MINUTES
Public Council Meeting
Monday 9 December 2024
Lecture Theatre, MDEC, Altnagelvin Hospital / MS Teams
10.00 am

Present:

Committee:
Dr Geraldine O'Hare (President)
Mark McCrudden (Vice President)
Brendan Garland
Anne Henderson
Michael McGuigan
Gary McMurray
Scott Gill
Chanel Jones
Philip Knox
Barry Mimnagh
Alison Ragg

PSNI:
Joan Duffy
Stephen Moohan
Emer Hopkins (Items 1-9)
Charlene Kelly

In Attendance:
Christopher Pawluczyk (PSA)
Claire Connolly (PSNI)
Jackie Murray (PSNI/Minutes)
Niall Bakewell (PSNI)

Apologies:
Lee Wilson

Opening Items	Notes	Actions
1. Welcome and Apologies	The President welcomed everyone to the meeting and conveyed her thanks to the Western HSC Trust for facilitating the Society's Council meeting. In particular, the President mentioned Dr Anne Friel, Head of Pharmacy	

	Medicines Management; Mr Neil Guckian OBE, Chief Executive; and Dr Tom Frawley, Chair, for their time and contributions at the launch of the Centenary Year. The latter part of the day would be dedicated to meeting Pharmacy Staff in Hospital, Community and GP settings and the Deputy Mayor would also be in attendance. Apologies were noted as above. The President advised that the Risk Strategy (Item 10 on the Agenda) would be taken as the first substantive item of business to accommodate presentation by PK.	
2. Deputations	The President was in attendance throughout therefore there was no deputation required.	
3. Conflicts of Interest	There were no Conflicts of Interest declared.	
4. Tabling of Any Other Business	There was no items for other business tabled.	
Items for Approval		
5. Risk Strategy (Philip Knox)	PK reported on work which has taken place over the past number of months with Council, Senior Management Team and the Risk Management Consultant (Lynne Magee) and has resulted in the development of a new Risk Strategy. The Strategy aligns directly with the management of the Risk Register (on Decision Time) and includes Risk Appetite and Risk Tolerance Statements. **Outcome: Council approved the Risk Strategy** Proposed by Gary McMurray / Seconded by Brendan Garland / Approved by show of hands	
6. Draft Minutes of the Previous Meeting (President)	The Draft Minutes of the previous meeting held on 24 September 2024 were agreed as an accurate record of the meeting.	

	Outcome: Council approved the Draft Minutes Proposed by Alison Ragg / Seconded by Scott Gill / Approved by show of hands	
7. **Action List** (President)	<u>CPD Assessment Process 23-24</u> EH reported that templates have been developed by Expert Assessors with EH to carry out a final quality check. The remaining Actions were noted with the Completed items to be removed from the list. **Outcome: Council approved the Action List** Proposed by Barry Mimnagh / Seconded by Brendan Garland / Approved by show of hands	 **Action PC01:EH to provide update for the next meeting**
8. **Modernisation Project Business Case** (Emer Hopkins)	EH presented an update on the various workstreams within the project and also reported on the associated inescapable work. Option 1 (£350k) requires a dedicated Project Team with use of an external legal services firm whereas Option 2 (£280k) uses a blended approach of outside experts and dedicated recruitment of personnel with an external legal firm to be used to undertake a final quality check of the Draft Regulations. The second option would also allow for a more timely commencement of work. In response to queries regarding the short timeframes, EH gave assurances they could be met as a lot of work has already been undertaken, including preparation work for recruitment of additional project staff. The President suggested there may be merit in pursuing an application to the Department for funding and JD confirmed she will be taking this forward.	**Action PC02:** JD to progress application to DoH for funding

	The Council approved Option 2 on the provision that an update on recruitment is provided. The President stated there may be a Council meeting in January and this would provide the opportunity for a further update. It was also agreed that regular updates on progress plan and budget are provided. **Outcome: Council approved Option 2 (£280k)** Proposed by Barry Mimnagh / Seconded by Alison Ragg / Approved by show of hands	**Action PC03:** EH to provide update at next Council meeting to include Recruitment
9. Designated Officer (Stephen Moohan)	SM reported that EH has been identified by SMT as the most appropriate person to undertake this role with appropriate training provided. EH advised she has discussed the key responsibilities with the Department of Health which would include accurate internal record keeping; completing formal submissions to the Minister; and writing to/attending the Health Committee for regulatory matters. The role is different from the formal sealer role which would remain with the President and CEx. EH confirmed she is aware of the significant responsibility and time commitment with carrying out this function. The President enquired regarding any alternative arrangements that could be put in place to facilitate this work when required and EH is discussing with JD. BG stated that Council would need to be assured on an ongoing basis that the role remains with the relevant person of authority within the organisation and would approve on this basis. **Outcome: Council approved for EH to undertake the Designated Officer role** Proposed by Scott Gill / Seconded by Barry Mimnagh / Approved by show of hands	**Action PC04:** EH to discuss working arrangements with JD **Action PC05:** Annual Update to be added to Council Work Plan

