Pharmaceutical Society NI

MINUTES

Public Council Meeting

Tuesday 4 February 2025

10.00 am – Society House/MS Teams

Present:

Council:

Dr Geraldine O'Hare (President)	Chanel Jones	Scott Gill
Michael McGuigan	Alison Ragg	Philip Knox
Lee Wilson	Anne Henderson	Gary McMurray
Brendan Garland		

PSNI:

Joan Duffy (CCEx)	Charlene Kelly (Registrar)
Stephen Moohan (CDBO)	Emer Hopkins (Temporary Head of Regulatory, Strategy, Education)
Jackie Murray (EA/Minutes)	

In Attendance:

Steve Wright (PSA)

Apologies:

Mark McCrudden (Vice President)

Barry Mimnagh

Opening Items	Notes	Actions
1. Welcome and Apologies (President)	The President welcomed everyone to the meeting and advised that Sheelin McKeaney, Pharmacy Forum Chair, would attend the In Committee session to present an update on the Pharmacy Forum.	
2. Deputations (President)	The President was in attendance throughout therefore there was no deputation required.	

3. Conflicts of Interest (President)	There were no Conflicts of Interest declared.	
4. Tabling of Any Other Business (President)	There was no items for other business tabled.	
Items for Approval		
5. Draft Minutes of the Previous Meeting (President)	The draft Minutes from the meeting held on 9 December 2024 were approved as an accurate record of the meeting. Approved by SG / Seconded by CJ / show of hands	
6. Action Log (President)	The updates to the Action Log were approved. Approved by PK / Seconded by GMcM / show of hands	
6.1 CPD Assessment Process (Temporary Head of Regulatory Strategy and Education)	EH reported that a working group has been convened and that it held its first meeting on 27 January 2025. Reforming CPD is a significant programme of work and needs a clear project plan, resource mapping and agreed approach before the Society move significantly on with committing to this work.	**Action PC19: EH will report back to Council on a date to be agreed**
6.2 NMC Culture Report (President)	The President advised a further feedback session will be organised for SMT and Council to consider the report findings and learning from these.	**Action PC20: date for NMC Culture Report session to be organised**
7. Initial Education and Training Reforms (Temporary Head of Regulatory Strategy and Education)	EH presented the consultation document and engagement plan for review. It was agreed that it would be imperative to have the views / comments from BM who is the Council Member lead with for NICPLD. Further to discussion with, and any suggested changes from BM, the consultation document and engagement plan were approved but any	**Action PC21: EH will liaise with BM**

	substantive changes should come back to Council. EH advised it is planned to launch the consultation on 13 February and close on 10 April 2025. Approved by CJ / Seconded by AR / Show of hands	
8. Reserve List: Statutory and Scrutiny Committees (Caretaker Chief Executive)	According to relevant regulations, individuals on the reserve list who are eligible to serve as members of the scrutiny and statutory committees may be appointed without the need for an additional interview when a vacancy occurs. On 7 January 2025, members of the relevant reserve lists were contacted to seek expressions of interest in the following vacant positions: • Statutory Committee lay member (1 position) • Scrutiny Committee lay member (1 position) • Scrutiny Committee registrant member (1 position) Expressions of interest were received from relevant members from each reserve lists. Those selected for appointment to the full committee from the reserve list were chosen based on the order of expressions of interest received, this is as per the regulations and this process had been relayed to members. Members approved • the appointment of reserve list lay member AH to the Statutory Committee. • the appointment of reserve list lay member PC and reserve list registrant member SMcA to the Scrutiny Committee. Approved by BG / Seconded by SG / Show of hands	

Items for Information / Noting		
9. Finance and Performance Committee Update (FPC Chair)	GMcG reported that the Finance and Performance Committee held its scheduled meeting on 21 January 2025 and subsequent to discussion at that meeting, it was agreed an additional meeting would be required to further discuss the timeline for the fees consultation and this was held on 22 January 2025.	
10. Audit and Risk Committee Update (ARC Chair)	PK reported that all the recommendations from the three internal audits for the previous year have been finalised and the schedule for 2025 has been agreed as follows: CPD – commence on 17 February 2025 Business Continuity – commence on 19 March 2025 FtP – commence on 1 April 2025	
11. Communications and Engagement Update (Temporary Head of Communications)	NC presented the Plan and advised the explanatory notes and RAG column have been updated since reporting at the December Council meeting. NC advised that this the overarching plan for general engagement and specific plans are developed for larger pieces of work, eg, there is a separate plan for the Fees Consultation which will be presented to the In Committee meeting. With regard to internal commitments, it is planned to hold a half day workshop during March or April with staff to develop a document "how we work together effectively".	**Action PC22: NC to organise workshop**
12. President's Update	GO'H reported on the Pharmacy Tradeshow she attended on 15 January 2025 and EH represented PSNI on a panel discussion. The event also provided the opportunity to meet with registrants and stakeholders and information from the event was shared with the staff team.	
13. Caretaker Chief Executive's Update	JD reported on a busy period for SMT with 16 external meetings attended. A link to update on the external meetings will be provided on the website with the public papers going forward.	**Action PC23: link to external meetings attended by SMT to**

	EDI Key Stakeholders Questionnaire has been issued with the deadline for responses extended to 14 February 2025.	**be made available on website**
14. Any Other Business	There were no further items of business to report.	
15. Date of Next Meeting	Tuesday 18 March 2025 at 10.00 am in Society House / via MS Teams.	