<u>MINUTES</u>

Public Council Meeting

Tuesday 18 March 2025

10.30 am – Society House/MS Teams

Present:

<u>Council:</u>

Dr Geraldine O'Hare (President)
Philip Knox
Gary McMurray
Brendan Garland
Scott Gill
Barry Mimnagh
Alison Ragg
Anne Henderson
Siobhán Caslin
Chanel Jones

<u>PSNI:</u>

Canice Ward (Chief Executive)
Joan Duffy
Emer Hopkins
Charlene Kelly

In Attendance:

Steve Wright (PSA)
Jackie Murray (Minutes)
Niall Bakewell

Apologies:

Mark McCrudden
Lee Wilson
Michael McGuigan

Opening Items	Notes	Actions
1. Welcome and Apologies (President)	GOH formally welcomed Canice Ward, new CEO, and Siobhán Caslin, who had been on maternity leave, to their first Council meeting. GOH took the opportunity to thank Joan Duffy who had undertaken the role of Caretaker Chief Executive over the past six months.	

2. Deputations (President)	The President was in attendance for the full meeting therefore no deputations required.	
3. Conflicts of Interest (President)	There were no Conflicts of Interest declared.	
4. Tabling of Any Other Business (President)	There were no tabled items of business.	
Items for Approval		
5. Draft Minutes of the Previous Meeting (President)	The draft Minutes of the previous meeting held on 4 February 2025 were agreed as an accurate record of the meeting. **Proposed by GMcG / Seconded by AR / Show of Hands**	
6. Action Log (President)	The items in the paper were discussed and the log will be updated accordingly with the following actions noted: - E-Paper on Designated Officer to be presented at a future meeting. - Date for a one-day Induction Programme to be arranged. - Outstanding President Appraisals to be returned to MMcC. Self Assessment/Training Skills forms to be issued and dates set for 1-1 appraisal meetings. - CPD Assessment Process to be added to Business Plan. - Committee Members to have sight of all Committee Workplans **Proposed by AH / Seconded by SG / Show of Hands**	 **PC24: CW** **PC25: JM** **PC26: Members** **PC27: JM** **PC28: JD** **PC29: JM**
7. EDI Consultation: Findings Report and Action Plan (Temp Head of Regulatory Strategy and Education)	EH presented the Findings Report and advised there is a substantial programme of work to be resourced. Six monthly progress reports will be provided via Committees/Council and published on the website. Further to a query from a Council Member, EH confirmed that she would provide a break down of the work required and identify the lead/owner for each workstream and an action plan would be developed.	 **PC30: CW**

	Members were in agreement that this work is core business and therefore additional resources should not be required. Members approved the Findings Report for publication on the website and the Recommendations which will formulate the Strategy and Action Plan. Members stated that approval was dependent upon the worksteams and priority list being confirmed and that the work is undertaken within existing resources and that an update would be provided at the next Council meeting. **Proposed by BM / Seconded by AR / Show of Hands**	**PC31: CW**
8. FTY: Accreditation Outcomes (Temp Head of Regulatory Strategy and Education)	EH presented the paper on the joint Standards with GPhC and how the FTY programme, operated by NICPLD, would be assured and accredited. Council are being asked to approved the FTY programme subject to listed conditions being met by 31 March 2025. Further discussion needs to take place at the In Committee session (18.03.25) and Members agreed to defer their decision until that discussion has taken place.	
9. Consultation Response: DoH Being Open Framework (Temp Head of Regulatory Strategy and Education)	EH presented a verbal update on the draft response being prepared for submission. The consultation closes on 28 March 2025 and due to the closeness of this, it was agreed that EH would forward the draft response to the President for review before forwarding on to Council for their approval. Going forward, it was agreed that Council Members would have input to consultation responses and Consultation Working Groups will be established for future responses.	**PC32: CW**
10. Consultation Response: PSA Have your Say (Chief Executive Officer)	CW referred to the ongoing consultation with responses due by 8 May 2025 and will set-up a working group with Council Member representation. Those interested in being part of the group should let the President know by close of business on 21 March 2025.	**PC33: Council Members**

