Statutory Committee case is referred to the High Court this may be detrimental to the organisation's budget. It was agreed that the Risk Register should be checked to ensure that this has been included and reported back at the next Council meeting.</p> <p>Action Point: Risk Register to be checked for risk of CHRE referrals to the High Court</p> <p>The Head of Public Affairs updated Council on the following activity, please see attached report:</p> <p>Political Issues There were no motions to put to Council. The Head of Public Affairs updated Council on the recent political conferences recently attending. The impact the newly opened Marie Stopes Clinic may have on pharmacists in terms of a lack of</p> <p>Website</p> <p>The new website has now gone live, feedback from users has been extremely positive. Council were asked to note that staff do not have full control yet of managing the content of the website so some of the new legislation has not yet been uploaded.</p> <p>The President suggested that the new Council should be promoted more, as current feedback from the pharmaceutical community is that many are not aware of the change. The President informed Council that she has been approached by the Northern Ireland Medical Review for an interview; this will guarantee coverage for the new Council. Further discussion took place around a communication plan, Mark Neale agreed to gain further press coverage for the new Council and the Council requested the communication plane to be added to the agenda for the upcoming Council Strategy Day.</p> <p>Action Point: Mark Neale agreed to seek further press coverage to announce the new Council, the CEO agreed to add a communication plan to the agenda for the Strategy day.</p>	<p>M Neale</p> <p>M Neale/CEO</p>
<p>9.1.4 Presentation of Budget 2013/2014</p>	<p>The Honorary Treasurer presented the 2013/2014 to Council. The Honorary Treasurer updated Council on the organisations Income and expenditure. The Honorary Treasurer asked Council to contact him directly if they had any concerns about the budget with him directly. Council were asked to note the Resources Committee approved the raise the credit limit of the office credit card held by Joan Duffy from £2,500 to £4,000 .This is to ensure that sufficient funds would be available to cover any unplanned travel or expenses.</p>	

	<p>Motion to Council: The Honorary Treasurer asked Council to agree the budget in principle for the purpose of agreeing no increase in fees, it will be brought back for final approval in May for implementation in June</p> <p>Key Decision: Council agreed the proposal</p>	<p>Proposer: Mark Nelson</p> <p>Seconded: Martin Bradley</p>
<p>9.1.5 Pharmacy Forum Business Case-Proposal for inclusion of Locum fees in the P.F Budget for 13/14</p>	<p>The Honorary Treasurer presented the attached Pharmacy Forum's Business Case to Council.</p> <p>Motion to Council: To approve the additional cost of £840 to cover locum expenses for meetings which necessarily occur during working hours</p> <p>Key Decision: Council agreed the proposal</p>	<p>Proposer: Mark Nelson</p> <p>Seconded: Martin Bradley</p>
<p>9.1.6 Pharmacy Forum Election 2013</p>	<p>The Honorary Treasurer updated Council on the attached proposal on the Pharmacy Forum election in 2013.</p> <p>Motion to Council: To approve funding to hold an election in early 2013</p> <p>Key Decision: Council approved the proposal and approval of council for attendance fees for the President to attend FIP meetings, cost £1000 current year and £200 next year</p>	<p>Proposer: Mark Nelson</p> <p>Seconded: Martin Bradley</p>
<p>9.2 Regulatory Compliance Committee</p>	<p>Council were asked to note the Regulatory Compliance Committee meeting was scheduled to take place immediately after the Council meeting.</p>	
<p>9.2.1 The Registrars Report</p>	<p>The Registrar updated Council on the attached report and highlighted the following:</p> <ul style="list-style-type: none"> • The Registrar informed Council of the DHSSPS decision to make new amends to the CPD regulations and the consultation process involved in securing the amendments • The issues related to seeking advice from a Statutory committee • Appeals mechanisms for those seeking restoration after removal for non compliance with CPD • An brief verbal overview of the Registration and qualification committee PSI Dublin was given, the Registrar explained the benefits of being involved in this committee and that the role was as an observer only • Update on the professional qualifications directive was included in the packs • There was also a discussion regarding inspection and governance on private medical services including private prescribing and PGD's this was referred to the standards committee 	

	<p>A discussion took place around the CPD Regulation amendments. The Registrar informed Council that the amendment is required as there was no provision for the Statutory Committee in the previous arrangements. It was agreed that the amendment will only become a concern if it is not carried out by June 2013 as agreed.</p> <p>Action Point: Council asked for further clarification on the CPD regulations amendment will both regulations be in existence or will the amendment repeal the original</p> <p>Action Point: Audit and Risk committee were asked to add the CPD Regulations amendment, specifically its impact on the Risk Register, to the agenda of their next meeting</p>	<p>B Kerr</p> <p>C Williamson/J Perry</p>
<p>9.3 Education Committee</p>	<p>Michelle McCorry (Post Registration Lead) presented an update on Revalidation to Council, see attached presentation. The following points were highlighted:</p> <ul style="list-style-type: none"> • CHRE’s current publication, An approach to assuring continuing fitness to practise based on right-touch regulation principles CHRE, 2 Nov 2012 • Policy Themes • CPD cannot be used as the sole assessment • Plans for the Pharmaceutical Society of Northern Ireland • The recommended next step in the process is to issue a statement from Council stating their position is they ‘Agree with the principle of assuring fitness to practise and the propositions by CHRE’ • A Revalidation Task Group has been established, they will report back to the Standards and Guidance Committee <p>A discussion took place about the role of the Revalidation Task Group. Michelle McCorry explained to Council that the group represents different sectors of pharmacy and its membership is made up of members from Queen’s University, University of Ulster, CPNI and lay members. Council were informed that Michelle McCorry is the staff lead on the group and reports back to the Chair of the Education Committee and it is the committee who ultimately has the decision making powers before making</p>	

