

**Minutes of the Council Public Meeting
 Remote – Via Zoom
 Thursday, 16 September 2021 @ 09:30**

	Agenda Item	Apologies
	<p>Present Dr Jim Livingstone Mr Jonathan Patton Prof Patrick Murphy Ms Carol Moore Mr Mark McCrudden Ms Sandra Cooke Mr Barry Mimmagh Ms Alison Ragg Ms Colleen Duffy Ms Chanel Jones Mr Brendan Garland Mr Philip Knox Mr Gary McMurray Mr Scott Gill</p> <p>Guests Ms Rosemary Peters-Gallagher – Moore NI – External Auditors Ms Lynsey Alphonso – Boardroom Apprentice Roisin Lacey – UU Post-Grad Student (CPANI Mentor Scheme) Ms Siobhan Carson – PSA</p> <p>In Attendance Mr Trevor Patterson (Chief Executive & Interim Registrar) Ms Joan Duffy (Head of Business Operations) Mr Mark Neale (Head of Public Affairs) Mr Peter Hutchinson (Policy, Standards & Engagement Lead) Mr Daniel Young (Pre-Registration Lead) Ms June Alexander (Executive Assistant)</p>	

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1.0	Welcome & Apologies	The President welcomed Council members to the meeting, in particular, new Council members, Brendan Garland, Scott Gill, Philip Knox and Gary McMurray. He also welcomed guests, Rosemary Peters-Gallagher of Moore NI, Lynsey Alphonso – Boardroom Apprentice and Siobhan Carson of the Professional Standards Authority.	
2.0	Deputations	The President was in attendance throughout. No deputation required.	
3.0	Conflicts of Interest	No conflicts of interest were raised.	
4.0	Tabling of Any Other Business	No other business was tabled.	
5.0	Minutes & Key Actions from last meeting For Approval	<p>Council approved and adopted the Minutes of the Public Council meetings of 29 June 2021 as true and accurate records of events.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Key decision</p> <p>Council approved and adopted the Minutes of the Public Council meetings of 29 June 2021 as true and accurate records of events.</p> </div>	<p>Proposed by: Sandra Cooke Seconded by: Alison Ragg</p>
6.0	Annual Report & Accounts 2020/21 For Approval	The President advised that it had been agreed with the Department that all signing in relation to the Annual report & Accounts 2020/21 could be undertaken electronically.	
6.1	Subsequent Events – confirmation by Council For Approval	The President advised Council that they were required to confirm that they were not aware of any subsequent events, that could materially affect the outcome of the Annual Report & Accounts, that had occurred between year-end (31 May 2021) and the signing of the Annual Report & Accounts 2020/21.	

		<p>The CEO advised that PSNI staff were not aware of any such events.</p> <p>Council confirmed that it was not aware of any subsequent events between year-end and the signing of the Annual Report & Accounts 2020/21.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <p>Key decision</p> <p>Council confirmed that it was not aware of any subsequent events between year-end and the signing of the Annual Report & Accounts 2020/21.</p> </div>	<p>Proposed by: Coleen Duffy Seconded by: Barry Mimmagh</p>
6.2	<p>Moore NI LLP – Management Letter To Note</p>	<p>Rosemary Peters-Gallagher thanked Council for Moore NI’s appointment as external auditor. She advised that the accounts as presented were compliant and that the only very minor point raised was around old outstanding cheques which were out of date which the Finance Department was dealing with.</p>	
6.3	<p>Approval of Annual Report & Accounts 2020/21 For Approval</p>	<p>The Chair of the Audit & Risk Committee advised that, on 09 September 2021, the Chair of the Finance & Performance Committee presented the Annual Report & Accounts to her committee for consideration. The F&P Committee had previously reviewed the accounts in relation to finance. The delay in receiving the investment report from Smith & Williamson was outside of PSNI control and Moore NI had confirmed that it had been a one-off incident and additional reassurance had been requested from Smith & Williamson. The historical fees issue had been discussed and, although the contingent liability is due for re-consideration in September 2021, the accounts state the position on 31 May 2021. It was, therefore, still properly itemised in the Annual Report & Accounts 2020/21 but may be removed in the future following review.</p> <p>In terms of audit findings, the auditors had confirmed that record-keeping was good and that they had the full co-operation of the organisation. There were no concerns regarding the organisation as a going concern.</p>	

