Minutes of the Council Public Meeting

05 December 2023 @ 10:00

	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 Gary McMurray Mr Scott Gill Mr Barry Mimnagh **Visitors:** Mr Christopher Pawluczyk– PSA **In Attendance:** Ms Michaela McAleer (Chief Executive) Ms Joan Duffy (Director of Business Operations) Ms Zulema Horner (Executive Assistant) Mr Stephen Moohan (Business Support Manager)	**Apologies** Mr Mark McCrudden Ms Chanel Jones Mr Philip Knox Mrs Laura Hughes Ms Colleen Duffy
1.0	Welcome & Apologies	The President welcomed Council members to the meeting and Christopher Pawluczyk 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**	Minutes: Council approved and adopted the Minutes of the Public meeting of 19 September 2023 as a true and accurate record of events. Actions: 1. Additional Council meeting on the 30 July with a 7pm start. 2. Members to consider attending the NICON conference. The CEO attended the most recent conference, and the Vice President was present in another capacity. 3. The Vice President to give an update on the Task and Finish group in relation to the Refresh Corporate Strategy. He stated that the document is finished and it will be sent to the President and CEO in February. **Key Decision / Action:** Council approved and adopted the Minutes of the Public meeting of 19 September 2023 as a true and accurate record of events. Actions were noted and agreed. VP to provide the Task and Finish Group Refresh on Corporate Strategy.	Proposed by: Mr Brendan Garland Seconded by: Mr Gary McMurray
6.0	Finance & Performance Committee **For Approval**		

6.1	Budget 2024-25	Gary McMurray, Finance & Performance Chair, addressed the meeting and gave a summary of the draft budget slides previously distributed to the panel. He drew attention to the draft budget summary version 2, which contains a comparative analysis between the 2024-25 and the 2023-24 budget. The Chair discussed the cash projections slides and communicated that the main variance in terms of expenditure is that the draft budget shows expenditure of £83,000 which is greater than the projection for this year. He explained the reasons for this. The Chair reported that the committee has also sought assurance from the executive team for the Fitness to Practise (FtP) costs savings that have been previously identified. The committee has been assured they are and will remain on track. The significant deficit on operating costs for projects will be discussed in the 3-year financial outlook, together with decisions we need to consider ensuring our financial position is protected. Council approved the Draft Budget Plan 2024-25. **Key Decision / Action:** Council approved the Draft Budget Plan 2024-25	Proposed by: Mr Patrick Murphy Seconded by: Mr Scott Gill

6.2	Direct Debit Collection	Gary McMurray, Finance & Performance Chair, talked through the Direct Debit (DD) papers. He discussed costs in the initial development stage and transaction charges based on volume. He also discussed the potential loss of interest in terms of the cash available to the society in stages as opposed to one lump sum. Council discussed the papers including: • Whether the option to pay upfront was still available • Whether registrants will be asked to sign an undertaking that they will honour their DD choice • Whether payment would be monthly or quarterly • Whether more than one registrant could be paid for via one direct debit arrangement • Whether there were any exceptions to paying or partially paying the registrant fee • Electronic notification of the renewal fee • The regulations required and the process for approving those regulations to enable electronic service and direct debit payments. Council noted the benefits that the direct debit would offer individual registrants and the cost savings if notified electronically rather than by post. Council also noted that amended regulations would be needed and this was through negative resolution and would not therefore be prevented by the lack of an Assembly. **Key Decision / Action:** **Council agreed to pursue direct debits and electronic renewal notices**	Proposed by Barry Mimnagh Seconded by Scott Gill