<p>9.3.1 Minutes of the last meeting</p>	<p>recommendations to Council. The President requested a breakdown of the membership for herself and the officers.</p> <p>Action Point: Michelle McCorry to provide The President and the Officers with a breakdown of the membership of the Revalidation Task Group</p> <p>Lisa Byers presented the attached minutes of the last Education Meeting held on 31st October 2012. There were no motions presented to Council. The minutes were accepted as a true record.</p> <p>Key Decision: It was agreed by Council that Brenda Maitland should join the Education Committee, Claire Williamson to ensure key staff are informed and Brenda is added to all necessary correspondence</p>	<p>Michelle McCorry</p> <p>Proposer: Lisa Byers Second: Martin Bradley</p> <p>C Williamson</p>
<p>9.4 Standards and Guidance Meeting</p> <p>9.4.1 Minutes of last meeting</p>	<p>Mark Nelson presented the minutes of the last Standards and Guidance Meeting held on 24th October 2012. A discussion took place around Raising Concerns. Mark Nelson informed Council that the content of the guidance would not be changing; it will be re-worded so it is not necessary to send this out to consultation. A further discussion took place around long term proposals and benefits of sending out consultations, it was noted that historically responses have been poor and there may be no added benefit in performing this action.</p> <p>Action Point: The President requested the Audit and Risk Committee to assess the changes to Raising Concerns in relation to the Risk Register and to add to the planned Council Strategy Day agenda for discussion.</p> <p>Action Point: Council requested if they could have a copy of the redrafted paper on Raising Concerns</p>	<p>CEO/J Perry</p> <p>C Williamson</p>
<p>9.5 Fitness to</p>	<p>Garry McKenna presented the minutes of the last Fitness to Practice meeting on 29th October 2012. No</p>	<p>.Proposer:</p>

Practice Committee	motions were presented to Council and the minutes were accepted as a true record.	David Jones Seconders: Ciaran Hunter
9.6 Registration Committee 9.6.1 Minutes from last meeting 9.6.2 Removing third party health references as a requirement for entry to the Register Discussion Paper	<p>Helena Buchanan presented the minutes from the last Registration Committee meeting on 17th October 2012. The minutes were accepted as a true record.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Motion to Council: To replace a health declaration by a medical practitioner with a self certification of health for those applicants who are applying to complete the pre-registration training year in Northern Ireland</p> <p>Key Decision: Council approved to replace a health declaration by a medical practitioner with a self certification of health for those applicants who are applying following completion of the pre-registration training year in Northern Ireland</p> </div>	Proposer: Helena Buchanan Seconders: Marie Smith
9.7 Audit and Risk Committee 9.7.1 Minutes of last meeting 9.7.2 The role of Audit and Risk Committee	<p>James Perry presented the minutes of the last Audit and Risk Committee meeting. There were no motions presented to Council and the minutes were accepted as a true record.</p> <p>The Chair of Audit and Risk, James Perry addressed Council to clarify the role of the committee and the responsibilities they have. Council were informed that the committee is currently reviewing its Terms of Reference, however they are not yet in a position to bring these to Council.</p> <p>A further discussion took place around the committee's role with the Risk Register and the process</p>	

	<p>involved in amending it.</p> <p>Key Decision: Council agreed that the Terms and Conditions of the group would be refined. The President noted main areas</p> <p>a. Overview of internal audit b. Investigation of emergency issues c. Oversee effective working of Chairs and Officers d. Assess risks of identified areas within the Society via the risk register and assigned areas by council</p> <p>A&R were asked to do a protocol for changing Risks on risk register for committees</p>	<p>Proposer: James Perry Seconder: Marie Smith</p>
<p>10 Presentation of the Pre-Registration Programme by Peter McKee</p>	<p>Peter McKee presented an overview of the Pre-Registration Programme to Council (see attached presentation), the following points were highlighted:</p> <ul style="list-style-type: none"> • The purpose of Pre-Registration training, the criteria needed to apply and its role around Fitness to Practice • The role of tutors in the programme • The elements of training and how students are appraised • The level students are expected to reach and cycles of training • A demonstration of the online site that allows students to access their E-Portfolio • The future work the Pre-Registration staff have planned to develop better communication links with students and ensure full support is in place for the programme <p>Action Point: Peter McKee agreed to check if display posters promoting the online site at the FIP conference taking place in Dublin in August 2013 are allowed.</p>	<p>P McKee</p>
<p>11 Council Strategy Day</p>	<p>Council were asked to become fully involved in the planned Council Strategy Day. The President asked for any contributions and feedback to be submitted. The President informed Council the Strategy Day will begin at 9am until 5pm on 27th November 2012.</p> <p>Action Point: C Williamson to email all Council members with agenda and relevant documents,</p>	<p>C Williamson</p>

	contributions can be submitted on the day to the facilitator	
12 Recent and Coming Events	The Council Strategy Day was discussed under item 11 and no other events were noted.	
13 AOB	No other business was discussed	
14 Next Meeting date	The next meeting was confirmed for Tuesday 8 th January at 09.30am. The Council requested that staff and observers leave the meeting and items of confidential business were discussed.	