		<p>The Committee had an opportunity to speak with Moore NI and ASM in a confidential session and were reassured that the auditors did not need to bring anything to the Committee's attention.</p> <p>The Committee had reviewed the DoH comments, as listed, and all were accepted with the exception of the last point in relation to the annual payment as the change of wording suggested could potentially identify the employee.</p> <p>The Chair confirmed that the Committee was content with the Annual Report & Accounts 2020/21 and to make a recommendation to Council for their adoption.</p> <p>The HBO took Council through the highlights of the Accounts.</p> <p>Council thanked the HBO and all concerned for a great piece of work in a short timeframe.</p> <p>Moore NI was thanked for attending and for their work in presenting the Annual Report and Accounts.</p> <p>Council approved the adoption of the Annual Report & Accounts 2020/21.</p> <div data-bbox="689 1002 1704 1134" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>Key decision</p> <p>Council approved the adoption of the Annual Report & Accounts 2020/21.</p> </div>	<p>Proposed by: Jonathan Patton Seconded by: Alison Ragg</p>
6.4	Signing of the Annual Report 2020/21	The President and CEO agreed to undertake the signing of the Annual Report electronically following the conclusion of Council business.	
6.5	Letter of Representation	The President agreed to undertake the signing of the Letter of Representation electronically following the conclusion of Council business.	

<p>7.0</p>	<p>Proposal for updating the Corporate Strategy 2017-2022 For Approval</p>	<p>The President advised that he had asked the CEO to prepare a paper for Council’s consideration. The Vice-President had made him aware of a growing awareness in the public service that organisations had experienced disruption caused by a delay in updating their Corporate Strategy. In such cases, they haven’t been undertaking a fundamental review the following year but using an addendum. The current PSNI strategy is due for review ahead of 01 June 2022.</p> <p>The CEO advised that, whilst the organisation has been able to progress on a number of fronts during Covid-19, some proved to be more difficult. Council now has full membership and it would be prudent to continue with the existing strategy and to form a group to work on the development of the new Corporate Strategy with contributions from all Council members. However, the new members arguably need a bedding-in period to familiarise themselves with Council’s work.</p> <p>This organisation lives the Corporate Strategy; staff objectives are based on the Strategy first and work-based requirements second. It is, therefore, important that Council takes time and gets the Corporate Strategy right as it is the focus of all our work and is the core of our reporting to Government and other stakeholders.</p> <p>The proposal provided in the paper was that a short-term review of the Corporate Strategy would be undertaken with a target of no later than April 2022 and that the reviewed document would remain in force until 31 May 2023. At that stage, some things may be removed, adjusted or added to the Strategy by way of an extension. During the course of business year 2022/23, a Council group would take forward a full review and make recommendations to Council with a view to the new longer term Corporate Strategy being in place by 01 June 2023.</p> <p>The consensus from new Council members was that they would welcome the extension to allow them to contribute more fully to the review.</p> <p>The Vice President suggested a change in wording from <i>extension</i> to <i>addendum</i> to clarify that there would be changes to the Strategy document.</p>	
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8.0	<p>Foundation Training Year Standards – Proposed Amendments For Approval</p>	<p>The HPA advised that this matter had arisen following a query received and on which the organisation had sought legal advice.</p> <p>The HPA directed Council’s attention to the current and revised Standards in Council papers. He advised that, in the revised Standards, Section 9 had been amended to list the requirements for a trainee. The 8-year rule was placed under Section 10 with clarification as to this requirement for registration. Finally, Section 11 was made more explicit clarification that any extenuating circumstances would be considered.</p> <p>Council approved the revised Foundation Training Year Standards, as presented.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Key decision</p> <ul style="list-style-type: none"> • Council approved the revised Foundation Training Year Standards, as presented. </div>	<p>Proposed by: Chanel Jones Seconded by: Barry Mimmagh</p>
9.0	<p>Interim Accreditation of Ulster University For Approval</p>	<p>The HPA advised that the Pharmaceutical Society NI accredits the pharmacy university courses at QUB and UU in partnership with GPhC in accordance with our MOU. The last accreditation was in 2018. Interim accreditation events take place in person to look at records, meet with staff, students etc. However, Covid-</p>	

