

Minutes of the Council Public Meeting
Hybrid
09 May 2023 @ 09:30

	Agenda Item - Present	Council Members: Dr Geraldine O’Hare (President) Mr Jonathan Patton (Vice President) Ms Alison Ragg Ms Carol Moore Prof Patrick Murphy Mr Brendan Garland Mr Philip Knox Ms Colleen Duffy Mr Gary McMurray Visitors: Mr Steve Wright – PSA In Attendance: Ms Michaela McAleer (Chief Executive) Ms Laura Hughes (Registrar) 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 Projects Manager) Ms June Alexander (Executive Assistant)	Apologies
			Mr Mark McCrudden Mr Barry Mimmagh Mr Scott Gill Ms Chanel Jones
			Action
1.0	Welcome & Apologies	The President welcomed Council members to the meeting and also welcomed Steve Wright from PSA.	
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> Council approved and adopted the Minutes of the Public meeting of 21 March 2023 as a true and accurate record of events with one amendment to show that Gary McMurray was in attendance at that Council meeting.</p> <p><u>Actions:</u> There were no outstanding actions.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <p>Key Decision / Action: Council approved and adopted the Minutes of the Public meeting of 21 March 2023 as a true and accurate record of events.</p> </div>	Proposed by: Prof Patrick Murphy Seconded by: Mr Brendan Garland
6.0	Draft Terms of Reference – Audit & Risk Committee For Approval	<p>The President thanked the Chair and members of the Audit & Risk Committee for their considerable work in producing a revised Terms of Reference. The Chair took all comments into consideration. The President noted that Audit & Risk Committee work is very important in terms of critical assurances to Council and to the President.</p> <p>The Chair, Philip Knox, directed Council’s attention to the cover paper which set out an overview of changes, including quorum, clarity around decision making, whistleblowing, disclosure and counter fraud. The whistleblowing section is the most detailed for clarity. The whistleblowing policy sits in the Corporate Governance Handbook which is being reviewed to update the terminology.</p> <p>The Chair thanked everyone who responded with comments.</p>	

		<p>The CEO advised that this document could not be read in isolation as each document and appendix within the Corporate Governance Handbook linked to each other.</p> <p>Council approved the Terms of Reference for the Audit & Risk Committee.</p> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px;"> <p>Key Decision / Action: Council approved the Terms of Reference for the Audit & Risk Committee.</p> </div>	<p>Proposed by: Ms Carol Moore Seconded by: Ms Alison Ragg</p>
7.0	<p>AAPA Consultation For Approval</p>	<p>The CEO introduced this item and drew Council's attention to the Pharmaceutical Society's proposed response to the Anaesthetics Associates and Physicians Associates consultation which would see these groups of healthcare professionals become regulated by the GMC on a statutory basis. She advised that this was an important consultation as it represented the blueprint of legislative reform for all remaining regulators moving forward.</p> <p>The DPA advised that the consultation had given rise to several areas of concern for regulators but, broadly speaking, the Society welcomed the reforms. The DPA outlined three key concerns:</p> <ul style="list-style-type: none"> • Recognition of our position in regulating premises and pharmacists; • Fitness to Practise matters including early-stage investigations – it is unclear how this would look; and 	

		<ul style="list-style-type: none"> This legislation suggests that we would only be able to raise fees to cover our running costs. <p>The President noted that the deadline for submission of the response is 16 May 2023 and thanked everyone involved for their contribution.</p> <p>Council, having considered the consultation documents and proposed consultation response, approved the response for submission to DHSC on 16 May 2023.</p> <div data-bbox="685 619 1724 737" style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;"> <p>Key Decision / Action: Council, having considered the consultation documents and proposed consultation response, approved the response for submission to DHSC on 16 May 2023.</p> </div>	<p>Proposed by: Mr Jonathan Patton Seconded by: Mr Brendan Garland</p>

