

**Minutes of the Council Public Meeting  
 Hybrid  
 19 September 2023 @ 09:30**

|     | <b>Agenda Item - Present</b> | <p><b>Council Members:</b><br/>                     Dr Geraldine O'Hare (President)<br/>                     Ms Alison Ragg<br/>                     Ms Carol Moore<br/>                     Prof Patrick Murphy<br/>                     Mr Brendan Garland<br/>                     Mr Philip Knox<br/>                     Ms Colleen Duffy<br/>                     Mr Gary McMurray<br/>                     Ms Chanel Jones<br/>                     Mr Scott Gill<br/>                     Mr Mark McCrudden<br/>                     Mr Barry Mimmagh</p> <p><b>Visitors:</b><br/>                     Mr Christopher Pawluczyk and Colette Higham – PSA</p> <p><b>In Attendance:</b><br/>                     Ms Michaela McAleer (Chief Executive)<br/>                     Ms Laura Hughes (Registrar)<br/>                     Ms Joan Duffy (Director of Business Operations)<br/>                     Mr Mark Neale (Director of Public Affairs)<br/>                     Ms Zulema Horner (Executive Assistant)<br/>                     Mr Stephen Moohan</p> | <b>Apologies</b><br><br>Mr Jonathan Patton<br>(Vice President) |
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|     |                              |   | <b>Action</b>  |
| 1.0 | Welcome & Apologies          | <p>The President welcomed Council members to the meeting and welcomed Christopher Pawluczyk and Colette Higham from PSA.</p> <p>The President expressed thanks and appreciation to June Alexander for her 7 years of service upon her recent departure from the Pharmaceutical Society NI.</p>  |  |

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| 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<br><b>For Approval</b> | <p><u>Minutes:</u><br/>Council approved and adopted the Minutes of the Public meeting of 09 May 2023 as a true and accurate record of events.</p> <p><u>Actions:</u><br/>There were no outstanding actions.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>Key Decision / Action:</b><br/>Council approved and adopted the Minutes of the Public meeting of 09 May 2023 as a true and accurate record of events.</p> </div> | <p>Proposed by:<br/>Mr Brendan Garland<br/>Seconded by:<br/>Mr Gary McMurray</p> |
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| 6.0 | <p><b>Strategic Reserves Policy For Approval</b></p> | <p>The President thanked Stephen and the Finance and Performance Committee for their work and detailed account of the policy.</p> <p>The Chair, Gary McMurray, pre-empted the discussion by explaining Stephen Moohan's involvement with the Finance and Performance Committee and his contribution with the Reserves Policy draft. Gary also stated that the Finance and Performance Committee will be monitoring the Society's reserves, and the actual levels of reserves will be tracked on an annual basis.</p> <p>Stephen directed the Council's attention to the Reserves Policy draft document. The Reserves Policy document details the Society's financial position and the information will track the organization's performance, support better decision-making and efficient funds management.</p> <p>Council approved the Strategic Reserves Policy.</p> <div data-bbox="555 818 1400 906" style="border: 1px solid black; background-color: #cccccc; padding: 5px;"> <p><b>Key Decision / Action:</b><br/>Council approved the Strategic Reserves Policy</p> </div> | <p>Proposed by:<br/>Mr Mark McCrudden<br/>Seconded by:<br/>Mr Scott Gill</p> |
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| 7.0 | <p>Terms of Reference-<br/>Finance and Performance<br/>Committee<br/><b>For Approval</b></p> | <p>The Council was asked to note and ratify the revised Terms of Reference for the Finance and Performance Committee. The Chair, Gary McMurray, addressed the Council with an overview of the changes to the Terms of Reference document.</p> <p>The President thanked everyone who responded with comments.</p> <p>Council approved the changes Terms of Reference.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>Key Decision / Action:</b><br/>Council approved the changes Terms of Reference.</p> </div>   | <p>Proposed by:<br/>Mr Brendan Garland<br/>Seconded by:<br/>Mr Scott Gill</p> |
| 8.0 | <p>Proposed Schedule of<br/>Council meetings<br/><b>For Information</b></p>                  | <p>The President directed the Council to the cover note and explained the context of the Proposed schedule of Council meetings for 2023-24.</p> <p>The President acknowledged that the various committees are very active, and is aware that most of the work takes place on these committees along with working groups.</p> <p>Due to the aforementioned healthy committee activity and working groups at present, the Council is asked:</p> <ul style="list-style-type: none"> <li>• To consider 4 council meetings as opposed to 6, and for a 5<sup>th</sup> Council meeting possibly in the summer months of 2024 to be found.</li> <li>• Views on evening council meetings.</li> </ul> |   |