		<p>19 has resulted in the interim accreditation events not taking place in person but, in conjunction with GPhC, being completed online.</p> <p>Both universities have had an accreditation visit but only the UU report is available at this time. The QUB report will be presented at the next Council meeting. The HPA confirmed that there were no time implications in this report being delayed and there were no issues with the university.</p> <p>It was noted that there was a reduction in numbers of pharmacy students. Council was advised that this trend was being seen across GB universities. However, there had been an increase in numbers this year in NI. It was the CPO's aspiration, as set out in the PWRB workforce report, to see an increase in numbers year on year which would be positive for the future reform agenda.</p> <p>Having reviewed the interim accreditation report, Council approved the accreditation of the MPharm undergraduate degree at Ulster University.</p> <div data-bbox="712 852 1682 1011" style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;"> <p>Key decision</p> <ul style="list-style-type: none"> • Council approved the accreditation of the MPharm undergraduate degree at Ulster University. </div>	<p>Proposed by: Barry Mimmagh Seconded by: Sandra Cooke</p>
10.0	<p>Scrutiny Committee – Appointment of Deputy Chair For Approval</p>	<p>The HPA advised that Louisa Fee had been appointed as Deputy Chair of the Scrutiny Committee in October 2020. However, she had now submitted her resignation following her appointment as Coroner for Northern Ireland from September 2021.</p> <p>Paddy McDaid, who is a solicitor and the legally qualified reserve member, had confirmed that he was willing to assume the role of Deputy Chair, if approved by Council.</p>	<p>Proposed by: Jonathan Patton</p>

		<p>Council reviewed and accepted Ms Fee’s resignation, thanking her for her service; and approved the appointment of Mr Paddy McDaid as Deputy Chair of the Scrutiny Committee.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>Key decision</p> <ul style="list-style-type: none"> Council reviewed and accepted Ms Fee’s resignation; and Council approved the appointment of Mr McDaid as Deputy Chair of the Scrutiny Committee. </div>	<p>Seconded by: Chanel Jones</p>
11.0	<p>Reaffirmation of Council Remote Decisions For Approval</p>	<p>Council was asked to reaffirm the following approvals which had been given remotely in June and August 2021:</p>	
11.1	<p>E-paper App-June21-01</p>	<p>Response to DHSC Consultation – Regulating healthcare professions, protecting the public</p> <p>Council reaffirmed its approval.</p>	<p>Proposed by: Alison Ragg Seconded by: Sandra Cooke</p>
11.2	<p>E-paper App-Aug21-01</p>	<p>Response to DHSC Consultation – Duty of Candour and Being Open – Draft Policy Proposals</p> <p>Council reaffirmed its approval</p>	<p>Proposed by: Brendan Garland Seconded by: Sandra Cooke</p>
		<div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>Key decision</p> <p>Council reaffirmed its approvals, taken remotely, in relation to:</p> <ul style="list-style-type: none"> E-paper App-June21-01; and E-paper App-Aug21-01. </div>	
12.0	<p>Council 2022 meeting dates For Approval</p>	<p>The President advised that it was increasingly the case that significant pressure was placed on the small team to produce the Annual Report and Accounts to be</p>	

