

**Minutes of the Council Public Meeting
Back Hall, Society House
On Tuesday, 22 November 2022 @ 09:30**

	<p>Agenda Item - Present</p>	<p>Council Members: Dr Geraldine O'Hare (President) Mr Jonathan Patton (Vice President) Mr Mark McCrudden Ms Alison Ragg Ms Carol Moore Mr Brendan Garland Mr Philip Knox Mr Barry Mimmagh Mr Scott Gill Gary McMurray</p> <p>Visitors: Ms Jenda McSwiggan, Boardroom Apprentice</p> <p>In Attendance: Mr Trevor Patterson (Chief Executive) Ms Laura Hughes (Registrar & Director of Regulation) Ms Joan Duffy (Director of Business Operations) Mr Mark Neale (Director of Public Affairs) Mr Peter Hutchinson (Policy Standards & Engagement Lead) Mr Ryan Duffy (Interim Project Manager) Ms June Alexander (Executive Assistant)</p>	<p>Apologies Colleen Duffy Patrick Murphy Chanel Jones</p>
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1.0	Welcome & Apologies	<p>The Vice President welcomed the new President, Dr Geraldine O'Hare, to Council.</p> <p>The President stated that she was very privileged to have been appointed as President and was looking forward to meeting and becoming acquainted with each Council member individually over the next couple of months, although she and Carol Moore were already acquainted, having worked together in the Department of Justice. She advised that she had worked across health and justice organisations for 25 years and had been involved in psychological regulation and development of training for psychologists for many years.</p> <p>The President thanked the CEO and SMT members for her warm welcome and for her thorough induction. She was impressed with what she had learned of the organisation and how it operates.</p> <p>The President also thanked the Vice President for all his assistance and advice.</p> <p>Finally, the President advised that she had read and was impressed by the calibre of the Council papers.</p>	
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.	

<p>5.0</p>	<p>Minutes & Key Actions from last meeting For Approval</p>	<p><u>Minutes:</u></p> <p>Council approved and adopted the Minutes of the Public meeting of 27 September 2022 as a true and accurate record of events.</p> <p><u>Actions Arising:</u></p> <ul style="list-style-type: none"> • Council Training & Development: Carol Moore advised that the report had been passed to the former President and then to the Vice President to confirm that he was content. Think People’s work was done and the project would now move to the implementation stage. Council needed to address when and what parts of the report could be released as the report contained personal and confidential information which would easily reveal individuals’ identities - this would be undertaken by discussion offline. The Vice President advised that the report would be passed to the President for further action. Carol Moore offered to meet with the President to provide the background to the project. <div data-bbox="698 991 1715 1235" style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;"> <p>Key Decision Council approved and adopted the Minutes of the Public meeting of 27 September 2022 as a true and accurate record of events.</p> <p>Actions</p> <ul style="list-style-type: none"> • Council Training & Development – meeting to be arranged and President will review report and come back to Council to discuss further. </div>	<p>Proposed by: Mark McCrudden Seconded by: Alison Ragg</p>
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6.0	Finance For Approval	<p>The President reminded Council that the draft budget was presented to Council each November for review and to decide if there was to be an increase in retention fee for the coming registration year and was brought back to Council each April.</p>	
6.1	Cash Projection Q1 and Finance Dashboard Q1 For Information	<p>The Chair of the Finance & Performance Committee, Gary McMurray, advised that his committee met on 10 November 2022 to review the comprehensive suite of financial papers and that a number of recommendations were being brought forward to Council.</p> <p><u>Financial Dashboard</u></p> <p>The following was highlighted in relation to a review of the current year's forecast performance:</p> <ul style="list-style-type: none"> • Income remains in line with budget. • Expenditure is £119k over budget. • Fitness to Practise is £96k over budget. It is difficult to forecast re complex cases. Within the figure are 4 long running cases accounting for £74K. These will be concluded by the end of the financial year. The team continually monitors the Fitness to Practise pipeline and the pipeline report will be brought to the Finance & Performance Chair monthly and thereafter, when appropriate, to Council. <p>The Registrar advised that individual cases were proving more costly in terms of additional medical tests, etc. This will be taken into consideration when forecasting.</p> <ul style="list-style-type: none"> • IT - Risk Register £28K; additional recruitment costs £19k. The Risk Register and Azure are recurring costs. 	<p>Proposed by: Brendan Garland Seconded by: Carol Moore</p>

