Pharmaceutical Society NI

MINUTES

Public Council Meeting

Tuesday 24 June 2025

1.00 pm – Society House/MS Teams

Present:

Council:

Dr Geraldine O'Hare (President)
Mark McCrudden (Vice President)
Alison Ragg
Lee Wilson (from Item 8 onwards)
Barry Mimnagh
Brendan Garland
Chanel Jones
Gary McMurray
Scott Gill
Siobhán Caslin

PSNI:

Canice Ward (Chief Executive Officer)
Charlene Kelly (Registrar)
David McCann (Interim Head of Regulatory Strategy)
Stephen Moohan (Transformation and Governance Lead)

In Attendance:

Steve Wright (PSA)
Abdul-Rahman Lawal (PSA)
Niall Bakewell (Communications Officer)
Jackie Murray (Minutes)
Una O'Farrell (PFNI Caretaker Manager) (Items 14-15)

Apologies:

Anne Henderson
Philip Knox
Joan Duffy

Opening Items	Notes	Actions
1. Welcome and Apologies (President)	GOH welcomed everyone to the meeting and apologies were noted as above.	
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 18 March 2025 were agreed as an accurate record of the meeting. **Proposed by GMcM / Seconded by BM / 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: - Outstanding appraisal forms to be forwarded as a matter of priority and JM will arrange 1-1 appraisal meetings. - Other Regulator Dashboards to be reviewed for comparison. **Proposed by BG / Seconded by SG / Show of Hands**	**PC27: JM to arrange dates** **36: JD to review Dashboards**
7. Responsible Officer (President)	Further to the paper presented, approval was granted that Mr Canice Ward be appointed as Responsible Officer on an interim basis. **Proposed by SC/ Seconded by CJ / Show of Hands**	**PC41: GOH to write to DoH**
8. Data Security – Council Devices (Transformation and Governance Lead)	SM reported that further to discussions, the Society's IT provider firmly recommended that Council Members should only be accessing Council information on devices provided by the Society. SM also reported that advice received from an independent third party indicated should Council Members not use Society provided devices that this could have an adverse effect on insurance for the organisation. The paper also outlined the need for Committee Chairs to be provided with laptops to assist with carrying out work requested by the Society. In light of	

	this, the president asked if other Members require different devices in order to carry out their tasks. Members stated that for some tasks, eg, accessing Decision Time their current devices are fine but for more complex tasks, a laptop would be required. A previous discussion at the Audit and Risk Committee indicated it would be the level of risk acceptable in accessing information from personal devices compared to the cost of providing devices for all Members. Members approved the actions but will revisit with a revised costings exercise and requirement for Members in six months time. **Proposed by AR / Seconded by BM / Show of Hands**	**PC42: DBO to bring revised paper back to Council six months time**
9. EDI Strategy and Action Plan (Transformation and Governance Lead)	Following discussion at the March Council meeting, SM confirmed the terminology in the Strategy paper was amended in relation to references to Mpharm students and trainees. The Action Plan has been amended to reflect where EDI is embedded in the registration and CPD processes. SM is the lead manager for EDI in the Society and wanted to bring Members' attention to the massive piece of work that will be required to undertake the outworkings of the action plan. CW supported this and stated that currently the majority of items are not deliverable within current resources. The President requested an overarching action plan be compiled from all the current action plans (EDI; Culture; PSA; Business Plan) with a priorities paper produced to highlight deliverables in Year 1 of the Corporate Strategy. **Proposed by BM / Seconded by SG / Show of Hands**	**PC43: CW to lead on producing an overarching Action Plan and Priorities paper**
10. Accreditation of NICPLD FTY Programme (Transformation and Governance Lead)	SM presented the final report and confirmed that the two conditions have been addressed and the two recommendations met. Council approved the paper noting that the two recommendations are assured.	**PC44: CW to write to NICPLD**

	CW will follow-up in writing to NICPLD to confirm Council have formally approved NICPLD as a training provider for the 2025-26 academic year. **Proposed by GMcM / Seconded by SG / Show of Hands**	
11. Scrutiny Committee Annual Report (CEO)	CW presented the report which had been produced by the Chair of the Scrutiny Committee and drew Members' attention to the commentary on training and the dashboards. The points referenced will be addressed over the coming months. The report from the Chair was accepted. Other issued raised during the meeting included: - resource required to clear FtP case backlog: CK confirmed there are currently 60 cases to be progressed and awaiting the outcome from structural review but it would take approximately one year the backlog to clear with adequate resources - regular touchpoint for Committee Chairs: Head of Adjudication is the nominated contact - concurrent annual reporting for Statutory and Scrutiny Committees: this option will be reviewed for the 2025 calendar year onwards - recruitment exercise to fill vacant and reserve positions: interviews scheduled for July 2025 Further work will be undertaken in terms of the proposals referenced above and response to figures in relation to pending Scrutiny Committee Cases, Committee Members end of tenure dates and new appointments through recruitment. An update will be provided to the next Council meeting. It was also agreed that the Fitness to Practise Update reports provided to the Finance and Performance Committee will be shared with Council. **Proposed by AR / Seconded by SG / Show of Hands**	**PC45: JD will relay to Ms Lappin** **PC46: JD to update at July Council** **PC47: JM will add to Committee and Council Work Plans**