		<p>in place a month ahead of the AGM. The dates for the AGM are set in Bye-Laws which can be changed but only by an EGM.</p> <p>The CEO advised that the AGM is set in Byelaws and it pertains more to leadership or membership activity. In the recent Scheme of Delegation to Pharmacy Forum, the running of the AGM was passed to the Forum.</p> <p>The Annual Report is normally the main subject of the AGM. The CEO suggested that the organisation further explore with DoH the possibility of breaking the link of the Annual Report with the AGM and the date by which the Annual Report would be required; this was already possible in principle. He had also spoken with Pharmacy Forum about a change to the Byelaws re the date of the AGM. At the AGM, Council answers questions from registrants. However, other regulators do not do this.</p> <p>The CEO suggested that Council accept all the Council meeting dates for 2022 except September and ask the Executive Team to come back to Council with a later date in September.</p> <p>Council approved all the proposed meeting dates for 2022 with the exception of September and, in recognition of the pressure than an earlier date put on the organisation's staff, instructed the Executive Team to come back to Council with a later date for the September 2022 meeting.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Key decision Council approved all the proposed meeting dates for 2022 with the exception of September and instructed the Executive Team to come back to Council with a later date for the September 2022 meeting.</p> </div>	<p>Proposed by: Carol Moore Seconded by: Jonathan Patton</p>
13.0	<p>President's Report For Information</p>	<p>The President advised that he had attended a meeting of the Pharmacy Workforce Review Steering Group. It was an important meeting to approve the terms of reference and action plan in relation to the work of this organisation and others. The President confirmed that he would share the document when received.</p>	

		<p>The President had also attended a workshop with the Health & Social Care Leadership Centre on developing Board leadership skills with a view to exploring the development of Council's Training and Development Strategy. The Vice President was also in attendance in his capacity as Chair of the South-eastern Trust. Both the President and Vice President were not persuaded that it would assist because the emphasis was on the Health & Social Care Service.</p> <p>The Vice President advised that he had attended to gauge if the course was worth investing in for Council training. It was a re-hashing, as admitted by one of those delivering the course, of a handbook for board directors in the Health Department's arm's length bodies. He advised that Council needed something specifically tailored to its needs.</p> <p>Finally, the President advised that, over the last few months, he had been communicating with the Public Appointments Unit in relation to the ending of his and Sandra Cooke's tenure in Council, both of which were due to end in September 2022. Both were eligible for reappointment in 2018 but, as there was no Minister, the Permanent Secretary extended their tenure for 6 months. Then, in 2019, the Department advised that they had been reappointed until March 2023 – 4 years hence. However, the Department then sent a letter stating that their appointment would end in September 2022. Council would then need to recruit for September 2022 and a second recruitment exercise for new Council members appointed in 2018 to replace those who didn't want or weren't eligible to be reappointed. Logistically, two recruitment exercises within a 12-month period would be very difficult. The President had asked PAU to consider when reappointments could be reaffirmed.</p> <p>He advised that, as an alternative, rather than seeking to replace himself and Sandra Cooke by October 2022, Council could let the vacancies ride and then run a recruitment exercise in March 2023. In the interim, the Vice President would step into the role of President.</p>	
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14.0	<p>CEO's Report For Information</p>	<p>The CEO advised that CEORB, comprising the CEOs of regulatory bodies, met at least once between Council meetings. The issues under discussion recently had been in relation to Treasury matters affecting regulatory bodies and whether they should be in scope for National Audit Office(s) rules for handling public money. PSNI does not receive Exchequer funds and there is a concern that, as a consequence of accepting public money from the Exchequer, there was a possible diminution of independence from government. The regulators and CEORB as a group were pushing back against this as all are independent and, whilst following the guidance, were not public bodies in scope to NAOs (with the exception of those who previously had received Exchequer grants). The CEO confirmed that he would keep Council advised of developments.</p> <p>The CEO advised of a recent case where PSA applied a Section 29 appeal to a GMC decision. There was a disagreement on costs and negotiations were ongoing as to whether an arrangement can be agreed to not go to court – by way of an MOU – this was actively being considered.</p> <p>In relation to the status of associates who carry out activities such as FtP panellists, etc, he advised that PSNI was unlikely to be affected as the payment amounts were below the threshold. Quite a few associates in other bodies were working through private companies set up as vehicles for their work and the Treasury was recategorising such arrangements. The CEO advised that regulatory reforms were ongoing starting with GMC across the main functions and we were heavily involved in providing commentary.</p>	

