

**Minutes of the Council Public Meeting**

**28 January 2020 @ 11:00 hrs**

	<b>Agenda Item</b>	<b>Present</b>	<b>Apologies</b>
		<p>Dr Jim Livingstone (President)                      Mr Jonathan Patton (Vice President)                      Mr Jim Perry                      Prof Patrick Murphy                      Ms Carol Moore                      Ms Sandra Cooke                      Mr Mark McCrudden                      Ms Chanel Jones                      Ms Colleen Duffy                      Mr Barry Mimmagh                      Mr Ciaran Hunter                      Mr Mark Campbell</p>	<p>Ms Laura Murphy                      Ms Alison Ragg                      Mr Mark McCrudden</p>
		<p><b>In Attendance</b></p> <p>Mr Trevor Patterson (Chief Executive)                      Mr Mark Neale (Head of Public Affairs)                      Mrs Joan Duffy (Business Manager)                      Mr Brendan Kerr (Registrar)                      Mrs June Alexander (Executive Assistant)</p>	

			<b>Action</b>
1.	Welcome & Apologies	The President thanked Council members for their diligence in completing the work of the Governance Review prior to the Council meeting. He also welcomed guests Siobhan Carson and Niki Gustave from the Professional Standards Authority.	
2.	Deputations	No deputation was required – the President was present for the entirety of the Council meeting.	
3.	Conflicts of Interest	No conflict of interest was declared.	
4.	Tabling of Any Other Business	No other business was tabled.	
5.	Minutes & Key Actions from last meeting <b>For Approval</b>	<p>Council approved and adopted the Minutes of the Council Public Meeting on 26 November 2019 as a true and accurate record of events.</p> <p>Actions Arising:</p> <p>8.1 The CEO advised that, in relation to the Joint Pre-Registration Examination, the Partnership Agreement between the Pharmaceutical Society NI and the GPhC was signed on 15 January 2020. The Implementation &amp; Communications Plan is on today's agenda.</p> <p>?.? The CEO advised that a further 3 Regulator meeting has not yet been organised. He reminded Council that the purpose of these meetings had been an outworking of Brexit. Now that a Withdrawal Agreement is in place, this is now not urgent. PSI will be taking advice from their government as to what tripartite agreements they may enter into. From our perspective, the meetings were about cross border prescriptions, patients, etc.</p> <p>?.? The Progress Against Strategy report was to be accompanied by the Risk Register. However, in light of the confidential nature of a new risk, this has not been possible and will be discussed in the Council In Committee meeting.</p>	<p>Proposed by: Mark Campbell</p> <p>Seconded by: Patrick Murphy</p>

<p>6.</p>	<p>Terms of Reference and Scheme of Delegation  <b>For Approval</b></p>	<p>The President commended Council members for their work in finalising the Terms of Reference for the Audit &amp; Risk, Finance &amp; Performance and Remunerations Committees and the Scheme of Delegation for the Pharmacy Forum Management Board.</p> <p>A recommendation from the Governance Review Workshop was made to approve and adopt the above-mentioned Terms of Reference, Scheme of Delegation and the revised Appraisal Proforma for both Council members and the President.</p> <p>The President also drew Council members' attention to the revised Appraisal proforma for their approval.</p> <p>Council agreed to adopt the Terms of Reference and Scheme of Delegation, as amended, and the revised Appraisal proforma for Council members and the President. Council members were invited to review the amendments again, if they wished, and to revert to the President if they wished to raise any issues.</p> <p>The President advised that the Scheme of Delegation for the CEO was still to be addressed. He proposed that the CEO commence the process be producing a new draft and he suggested that a Task &amp; Finish Group be formed to work on the Scheme of Delegation and come back to Council in March 2020 with a recommendation for a new Scheme of Delegation. Council agreed with the President's proposal and the following Council members were selected to sit on the Task &amp; Finish Group: Jonathan Patton (Vice-President) as Chair, Chanel Jones, Barry Mimmagh and Mark Campbell.</p> <p>The President advised Council that the fundamental changes that have been made will strengthen the governance of the organisation.</p>	
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7.	<b>Joint Pre-Registration Examination – Implementation &amp; Communications Plan For Approval</b>	<p>The CEO reminded Council that, at its last meeting, it approved the signing of the Partnership Agreement with GPhC and instructed that an Implementation &amp; Communications Plan to deal with any issues arising be drafted for Council’s approval. The Plan sets out various tasks to be undertaken by us and by GPhC. To date, reasonably good progress has been made. It is a live document and is subject to change. The CEO advised that an updated Plan will be brought to each Council meeting. There is no enormous time pressure as the first examination is not until June 2021. We are, however, moving ahead as the first students to sit the examination need to receive the right level of information, in the right way and at the right time. In addition, tutors and training providers need to be made aware of the new examination structure. The syllabus and level of knowledge are not changing. It is the manner in which questions are asked and answered that are changing. Single best answer is academic best practice. We do need to listen to those who responded to the consultation and be seen to be acting on what they have said.</p> <p>The HPA advised that there is good interaction with GPhC. Two meetings have been arranged for ourselves and GPhC to speak with students at the Schools of Pharmacy in Queen’s and Ulster University. Two information events have also been arranged in March for tutors and training providers.</p> <p>Council approved the Implementation &amp; Communications Plan, as presented.</p>	<p>Proposed by: Chanel Jones Seconded by: Sandra Cooke</p>
8.	<b>President’s Report For Information</b>	<p><u>Boardroom Apprenticeship Scheme</u></p> <p>The President advised that application has been made on behalf of Council. The Scheme has attracted a wide degree of interest in the public sector in Northern Ireland. It increases the talent pool from which future</p>	