For Information/Noting		
11. Corporate Strategy (President)	The President advised that the SLWG will continue in advance of a draft going to SMT to update from an operational perspective. The final draft will be presented to Council for review.	**PC34: CW**
12. Fees Consultation Update (Director of Business Operations)	JD reported that 585 responses has been received to date. Six online engagement events had been held with a good cohort in attendance from the registrant base. The consultation closes on 24 March 2025 and it is planned to have the Findings Report available mid-April 2025. The President wanted to thank everyone involved in the organising and delivery of the engagement events.	
13. Business Plan Progress Report: Quarter 3 (Director of Business Operations)	JD reported on the progress made since Quarter 2 and in particular referenced the following priority items: - SLWG on Pharmacy Forum to be organised and updates will be provided via the Audit and Risk Committee. - Corporate Governance Handbook needs to be progressed. Members drew attention to inconsistency with the RAG status for some of the items marked "completed" and it was agreed to incorporate the use of the term "on target" where relevant. JD will carry out a further review and update the paper in line with suggestions made.	**PC35: JD**
14. Human Resources Committee Update (HRC Chair)	SG reported that the Human Resources Committee had met on 25 February 2025 and due to the confidential nature of the discussions that the Minutes and Update will be provided at the In Committee meeting.	
15. Finance and Performance Committee Update (FPC Chair)	GMcG reported on the recent work carried out to develop and enhance the suite of Dashboards across core aspects of business and asked for any Members to advise if there would be further areas which could be reported on. The ultimate aim is to have a combined Management Information report which will review performance in its entirety.	

	PK suggested relevant dashboards to have quality control information on accuracy data checks as well as timelines. JD will review for future reports. The Minutes and Confidential business will be discussed at the In Committee meeting.	**PC36: JD**
16. Audit and Risk Committee Update (ARC Chair)	PK reported that there are a number of ASM recommendations that are no longer relevant and will agree a priority list for the remaining actions with CW. The Minutes and Confidential business will be discussed at the In Committee meeting.	**PC37: PK**
17. Communications and Engagement Plan 2024-25 (Temp Head of Communications)	NC reported the online Fees Consultation events showed a lack of knowledge from registrants regarding the Society's core functions and also that registrants are keen to learn and develop their skills. NC suggested holding quarterly briefing sessions for registrants. The half day workshop with staff to finalise the Culture Survey work will be held on 10 April 2025 and NC will produce a report following that event. GOH reported that it would be useful for Council Members to have an update on Culture and JD will circulate the Culture Survey Report for the next Human Resources Committee meeting in advance of it going to Council. On a personal note, NC advised this is his last Council meeting as he finishes his work with the Society at the end of March 2025 and wanted to take the opportunity to thank Council Members for their support over the last number of months and to wish everyone well for the future.	**PC38: CW** **PC39: CW** **PC40: JD**
18. Communications Report (Communications Officer)	NB reported the new website is working well but needs to be further developed.	

	It was agreed to proceed with Centenary Events that do not incur a cost and this will be reviewed at the next Finance and Performance Committee. The use of social media to enhance the Society's presence was discussed and social media opportunities should be used when possible.	
19. President's Report	The President reported on the following: - UKPPLAB Vision and Common Purpose for Collaborative Pharmacy Professional Leadership – online event on 25.02.5 - Commencement of joint engagement meetings with the CEO including the PSA. - Regulatory Chairs' Forum and Public Sector Chairs' Forum continue to meet. - A very successful event was held at Society House on 8 March 2025 for International Women's Day. - Podcasts taking place for the Centenary Year and the President welcomes suggestions/input from Council Members. - Pharmacy Focus Awards are being held on 29 March 2025 with the President and CEO attending.	
20. Chief Executive Officer's Update	CW advised he has initially been meeting with staff and identifying priority areas of work. CW is in agreement with the statement made by NC about improved communications/engagement with registrants on the Society's role.	
21. Any Other Business	There were no further items of business to report.	
22. Date of Next Meetings	The next Council meeting will be held on Tuesday 24 June 2025 at 10.00 am at the Downshire Hospital. <u>2025 Schedule of Dates:</u> Tuesday 29 July (6.30 pm) – Society House	

	Tuesday 23 September (venue tba) – **please note change of date from 30 September** Tuesday 18 November -10.00 am – Society House	