		<p>In relation to Pharmacy Technicians, the CEO advised that he had been advised that a Task and Finish Group had been established by DoH. Early work will be to determine whether they intended to carry out a consultation to determine whether Pharmacy Technicians should be registered or, based on the Pharmacy Workforce Review Report, if they would register them and undertake a consultation around how they might gain entry. The CEO was meeting with APTUK (the leadership body) to explore how they might assist us to research possible entry routes and progress the matter. However, it would be essential to have early Ministerial support.</p> <p>The President advised that he had been responding to questions regarding the registration of Pharmacy Technicians since his first AGM in 2014.</p>	
15.0	<p>Report on Progress Against Strategy For Information</p>	<p>For the benefit of new members, the CEO advised that the Executive Team reported against the main objectives at each Council meeting. Anything that was not double green would go into the Executive Summary and this was the basis for Council discussion. At the start of the Strategy, the Executive Team used the RAG system but Council members felt it did not provide sufficient information. A “current status” and “tending towards” were added to show the direction of travel.</p> <p>In response to Council queries, the CEO advised the following:</p> <ul style="list-style-type: none"> • ICT Strategy: the strategy was brought to the last Council meeting. Council felt that it was best to wait for the outcome of the internal audit. He confirmed that it would be presented at the next Council meeting. • Communications Objectives: a communications report would be presented via F&P at a future Council meeting. • Pharmacy Workforce Review: the CEO advised that, although workforce planning did not lie with the organisation, it did have an interest in it because of the effect on the service and possible public safety matters arising. The organisation was an active member of the Steering Group taking that forward and would do whatever it could to progress matters. The primary work was being taken forward by the Department and other stakeholders 	

		<p>such as Pharmacy Forum. The Pharmaceutical Society NI was involved - it was not its function to lead but it would support this work.</p> <ul style="list-style-type: none"> • Minimum Standards: when setting the Strategy, Council tested if the regulator should set minimum standards and looked at what was feasible and practical. Professional bodies set standards that are not in regulatory standards. Regulators were trying to use their standards to get quality improvements into the system. 	
16.0	Correspondence Log For Information	Nothing of note to report.	
17.0	Covid-19 Update – Communications Activity To Note	<p>Council noted the content of the report presented.</p> <p>In response to Council queries regarding hospital pharmacists, the HPA advised that many hospital pharmacists wanted a UK-wide approach in most areas. The survey reflected that. The quantitative report with demographics would be circulated.</p> <p>The HPA explained that the organisation and Council had attempted, since 2012, to point out the differing roles and responsibilities of the regulator and the leadership function. This year had seen more positive comments regarding the organisation and 15% of registrants had responded to the survey.</p> <p>The Vice President requested a log of communications, against the survey, to allow comparison of results, how much, when and how.</p> <p>In relation to the registration assessment report, the HPA advised that the pass rate was 91/2% which was encouraging. He noted that Council could assure itself that NI students had done well this year and that the programme was working.</p>	

18.0	PSA Consultation Report – “our approach to the performance review” To Note	Council noted the content of the paper presented. In response to a query regarding the PSAPR, the CEO advised that there was significant disappointment in relation to the “met” “not met” approach. It was difficult to see what “met” looked like and it would probably look different across the regulators particularly given the vast difference in numbers of registrants. There were other issues that would merit from further discussion and he and the Policy & Engagement Lead would be meeting with PSA and other regulators. The change in frequency of PSAPRs was concerning as their impact was disproportionate on smaller regulators. There was a lot to be done and it would involve collaborative work with other regulators to come up with a formula that would provide reassurance to the public but retain some value to regulators. He advised that the organisation embraced internal audits as it got an enormous amount from it and the resulting recommendations and improvements. It was more recently not so with the PSAPR.	
19.0	Registration Assessment Update To Note	Council noted the content of the paper presented.	
20.0	Any Other Business For Information	None tabled.	
21.0	Date of Next Council Public Meeting To Note	The next Public Council meeting is scheduled for Tuesday, 23 November 2021, @ 09:30.	

The Meeting closed @ 11:42