		<p>public appointments could be made. If we are successful, an apprentice would be appointed and they would attend Council meetings, comply with all requirements, confidentiality, etc. In terms of payment, we pay only travel and subsistence. It is recommended that the apprentice has a mentor to assist them before and after Council meetings to ensure that they have a good understanding of Council business. This could be done on an annual or rota basis. The apprentice will take up post in September 2020.</p> <p><u>Chairs' Forum</u></p> <p>The Chairs' Forum hold a number of events throughout the year – some start as early as 8 am. Chairs are encouraged to bring along a member of their Council or send someone in their place. A list of meetings has been circulated to Council members and the next is on 12 February 2020 on Cyber Security. Any Council members who are interested in attending are to contact the President report back to Council.</p> <p><u>Recruitment</u></p> <p>The President advised that he wrote to the department in October 2019 and, as there was no Health Minister, he has been in contact with the Department continuously on a weekly basis. It has been explained to the Department that Jim Perry and Ciaran Hunter will step down in September 2020 after 8 years. We owe them both great deal of gratitude. We also have 4 members who may be re-appointed, 3 of whom – Colleen Duffy, Patrick Murphy and Laura Murphy, are happy to be put forward for reappointment. Mark Campbell has decided step down and the President thanked him for all his hard work.</p>	
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9.	CEO's Report <b>For Information</b>	<b>Need hard copy notes.</b>	
10.	Progress Against Strategy <b>For Information</b>	The CEO directed Council's attention to the Executive Summary which highlights all matters which do not have double green status.	
11.	Lessons Learned Review <b>For Information</b>	The CEO advised that he had previously brought many high profile cases to Council's attention. The cover paper of this review sets out the high level paper. We are involved with duty of candour and hyponatraemia. He directed Council's attention to page 1 of the 2nd paper which summarises the main findings. Council was taken through the main themes and the actions that this organisation has started to take. The CEO advised Council that the Executive Team will continue to update the	

		<p>report until it is no longer relevant.</p> <p>The President advised that this area of work is never finished. We are working on the basis of our own and other organisations' experience. We must ensure that lessons learned are applied. In response to a query from the Vice President, the HPA advised that the organisation has internal and external training for staff.</p>	
12.	<p>Consultations Update <b>For Information</b></p>	<p>The HPA advised that the Registration Assessment consultation has finished and that the CPD Framework consultation completed on 21 January 2020. He advised that responses and feedback was good and very detailed. A detailed report on the consultation responses will be brought to Council in March.</p>	
13.	<p>Finance <b>For Information</b></p>	<p>The HBO advised that Ciaran Hunter has already approved the report and it will go to the Finance &amp; Performance Committee. Council's attention was directed to the new Dashboard and was advised that quarterly reports will be presented.</p>	
14.	<p>Correspondence Log <b>For Information</b></p>	<p>None.</p>	
15.	<p>Fitness to Practise Feedback Report <b>For Information</b></p>	<p>The HPA advised that, as part of our review of Quality Assurance in Fitness to Practise, we sent out questionnaires to participants at the end of the process. 4 responses were received, 3 of which were from registrants. Their feedback was very positive and indicated that they felt that the process was fair, they were kept informed and that they were listened to. A very positive response was also received from a complainant. Commentary was very complimentary to our staff and, again, they were kept informed. He advised that the questionnaires give someone who feels aggrieved an opportunity to inform us. It is a very useful process.</p>	
16.	<p>Any Other Business To Note</p>	<p>None.</p>	
17.	<p>Next Meeting</p>	<p>The next Council Public Meeting is scheduled for 09:30 on 10 March</p>	

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**The Meeting closed @**

**Key decision** – Note Key Decisions/Action at the end of the narrative under each Agenda point.