7.0	Consultation **For Approval**	The CEO gave a brief overview of the Consultation paper due for review in May 2020. A review of our policy was undertaken, and the document has set out key recommendations. The recommendations that were briefly discussed at the meeting were: • Ensure we have a clear and improved standard principle with regards to the consultations statement. • A new Council approval framework for policy development and public consultations. • Increase the normal consultation time period to 12 weeks from 8 weeks. • Amendment to the policy to reflect the willingness of the Society to offer knowledge & capacity building with external stakeholders to improve engagement and public participation. • Appropriate training on the consultation process, communication with people with disabilities and plain English writing skills. • Establish an EDI working group (the CEO noted this is already underway). Council asked that the document be reworked to make clear how recommendations are tracked. They drew reference to the contents of section 4.3.6 and 4.3.7 of the main paper. Council asked that references to individual job holders be removed to future proof documents, and this should be a standard style within all policy documents. Council approved the document and the President asked for the modified document to come back to Council on 5th March.	Proposed by: Mr Brendan Garland Seconded by: Ms Alison Ragg
		Key Decision / Action: Council approved the Consultation papers, modified document due back to Council March meeting.	

8.0	NICPLD comments Standards FTY 2024/25 **For Noting**	The CEO noted that there were no significant matters or concerns to be raised.	
9.0	Pharmacy Futures Phase 3 – Summary for Council **For Noting**	The CEO gave a brief summary of the paper. The paper sets out PF budget, expenditures and output material and outcomes. Video links have also been uploaded so Council could see first-hand PF activities in terms of pharmacy futures at W5 event. The CEO highlighted that this work forms part of a wider strategy initiative (the DoH's Pharmacy Workforce Review) and that is hard for PF to segregate the impact based on the number of people. Council discussed measurable outcomes and how work such as this could be measured both quantitively and qualitatively. The Vice President offered that it would be useful to circulate major calendar events e.g. World Pharmacists Day, Pharmacist Technician Day to Council in advance to allow for them to set time aside in their diaries. The President agreed and said it is important that we have a calendar of activities and key events. The CEO agreed to progress this. **Key Decision / Action:** **Schedule of Events and important dates to be drawn up and shared with Council.**	

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10.0	Finance & Performance Committee **To Note**		
10.1	Cash Projection	Gary McMurray, Finance & Performance Chair, spoke to the graphs and gave a brief overview of the budgets. He discussed the two main variances in the analysis page which were staff salaries underspent because of vacancies and Fitness to Practise.	
11.0	Presidents Report **For Information**	The President updated Council on her meetings and invitations, as follows: • Corporate Strategy Session this afternoon • Agreement on the 30th July evening meeting • President and CEO met with Cathy Harrison on the 22nd November • Council Appointments, DOH assures they are working on the Recruitment Drive • Centenary Committee first meeting on the 8th January • Alan Clamp, CEO, PSA, will attend the council meeting on the 5th March • GPHC has been invited to come to a future Council meeting.	
12.0	CEO's Report **For Information**	The CEO updated the Council as follows: • The statement for the Covid 19 inquiry is coming to the final stages and will be published shortly. • The Knowledge of English consultation closed in September and feedback report to go to council. • EDI working group has been established including council representation and has had its first meeting	
13.0	Report on Progress against Strategy **For Information**	The CEO took members through the following changes: • 1D- Referencing that there is a 3-year plan to consider; • 2A- Updated to reflect the changes on the code; • 3A -Update on the deep dive Fitness to Practise changes;	

		• 3C- Minor changes to the narrative to reflect that we are continuing to work on the voluntary and statutory register; • 4D- Update on CPD processes and strategies; • 4E- changes to the narrative; • 5C- 3 year plan has been agreed at the F&P committee meeting; • 5F- changes to the narrative for the staff handbook; and • 6D -addresses the review to the policy procedure.	
14.0	CPD **To Note**	The CEO shared that Council introduced a new CPD framework in 2021. Problems experienced by registrants in terms of the IT platform are being considered and registrant feedback has been sought through focus groups. The President referred to the importance of a communication strategy for CPD and offered that it is critical we have this in place. She asked if we could have this as a standing agenda at each Council Meeting. **Key Decision / Action:** Communications to be a standing agenda item on each Council Meeting going forward.	
15.0	Correspondence Log **For Information**	None	
16.0	Any Other Business **For Information**	None	

17.0	Date of next Council Public Meeting **For Information**	The next Public Council meeting is schedule for 5th March 2023 @ 9.30	