10. Draft Equality and Diversity Strategy and Action Plan (Joan Duffy)	JD reported that SMT met and agreed for the Strategy and Action Plan to be published as a draft for an eight week consultation period in order to gather comments from Members. Council were content to approve the document subject to the inclusion of reference to "leadership" responsibilities as well as "regulatory" responsibilities. **Outcome: Council approved the draft Strategy and Action Plan to be published for an eight week consultation period** Proposed by Michael McGuigan / Seconded by Barry Mimnagh / Approved by show of hands	**Action PC06:** JD to amend wording
11. Organisational Complaints Policy (Stephen Moohan)	SM advised that the policy had previously been approved by Council but a revision has been made to include a paragraph on Discrimination and Bias. Further to a query, SM confirmed that the new website will have a link/portal on how to raise a complaint. AH suggested it would be beneficial to have a quarterly report to Council on Complaints whether it be a stand-alone report or included in the communications update. GMcM stated a Complaints Dashboard would cover the information required to be reported upon. **Outcome: Council approved the revised Policy** Proposed by Mark McCrudden / Seconded by Gary McMurray / Approved by show of hands	**Action PC07:** JD/SM to review and include a quarterly report on Complaints to Council
12. Status of PSNI Standards and Guidance (Charlene Kelly)	CK presented the paper which outlines the proposed form of wording to be used in relation to the Status of Standards and Guidance for the purposes of responding to stakeholder enquiries and subsequently displaying the statement on the website. **Outcome: Council approved the paper**	

	Proposed by Brendan Garland / Seconded by Scott Gill / Approved by show of hands	
13. Schedule of Council/ Committee Dates for 2025 (President)	In addition to the schedule of dates presented, it was agreed to hold an additional Council meeting in January 2025. **Outcome: Council approved the Schedule of Dates** Proposed by Scott Gill / Seconded by Anne Henderson / Approved by show of hands	**Action PC08:** JM to organise a Council meeting in January 2025
Items for Information/Noting		
14. Audit and Risk Committee Chair's Update (verbal) (Brendan Garland on behalf of Philip Knox)	Terms of Reference for the following three internal audits (2024-24 reporting year) have been agreed and work will commence in 2025: Review of Business Continuity; Review of CPD Framework and Review of Fitness to Practise, with Corporate Governance being moved to the 2025-26 reporting year. The Risk Register will be on Decision Time before 16 December 2024 and will become the new live register. The President passed on her thanks to everyone (ARC/SMT/L Magee) for their work in producing the new version of the Register.	
15. Finance and Personnel Committee Update (Gary McMurray)	The Dashboards presented are in development stage and when finalised will form part of the reporting to the PSA. A more detailed discussion on format/content required will take place at the next meeting.	**Action PC09:** Dashboards to be Agenda item for next meeting
16. Human Resources Committee Update (Brendan Garland)	There has been no progress to report since the previous Council meeting and a HR Committee will be scheduled for January 2025.	**Action PC10:** HRC to be scheduled for January 2025
17. President's Business	The President provided an update on current items of business and took the opportunity to pass on congratulations to Siobhan Caslin on the birth of her baby boy.	**Action PC11**: JM to circulate NMC Culture Report to Members

	Action Points are listed.	**Action PC12:** Induction to be Agenda item for next meeting **Action PC13:** FtP Action Plan timeline to be moved to Quarter 4 (PSA Recommendation) **Action PC14:** GOH/JD to discuss SLWG for Pharmacy Forum review
18. Communication and Engagement Strategy (Nick Carson)	NC advised work has been ongoing to improve communications both internally and externally. There is an overarching Strategy with a separate communications plan in relation to the increase in fees consultation. NC provided an update on current and forthcoming engagement and will discuss in further detail at the next meeting to discuss opportunities and input of Council Members at future events.	**Action PC15:** Strategy with updated RAG Status to be circulated to Members **Action PC16:** Agenda item for next meeting
19. Chief Executive's Business	JD provided an update on current areas of work and the President commented on the comprehensive and detailed workload from the Senior Team. This was noted by Members.	
20. Launch of Website (Niall Bakewell)	Due to time constraints, it was not possible to discuss the launch of the new website in detail and Council Members were asked to provide feedback for the next meeting.	**Action PC17:** Website Update to be Agenda item for next meeting

21. Communications Update (Niall Bakewell)	NB reported that the content and format of the report is being updated and asked Council Members to advise if there is any specific type of information they would like to see included in future reports.	**Action PC18:** Council Members to advise of any items for inclusion
22. Any Other Business	There were no further items of business.	
23. Date of Next Meeting	The next scheduled meeting is 18 March 2025 and an additional Council meeting would be arranged for January 2025.	