

**Draft Minutes of the Council Public Meeting
Remote – Via Zoom
On Tuesday, 21 March 2023 @ 10:30**

	<p>Agenda Item - Present</p>	<p>Council Members: Dr Geraldine O’Hare (President) Mr Jonathan Patton (Vice President) Ms Alison Ragg Prof Patrick Murphy Ms Carol Moore Mr Brendan Garland Mr Philip Knox Mr Scott Gill Ms Chanel Jones Mr Gary McMurray</p> <p>Visitors: Mr Christopher Pawluczyk – PSA Ms Jenda McSwiggan – Boardroom Apprentice</p> <p>In Attendance: Ms Michaela McAleer (Chief Executive) Ms Laura Hughes (Registrar & Director of Regulation) Mr Mark Neale (Director of Public Affairs) Ms Joan Duffy (Director of Business Operations) Mr Peter Hutchinson (Policy Standards & Engagement Lead) Mr Ryan Duffy (Interim Project Manager) Ms June Alexander (Executive Assistant)</p>	<p>Apologies Barry Mimmagh Mark McCrudden Colleen Duffy</p>
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1.0	Welcome & Apologies	<p>Council commenced its Public meeting at 10:30, after a presentation by the Chief Pharmaceutical Officer, Cathy Harrison. Council agreed on the benefits of such interactions with the CPO and agreed that an annual invitation to meet with Council should be extended to her.</p> <p>The President welcomed everyone to the meeting including attendees Philip Knox (Council) and Chris Pawluczyk (PSA) who joined remotely and Jenda McSwiggan, Boardroom Apprentice.</p> <p>Apologies were noted from Barry Mimmagh, Mark McCrudden and Colleen Duffy.</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.	
5.0	Minutes & Key Actions from last meeting For Approval	<p><u>Minutes:</u></p> <p>Council approved and adopted the Minutes of the Public meeting of 31 January 2023 as a true and accurate record of events.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Key Decision / Action: Council approved and adopted the Minutes of the Public meeting of 31 January 2023 as a true and accurate record of events.</p> </div>	<p>Proposed by: Brendan Garland Seconded by: Carol Moore</p>

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6.0	<p>Scrutiny Committee Annual Report 2022 For Approval</p>	<p>The CEO advised that the Scrutiny Committee Chair produced an Annual Report for approval by Council as laid out in the Regulations, the current Chair being Nicole Lappin.</p> <p>Council was reminded that the Scrutiny Committee dealt with referrals from the Registrar and applied a realistic prospect test as to whether the Statutory Committee would find that Fitness to Practise had been impaired. Their test was based on papers from the Registrar and the registrant.</p> <p>The Scrutiny Committee had dealt with five referrals in 2022, three of which were referred on to the Statutory Committee and two were issued warnings.</p> <p>Council was asked to approve the Annual Report 2022 and make any observations.</p> <p>In response to a Council query, the Registrar clarified that the Scrutiny Committee has the authority to either close a case or to send it on to the Statutory Committee. It can also ask for further information before making its decision. If the Scrutiny Committee found itself conflicted, it would refer the case on the Statutory Committee.</p> <p>In addition, the CEO confirmed that she had attended an event to speak with first year pharmacy students. She confirmed to Council that no action can be taken against an individual until they join the Register and, in the process, make a declaration in relation to Fitness to Practise.</p>	

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6.0	Scrutiny Committee Annual Report 2022 For Approval (continued)	<p>The Registrar advised that some behavioural issues were raised with the accreditation panel at the Ulster University, but were satisfied with the University's involvement.</p> <p>Council approved the Scrutiny Committee Annual Report 2022.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Key Decision: Council approved the Scrutiny Committee Annual Report 2022.</p> </div>	Proposed by: Jonathan Patton Seconded by: Alison Ragg
7.0	President's Report For Information	<p>The President advised that, 4 months into her role, she had completed all 1-2-1 meetings with Council members bar one which was scheduled for April. She noted that she was most impressed with the work of Council and PSNI staff and thanked everyone for their responsiveness and willingness to volunteer for tasks. In relation to her report, the President updated Council as follows:</p> <ul style="list-style-type: none"> • The President and CEO had weekly meetings to keep up to date and the VP joined, when possible. • They had a meeting with the CPO on 15 February and reported that a good relationship was forming. • They also met with PDA on 06 March. • Both the President and CEO had been invited to attend the Pharmacy Forum Management Board meeting on 30 March. • The President had also met with Gisela Abbam, GPhC Chair, on 06 March and a further meeting had been arranged with her and Duncan Rudkin on 17 April. • 	

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7.0	President's Report For Information (continued)	<ul style="list-style-type: none"> The President and CEO both attended the Women in Leadership event on 10 March. The President has established a Chairs' Meeting to enable herself and the Chairs to communicate up to date information on various workstreams. 	
8.0	CEO's Report For Information	<p>The CEO updated Council as follows:</p> <ul style="list-style-type: none"> PSNI had agreed to co-chair the Pharmacy Technicians Oversight Board which will review the plans, now extended to 2025, for the regulation and registration, and would also co-chair the Comms sub-group. Working groups would include education and workforce development and a workshop was scheduled for 27 March with speakers from GPhC who have experience in interacting with pharmacy technicians. The CEO and President had a very positive meeting with PDA on 09 January. The outcome of their survey was discussed which mainly focussed on fees with 80% of respondents wanting payment by instalments. The organisation was already looking at that option and had committed to having a payment by instalment option for the 2024/25 year. The CEO confirmed that there appeared to be nothing in the legislation to prevent payment by instalments and also confirmed that the retention fee encompasses the PSNI and Pharmacy Forum NI. The key message was that fees had not been increased in seven years and the organisation was looking at the direct debit process. In relation to EDI, the Equality Commission had been invited to meet with the organisation in relation to issues around Northern Ireland legislation and data collection. 	

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9.0	Report on Progress Against Strategy For Information	<p>The CEO advised that there was little change from the last Council meeting except for some slight updates to the narrative:</p> <p>1(a): PSA had published their report and the CEO had already updated Council on pharmacy technicians.</p> <p>2(b): In relation to standards work, the CEO advised that an internal operational work programme was being drafted to review the standards over the next year or so.</p> <p>In relation to 3(a), Council asked if a progress report could be provided in relation to timelines, efficiencies and costs for FtP processes to show any improvement. The CEO advised that a deep dive into FtP costings was in progress and she was reviewing the information provided to Council in relation to FtP.</p>	
10.0	PSAPR 21/22 Final Report To Note	The CEO advised that there had been a successful outcome with all 18 standards having been met and that the Executive Team would look closely at all additional comments and identify any additional work required.	
11.0	Any Other Business For Information	None tabled.	
12.0	Date of Next Council Public Meeting	The President confirmed that the next Public Council meeting was scheduled for 09:30 on Tuesday, 09 May 2023 and that the meeting would be hybrid.	