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		<ul style="list-style-type: none"> • Project costs are in line with budget. • Deficit of £368k. • Significant reserves are in place and the deficit is fully covered. <p>The F&P Chair advised that he would continue to monitor closely. He also advised that Evelyn (investments) would be making a presentation to Council at its January 2023 meeting in relation to its investment portfolio performance and the level of risk.</p>	
6.2	Budget 2023/24 For Approval	<p>The Finance & Performance Chair directed Council's attention to the papers provided and advised that the Executive Team were recommending the recruitment of two additional resources – a Paralegal to work within the Fitness to Practise team and a Policy Officer to work within the Policy, Standards and Adjudication team. An additional resource version of the budget was within the papers for Council to review.</p> <p>He advised that the recommended recruitment of a paralegal would increase in-house capacity and assist with primary handling of Fitness to Practise cases. In addition, the number of Statutory and Scrutiny committee meetings has created additional administrative pressure on the team – in addition to legislative and regulatory changes. The recommended recruitment of a policy officer would increase in-house capacity to respond to the increased workload.</p> <p>The recruitment would result in savings in project costs and negate the need for costly external support. The Finance & Performance Committee was happy to recommend to Council for approval.</p>	

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		<p>The CEO advised that recruitment and staff absence was later in the agenda. The registration of Pharmacy Technicians will be involve a significant workload in terms of legislative reform in partnership with the Department and the organisation wants to be involved in the drafting. The following year, the organisation will be responsible for writing regulations. This will be labour intensive. The target for Pharmacy Technicians is January 2024.</p> <p>The organisation has also been asked to review the Code - paper later in the agenda. Every standard will need to be reviewed in light of any changes to the Code. We will need people to develop and have legal oversight of them. The review of standards is a recurring activity over 3-4 years.</p> <p>The Registrar advised that the current marketplace has been researched with recruitment consultants and the organisation was hopeful in terms of a successful recruitment exercise. However, it will wait for the right person.</p> <p>In terms of a back-up plan, and the suggestion that CFR might be asked to provide personnel, the Registrar advised that nothing was off the table.</p> <p>Council members voiced their support for the motion and agreed that it was imperative to secure good staff to relieve the pressure on SMT and staff teams. Ideally, if approval was given, the team would like to go out to recruitment before Christmas with a view to shortlisting in early January 2023.</p>	

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		<p>The DBO highlighted the following, based on the prior year and taking cash projections into consideration:</p> <ul style="list-style-type: none"> • Income increase of at least £13K if the organisation moves to Flagstone • Retention income increase • Expenditure increase of £107k • Salary increase of £55k • Fitness to Practise increase of £19k – looking at prior year budget, current status and taking out the 4 historic cases. Projecting FtP costs of £158K. This is being brought to Council now to ascertain if retention fees are to be increased. • Operating deficit of £117k • Project costs £100K • Deficit after projects £216K. <p>The CEO advised Council that year-end reserves were £1.6M which is £600k over the reserves policy figure. Council may want to consider reviewing the reserves policy in the coming year to ensure that we maintain reserves at the required level and to justify the level of reserves to registrants. He advised that the Executive Team constantly looks at ways to manage and keep costs down.</p> <p>Council approved recruitment as recommended by the Finance & Performance Committee.</p> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px;"> <p>Key Decision Council approved recruitment as recommended by the Finance & Performance Committee.</p> </div>	<p>Proposed by: Mark McCrudden Seconded by: Brendan Garland</p>

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7.0	Flagstone Cash Management For Approval	<p>Further to previous discussion, the Chair of the Finance & Performance Committee, on behalf of his committee, recommended that Council approve the transfer of £600k from the organisation's current account to the Flagstone Cash Management portal to invest in FSCS approved UK bank fixed term deposit accounts.</p> <p>He advised of the initial administration fee of £500 and of the interest rate of 0.25% per annum. Currently, the organisation had £220K in a Bank of Ireland fixed term deposit with an interest rate of 0.01%.</p> <p>Council approved the transfer of £600k from the organisation's current account to the Flagstone Cash Management portal.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>Key Decision Council approved the transfer of £600k from the organisation's current account to the Flagstone Cash Management portal.</p> </div>	<p>Proposed by: Barry Mimmagh Seconded by: Jonathan Patton</p>
9.0	President's Report For Information	<p>The President advised of the following meetings:</p> <ul style="list-style-type: none"> • Meeting with the CPO, prior to taking up position, with another meeting scheduled in two weeks. • Meeting with PSA in London on 14/11/22, primarily in relation to the Safer Care for All report and included a lengthy discussion around the need for a Commissioner and further discussion is required around what added value a Commissioner would bring. 	