8.0	President's Report For Information	<p>The President acknowledged that the last few months had been a very busy period. The CPO, Cathy Harrison, had attended the last Council meeting and had asked the President to convey her thanks to everyone for giving her such a warm welcome. The President will be inviting the CPO to attend a Council meeting on an annual basis.</p> <p>In terms of activity since the last Council meeting, she advised the following:</p> <ul style="list-style-type: none"> • The President & CEO have continued to have regular meetings. • The Committees and Task & Finish Groups have been busy, and the President thanked everyone for their contributions and engagement with her; • A Chairs' meeting was held on 24 March 2023. Information is being shared between Chairs so that there is alignment between the work of the Committees and the Task & Finish Groups; • A mapping exercise is in progress to schedule Council and Committee meetings for 2023/24 • The President is also undertaking a mapping exercise in terms of Committee membership, and she advised that each Council member should sit on two Committees during their tenure and that Chairs should be replaced every three to four years. She would also be asking Chairs to "buddy up" with members joining Committees to integrate them three months in advance; • The President remarked on the excellent Risk Management Training facilitated by Christine O'Hagan of ASM on 19 April 2023. She noted that the feedback from members was excellent and thanked all in attendance. • The President updated Council on her meetings and invitations, as follows: <ul style="list-style-type: none"> ○ She had attended the UCA Pharmacy in Focus event and it very welcoming and complimentary; ○ Pharmacy Forum had invited the President to speak at one of their events on 17/18 May 2023. ○ Both the President and CEO had met with Gisela Abbam and Duncan Rudkin of GPhC; ○ The President attended the NI Healthcare Awards on 27 April 2023 where Jonathan Patton presented Dr Jim Livingstone with a Lifetime 	
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9.0	CEO's Report For Information	<p>The CEO noted the very useful meeting with Gisela Abbam and Duncan Rudkin of GPhC and advised that another meeting will be scheduled in the near future on a tripartite basis with the Society, GPhC and PSI about mutual recognition arrangements.</p> <p>She advised that the work on the registration and regulation of Pharmacy Technicians was ongoing and very positive. The date for completion of this work has been delayed to 2025. The CEO will be co -chairing the Oversight Board with the CPO and the board had had a first successful workshop and meeting in March. She also noted that two sub-groups will be chaired by Mark Neale and Ryan Duffy.</p> <p>The CEO advised that the first All Staff Briefing (inc. Pharmacy Forum) was held on 18 April. These meetings will be held every other month. The Executive</p>	



		Team is continuing to look at internal and external communications and the All-Staff Briefings are one aspect of this work.	
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10.0	Corporate Strategy Update For Information	Jonathan Patton, Chair of the Corporate Strategy Task & Finish Group, advised that he had circulated comments around the Corporate Strategy addendum and noted that it will require input from the Executive Team. He asked that the T&F Group members add comments to be collated and agreed at a final meeting before the end of May 2023.	
11.0	Council Learning & Development Update	<p>Brendan Garland, Chair of the Learning & Development Task & Finish Group, advised that he would circulate a paper after the Council meeting. He noted that the group had met on several occasions and had made good progress on workstreams and welcomed feedback on the paper to follow.</p> <p>Brendan thanked everyone involved for their contributions.</p> <p>The President thanked members of this working group for all their work and for their time committed to the tasks involved.</p>	
12.0	Correspondence Log For Information	None	
13.0	Any Other Business For Information	The President advised that Peter Hutchinson was leaving PSNI to take up another post. She acknowledged Peter's expertise, knowledge, assistance and support to Council over the past seven years. She also advised that Katie Quinn was also leaving PSNI and thanked both Peter and Katie her for all their work and assistance to Council over the years.	
14.0	Presentation to Council – Overview of FtP Process	Katie Quinn, Legal Officer, made a presentation to Council. The PowerPoint Presentation was circulated to Council members after the meeting.	
	Date of next meeting To Note	The next Public Council meeting is scheduled for 19 September 2023 @ 09:30	