

Minutes of the Council Public Meeting
Hybrid
25 June 2024 @ 10:00

	Agenda Item - Present	Council Members: Dr Geraldine O'Hare (President) Ms Alison Ragg (AR) Prof Patrick Murphy (PM) Mr Brendan Garland (BG) Mr Philip Knox (PK) Mr Mark McCrudden (MM) Ms Chanel Jones (CJ) Mr Scott Gill (SG) Mr Barry Mimmagh (BM) Visitors: Steve Wright PSA Bronagh Ward HSCNI Gareth Givalry MediCare In Attendance: Mr Jonathan Patton (Caretaker CEO, CCEO) Mr Stephen Moohan (Interim Registrar) Ms Zulema Horner (Executive Assistant) Ms Sharon Bell (Post Registration CPD Quality Assurance Facilitator, SB) Mr Simon McClenahan (Senior Policy, Standards and Engagement Officer, SM)	Apologies Ms Colleen Duffy Mr Gary McMurray Ms Joan Duffy (Director of Business Operations)
			Action

1.0	Welcome & Apologies	The President welcomed Council members to the meeting and also welcomed Steve Wright from the PSA, Gareth Givalry from MediCare, Bronagh Ward from HSCNI, Sharon Bell and Simon McClenahan PSNI Staff.	
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	<u>Minutes:</u> Council approved and adopted the Minutes of the Public meeting of the 05 March 2024 as a true and accurate record of events. <u>Actions:</u> 1. Update to CPD Functionality- Comms strategy to be developed around the notification to Registrant as users and clear statement of decommissioning of the old system. 2. Update on Code of Conduct consultation feedback report. Key Decision / Action: Council approved and adopted the Minutes of the Public meeting of the 05 March 2024 as a true and accurate record of events.	Proposed by: Ms Alison Ragg Seconded by: Mr Barry Mimmagh

6.0	Removal from Register for Non-Payment of Retention Fees & Non-Compliance with the CPD Framework For Approval	The Interim Registrar discussed the contents of the paper titled Removal from Register for Non-Payment of Retention Fees & Non-Compliance with the CPD Framework. The paper asks Council to direct removal on 27th August 2024 of the names of those pharmacists whose retention fees remain unpaid on 26th August 2024 and who have been issued with a demand as detailed in Article 15 of the Pharmacy Order. It also advises Council on the number of registrants who remain non-compliant with the CPD Framework for CPD Year 2023/24 and whose names will be removed from the Register after the issue of the Statutory Notification. Following the presentation, Council approved the paper and directed removal as discussed. Key Decision / Action: Council approved the paper and directed removal as discussed.	Proposed by: Mr Brendan Garland Seconded by: Mr Scott Gill

7.0	Changes to the CPD Framework For Approval	Sharon Bell, as the Post Registration CPD Quality Assurance Facilitator, presented amendments to the CPD framework, particularly around unscheduled cycles, which now do not require reflection and planning but should include a record of actions, hours, and an evaluation of learning and application. External resources and guidance were reviewed to address inconsistencies in documentary evidence for extenuating circumstances applications, leading to a change in policy where career breaks and unemployment are no longer acceptable reasons to abstain from submitting CPD portfolios¹²³. The focus group methodology was shared with Council, highlighting the composition, operation, and results of the group, which provided insights for making the framework more user-friendly. The changes included a new save button, cycle titles, a "next" button, auto-save functionality, and the ability to submit, print, copy, paste, and add content to other cycles. Feedback from Council registered members was positive regarding the updates to unscheduled cycles. However, concerns were raised about the assessment of those changing the scope of practice and the lack of a clear definition for such changes. The Interim Registrar stated that guidance would be provided to clarify terms, and a new round of focus groups was suggested to ensure the framework meets registrants' needs.	Proposed by: Ms Alison Ragg Seconded by: Ms Chanel Jones
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8.0	Communication Updates For Information	Simon McClenahan presented the Communications report, highlighting key activities and issues from March to June 2024, including mass emails, social media engagement, and website improvements. • Email Communications and Engagement: 57,000 emails were sent to registrants and trainees on various topics, with engagement metrics discussed during the meeting.¹² • Website and Social Media Updates: Issues with Google Analytics on the website were noted, and a website transfer costing £1,800 is planned to resolve these issues and ensure security updates. Social media saw 139 new followers and positive engagement.³⁴ • Feedback and Future Plans: A Communications survey revealed a desire for a more colourful and user-friendly website, and the Council requested inclusion of strategic stakeholder engagement in future reports.⁵⁶ Key Decision / Action: Organise the Council in July for everyone to be present to get a photograph and update bios to be forwarded ahead of this meeting. SM to bring in a concept of the new website to next Council. SM to bring to Council a Strategic Stakeholder Engagement report.	
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9.0	Annual Report Timetable For Information	Simon McClenahan, Senior Policy, Standards and Engagement officer gave a brief summary of the Annual Report Timetable. The Audit & Risk Committee Chair requested to ensure the key business issues with ARC are captured within the report. Key Decision / Action: SM will ensure the ARC key business issues are captured within the report.	
10.0	President Report For Information	The President Report contained the following: • Altnagelvin Hospital confirmed for the 24th September Council Meeting, Anne Friel is our contact who is organising with other potential guests • Council evening meeting in July. • Recognition Event for new Registrants October or November. • The President expressed a strong interest in recognising Pharmacists who are doing outstanding work and advised that we have issued Congratulations letters to these Pharmacists who have been awarded with different honours. • PAU Council Recruitment. • The President met with Michael Guerin, and will meet again on the 4th July with the CEO, and has met with Gerard Green. • Will meet with PSI and CORU in Dublin, continue to have meetings with GPHC. • PSA Meeting on the 9th July will meet with Priscilla.	

		• The President had a meeting with Tom Eakin who was the President when the Society turned 50 years, he has agreed to be part of the Centenary Celebrations. • Centenary planning Simon and others have been actively involved we have reached out to stakeholders and registrant and established a working group. • Council Development this afternoon Pharmacy Awareness Training. • Council Governance Training confirmed for the 4th November. • Will be attending an event tomorrow with the CPO. • President and VP have a meeting with Carolyn Corby and Alan Clamp from the PSA this afternoon. • Heather Bell from NICPLD will potentially attend Council in September.	
11.0	CCEO's Report For Information	The CCEO presented a written summary of everything in the period since the previous Council meeting.	
12.0	Correspondence Log For Information	None	
13.0	Any Other Business For Information	None	

14.0	Date of next meeting To Note	The next Public Council meeting is scheduled for the 30 th July 2024 19:00	
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