12. Appointment to Scrutiny Committee from Reserve List (CEO)	The request to move Ms Paula Sheils, Lay Member, to the main Scrutiny Committee list from the reserve list was approved. **Proposed by SG / Seconded by BM / Show of Hands**	**PC48: JD will inform Ms Lappin, Chair, and Ms Sheils in writing**
13. Standards and Guidance Review Programme Delivery Plan (Interim Head of Regulatory Strategy)	DMcC presented the paper which requests approval to progress work in Phase 1 and Phase 2 with an endorsement for Phase 3 of the Programme. The initial piece of work will be to present the Chief Pharmacist Standards paper to the July Council meeting. All projects/workstreams will have Communications and Engagement Plans. The key risk is having finances in place to progress the work and have a future sustainable approach for a three year plan. Council approved the Programme Delivery Plan in principle subject to funding. **Proposed by GMcM / Seconded by SC / Show of Hands**	**PC49: Agenda item for July meeting**
14. Fitness to Practise Training – Budget Review (Transformation and Governance Lead)	This item has been deferred to the next meeting to allow further work on costings to be carried out.	**PC50: Agenda item for July meeting**
Items for Discussion		
15. Pharmacy Forum Update (PFNI Caretaker Manager)	UO'F presented the mid-year update report. The President commended Ms O'Farrell for the amount of work being carried out and the contribution she is making to the role.	
16. Centenary Arrangements (CEO)	CW referenced the papers presented in relation to podcasts and other forthcoming arrangements. The main focus of the conversation was on the logistics and optics with regarding to holding a Gala Dinner. The PSNI cannot obtain sponsorship as this would have a perceived conflict of interest. The PFNI Board had discussed the dinner at its recent meeting with the PSNI President and CEO in attendance. The Board were supportive of arranging sponsorship and a formal letter from the PFNI Chair	**PC51: Decision to be taken when PFNI correspondence received**

	will follow. The President advised that a further conversation and decision will be taken when correspondence has been received. AH had indicated at the FPC meeting that she wished for her objection to holding the dinner be noted at Council (BG put forward on her behalf).	
17. Pharmacy Technician Update (CEO)	CW reported that the business case was successful and the DoH had confirmed that invoices could be submitted on a quarterly basis. However, there has been a standstill with projects as no recruitment for posts resulting in little progress being made on substantive work. CW will keep Council updated.	
18. Initial Education and Training Reforms Update (CEO)	CW reported that approval had been received from the Minister and a briefing provided to the Health Committee on 19 June 2025. Approval for legislation is expected imminently and will be laid at the Assembly Office on 25 June 2025.	
19. PSA Work Plan (Transformation and Governance Lead)	The paper was noted by Council and priority items will be feedback into the overarching Action Plan.	
20. Culture Survey Action Plan (Transformation and Governance Lead)	The paper was noted by Council and priority items will be feedback into the overarching Action Plan.	
21. Business Plan Q4 Report (Transformation and Governance Lead)	The paper was noted by Council and priority items will be feedback into the overarching Action Plan.	
22. Performance Dashboard Q4 (Transformation and Governance Lead)	The following Dashboards were noted by Council: 22.1 Fitness to Practise 22.2 Registration 22.3 Continuing Professional Development 22.4 IT 22.5 Regulator Online Site Activity	

	22.6 Complaints Dashboards continue to be developed and suggestions for content / format are welcome.	
23. Charity Accounts (Transformation and Governance Lead)	The Accounts for PASS; R McMullan and CW Young were presented. SM stated that the R McMullan charity is no longer a going concern and any remaining funds will be transferred to CW Young which has a similar purpose.	
24. Communications and Engagement Report (Communications Officer)	The Report and Engagement Plan were noted.	
25. President's Update	The update will be circulated to Members for reference.	**PC52: JM to circulate**
26. Chief Executive Officer's Update	The update will be circulated to Members for reference.	**PC53: JM to circulate**
27. Any Other Business	There were no further items of business.	
28. Date of Next Meeting	Tuesday 29 July 2025 at 6.30 pm in Society House.	