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|     |  | <p>Council approved a schedule of 5 Council meetings, with the option of a summer and evening meeting.</p> <p><b>Action: Agree a summer and evening meeting for 2024</b></p>   | <p>Proposed by:<br/>Mr Barry Mimmagh<br/>Seconded by:<br/>Ms Alison Ragg</p> |
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| 9.0 | <p><b>President's Report<br/>For Information</b></p> | <p>The President acknowledged the busy period from our last meeting in May and expressed her gratitude for all the work being carried out by all the members of the committees throughout the summer months.</p> <p>The President formally acknowledged correspondence with Cathy Harrison by way of a congratulatory letter on behalf of the council following her professorship award. Cathy's response letter expressed gratitude and delight to have the opportunity to attend future council meetings (once a year).</p> <p>The President updated Council on her meetings and invitations, as follows:</p> <ul style="list-style-type: none"> <li>• The President provided an update on the development of the Corporate Strategy and the Council Session taking place after the Council Meeting on the Strategy.</li> <li>• Pharmacy Forum conducted a webinar, promoting public appointments and pharmacists looking at public appointments.</li> <li>• The President and Michaela met with the PSA on the 17<sup>th</sup> May.</li> <li>• Chairs Meeting of all Health Care Regulators with Caroline Corbyn of PSA on the 6<sup>th</sup> July</li> <li>• Professor Paul McCarron regarding an external council meeting at the Ulster University conference room next year.</li> <li>• The President was in London for the PSA round chair table meeting on the 10<sup>th</sup> July. The President expressed appreciation to be part of</li> </ul> |  |

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|  |  | <p>discussions in terms of workforce planning, backlogs and recruitment of council members across the regulating bodies.</p> <ul style="list-style-type: none"> <li>• Meeting with Sean Kelly and his mother, an enthusiastic 16 year old who had written a letter to the PSNI expressing his interest in public life.</li> <li>• The President has directed the Council to meet and discuss Centenary celebrations.</li> <li>• The President mentioned attendance at the Council's Chairs' meeting on the 23<sup>rd</sup> August, an informal arrangement where the chairs of the committees work with current working groups can come together to share what is currently happening.</li> <li>• Meeting in Dublin with PSI and to meet with Christine Collins from RQIA, but both meetings were cancelled and consequently rescheduled.</li> <li>• The President suggested council member attendance to the NICON conference in October.</li> <li>• The President and Michaela intend to invite Duncan Rudkin, CEO, GPHC and Gisela Abraham, Chair of GPHC to attend council.</li> </ul> <p><b>Action: Look at the NICON conference and any other event anyone would consider useful as a council member, and if they would like to attend notify the President for consideration.</b></p> |  |
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Commented [MM1]: Sorry Geraldine can't remember this

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| 10.0 | <b>CEO's Report<br/>For Information</b>                            | <p>The CEO updated the council on the following;</p> <ul style="list-style-type: none"> <li>• The Covid-19 inquiry, the society has been asked to provide a draft statement to module 3 of the Covid 19 inquiry. This module focuses on the impact of the pandemic on health systems across jurisdiction. It has also been indicated that the society will be expected to be involved in statements relating to other modules, updates to follow.</li> <li>• There is a consultation currently running by the society on the knowledge of English, which proposes regulations and associated guidance to ensure pharmacists in Northern Ireland have adequate knowledge of the English language to safely and effectively perform their tasks.</li> <li>• EDI, we have an internal working group and looking to reconstitute it due to new staff and departures.</li> </ul>   |  |
| 11.0 | <b>Report on Progress against<br/>Strategy<br/>For Information</b> | <p>The CEO stated we are working on a new strategy for 2024-28. She acknowledged that the current strategy 2017-23 has been extended for further period, and she has provided council with an update on each of the goals and objectives set out on that strategy.</p> <p>The CEO asked Council to consider if all of the specific objectives and timelines might need to be revised for the remainder of 2023-24 and to take into account difficulties we have had in the past in meeting objectives that have been reliant on developments outside of our control. She also asked to consider that we don't have an operational Assembly and this has impacted on our ability to advance policy with the DoH and a number of key strategic objectives.</p> <p>The President confirmed that Vice President, Jonathan Patton, is working on updates on the extended strategy via a working group for a limited period of time. Prof Patrick Murphy confirmed in Jonathan's absence that a paper has been created and no significant changes are reported but we will await the updated document for further consideration. The President noted that the current strategy runs until end of May 2024.</p> <p><b>Action: Update on the extended strategy paper.</b></p> |  |

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| 12.0 | Correspondence Log<br><b>For Information</b> | None   |  |
| 13.0 | Any Other Business<br><b>For Information</b> | None   |  |
| 14.0 | Date of next meeting<br><b>To Note</b>       | The next Public Council meeting is scheduled for 5 <sup>th</sup> December 2023 @ 09:30 |  |
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