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		<p>Discussion also around workforce issues and the need for a workforce plan; how to attract the right people and retain them. Good discussion around EDI and its challenges. A key part of the discussion was around collection of data and developing the sharing of data locally and nationally.</p> <p>In terms of FtP, there was discussion around issues across the regulators.</p> <p>Overall, this first meeting was very positive.</p> <ul style="list-style-type: none"> • Meeting scheduled for 08/12 to meet with the Chair of GPhC, Gisela Abbam, with the CEO. • Attending the meeting of the Educational Reform Implementation Group on 15/12/22. • Attending the meeting of the Pharmacy Workforce Review Group on 26/01/23. • Attending the UU prizegiving on the evening of 29/11/22. <p>The President also advised that she had been invited to give a talk to UU students and hoped to do so in the New Year. And, finally, the President received an unusual meeting request from a 15-year-old Banbridge schoolboy who provided a comprehensive list of the people he has met and the memorabilia he has collected.</p> <p>In closing, the President acknowledge the busy role and the big shoes to fill.</p>	

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10.0	<p>CEO's Report For Information</p>	<p>The CEO advised that the UK Commission of Pharmacy Leadership had been established by the 4 CPOs to interrogate what good leadership looks like. There are 4 workstreams and the CEO is involved in Regulatory Support. It feels like it may go somewhere. The likely outcome from the recommendations will be a template of good professional leadership in pharmacy. From the organisation's perspective, leadership is not thought of as a single body in the UK. Standards belong to the regulator – they are fit for purpose and set out competence for admission to the Register. Difficulty arises in relation to technical standards i.e. Fitness to Practise cases. The issue at the moment is that the GB professional body for pharmacy keeps a lot of information behind a wall which only members can access and it raises a question over whether that is the correct approach. There is growing recognition that although professional bodies must look after their members, they must do so in the public interest.</p> <p>The next meeting is scheduled for 08/12/22 and the CEO advised that he would draft a report to Council thereafter.</p> <p>The CEO also advised that he meets with Alan Clamp, CEO of PSA, annually to discuss the business plan. This year he asked what PSA could do to help regulators do a better job. The CEO gave comprehensive feedback including that regulation was not the only solution. In terms of the Performance Review, feedback was positive and the experience was a lot less resource intensive with an acceptance of view and discussion which worked well. Overall, it was a better experience and was quite useful.</p>	

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		Peter Hutchinson agreed and hoped that next year would see the maintenance of that helpfulness and working together to help direct this organisation in the work that it does.	
11.0	Review of the Code For Information	<p>The DPA advised that the paper presented provided Council with an overview of the plan, headline timetable and activities undertaken and to be undertaken, to meet Council's objective of completing a full review of the Code by May 2023 followed in the next corporate strategy by phased review of Standards related to the Code.</p> <p>An expert advisory group met on 15/11/22 comprising good representation of the profession although very little public representation. He highlighted the following timeline:</p> <ul style="list-style-type: none"> • 15th of November 2022 will be the first meeting with the AG to test our initial work and assumptions • Redrafting completed Jan/February 2023 • Advisory Group Meeting March/April 2023 • Council approval of draft for Consultation April/May 2023 • 12-week public consultation launched May 2023. • Advisory Group Meeting on Imbedding plan • Launch of new Code August/Sept 2023 • Full Implementation after Transition Period December 2023 <p>Discussion ensued around the composition and selection of members of the advisory group. The DPA advised that regular updates would be brought to Council regarding the content of the review, progress and any areas of concern.</p>	

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12.0	Report on Progress against Strategy For Information	<p>The CEO directed Council to the Executive Summary provided and highlighted that the RAG system that the organisation uses showed the current status and tending towards status. He advised the following:</p> <p>1(a): PSA appraisals: 2020 year shows failure to meet 3 standards – this is disputed but not appealable. The aspiration to meet all performance standards in at least 4 out of 5 years remains good but is rather hard to achieve.</p> <p>2(s): The aspiration is to look at the feasibility of setting standards to go beyond the absolute minimum. This is to be reviewed at the next corporate strategy review meeting and it would be worth looking to see if it still remains a valid goal.</p> <p>5(b): Professional leadership -v- Regulation. A helpful outcome to this would be how professional leadership could best be delivered in this jurisdiction. As discussed before, the template will be helpful to show what good leadership looks like.</p>	
13.0	Correspondence Log For Information	Council reviewed the correspondence provided.	
14.0	Any Other Business For Information	No other business was tabled.	
15.0	Date of Next Council Public Meeting	The next Public Council meeting is scheduled for 09:30 on Tuesday, 31 January 2023 and this will be a hybrid meeting.	