Pharmaceutical Society NI

MINUTES

Public Council Meeting

Tuesday 29 July 2025

6.30 pm Society House/MS Teams

Present:

Council:

Dr Geraldine O'Hare (President)
Mark McCrudden (Vice President)
Alison Ragg
Barry Mimnagh
Gary McMurray
Scott Gill
Siobhán Caslin
Philip Knox
Lee Wilson

PSNI:

Canice Ward (Chief Executive Officer)
Joan Duffy (Director of Business Operations)
Charlene Kelly (Registrar)
Stephen Moohan (Transformation, Compliance and Governance Lead)
David McCann (Head of Regulatory Strategy)

In Attendance:

Abdul-Rahman Lawal (PSA)
Jackie Murray (Minutes)
Niall Bakewell (Communications Officer)
Ennis Shields, Governance and Services Support Pharmacist, Community Pharmacy NI (Observer)

Apologies:

Anne Henderson
Brendan Garland

Opening Items	Notes	Actions
1. Welcome and Apologies (President)	GOH thanked everyone for attending and welcomed Abdul-Rahman Lawal (PSA representative) and Ennis Shields, Governance and Services Support Pharmacist, Community Pharmacy NI, who is attending in an observer capacity. GOH passed on congratulations on behalf of Council to DMcC who was successful in the recent recruitment exercise for the post of Head of Regulatory Strategy.	

	GOH also passed on congratulations and best wishes on behalf of Council to those students receiving their CRA results today.	
2. Deputations (President)	The President was in attendance for the full meeting therefore no deputations required.	
3. Conflicts of Interest (President)	MMcC declared a potential conflict of interest for the discussion at item 13 as he had been affected by the recent issues in relation to the CPD portal. (It subsequently transpired during discussion that there was no conflict of interest and MMcC remained for the conversation).	
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 24 June 2025 were agreed as an accurate record of the meeting. **Proposed by SG / 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**	
7. Council Member Update (President)	7.1 <u>Reappointment of Council Members</u> The DoH has confirmed the reappointment of BG, PK, GMcM and SG for a further four year term.	

	7.2 Resignation of Council Member CJ tendered her resignation from Council formally in writing to the President on 1 July 2025. The President will arrange for a presentation to be made to CJ. 7.3 Recruitment of New Council Members Further to a discussion at HRC, the President has scheduled a meeting with the DoH to ascertain, due to a backlog at the PAU, if the Society can lead on the public appointments recruitment arrangements (for four registrant members) but in partnership with the PAU.	**PC54: JM will take forward arrangements** **PC55: GOH to meet with the DoH on 12.08.25**
8. President's Update (verbal)	The President recently attended as guest speaker at the QUB main graduation ceremony (27 June 2025) and selectively to the UU Mpharm graduates at their ceremony 3 July 2025. The President passed on her condolences to the family of a past President whose family had contacted the Society to advise of his passing. The President also advised Members of the passing of a former Council Member's partner. The Board Effectiveness session is scheduled for 1 September 2025 and an external consultant (who attends every three years) will be invited for the 2026 session. The Council meeting on 23 September 2025 is being held at Craigavon Area Hospital and details will follow in due course. As part of the Centenary Year activities a formal photograph of all Council Members will be taken later in the year.	**PC56: JM to invite external consultant to attend Board Effectiveness session 2026** **PC57: JM to arrange date for formal photograph**

	The afternoon tea with past Presidents, Vice Presidents and all Fellows has been rescheduled to 18 November 2025 in Society House (following the Council meeting). Council Members are encouraged to attend.	**PC58: JM to forward diary invite for Afternoon Tea event**
9. Chief Pharmacist Standards (Head of Regulatory Strategy)	DMcC advised that GPhC have already set Standards which were published in January 2025 and this proposal is for an eight week consultation period (from 7 August – 2 October 2025) to bring relevance to the NI context and that a pre consultation letter will be issued on 1 August to focus groups. The President commended DMcC on the clarity provided within the papers presented. Further to a query from a Member will liaise with RQIA regarding potential collaboration. **Proposed by AR / Seconded by SG / Show of Hands**	**PC59: DMcC to liaise with RQIA**
10. Statutory and Scrutiny Committee Benchmarking Exercise	This item was deferred for discussion to the Private session.	
11. Fitness to Practise Training Budget Revision (Director of Business Operations)	JD advised that due to additional Members appointed through the recent recruitment exercise that the cost for training would now equate to £24,750. This quote is related to costs associated with the Law firm that previously provided training. Contact has since been made with two further Law firms however their quotes have not yet been received. On this basis, and with the urgency to organise and provide training, JD requested that training be approved in principle with the caveat that the cost would not exceed the quoted amount. JD also referenced that this quote is for two days training but the potential for a one day training event will also be checked. **Proposed GMcM / Seconded BM / Show of Hands**	**PC60: JD to progress in relation to costings and training dates**

	On this basis, Members agreed to approve the training in principle with the caveat that the cost does not exceed £24,750 but also to check the potential for a one day training event.	
12. Statutory and Scrutiny Committee Appointments (Director of Business Operations)	Recruitment has been completed for Chairs and Registrant Members. Recruitment for Lay Members has commenced with a final day scheduled for 31.07.25. JD reported that two Lay Members have been selected but vacancies remain open and there is one final day of interviews. The paper presented will be amended to reflect that not all appointments have been filled. The revised document will replace the current document on the website.	**PC61: JD to update paper**
13. CPD Portal Issues Investigation Report (Director of Business Operations	JD reported that the recent issue regarding incorrect notifications to registrants had been caused by a software code error. An internal investigation had been carried out and issue has been resolved. JD confirmed that contact been made with registrants by way of update and an apology made. With regard to bandwidth issues, a costings exercise will be carried on increasing bandwidth in general or periodically when required. GOH stated it would be helpful to have the paper updated to include detail on the communications (including apology) made with registrants. Lessons from this incident will be added to a Learning Log.	**PC63: JD to carry out costings exercise on bandwidth** **PC62: JD will update the paper** **PC63: JD to add detail to Learning Log**
14. Chief Executive Officer's Update	Initial Education and Training (IET) – Society laid legislation which came into effect on 1 August 2025. DMcC and colleagues are drafting guidance on how it affects different stakeholders and it will be issued on the website. CRA – results out today and press release will be issued. The pass rate is 89.5% compared to 75% in UK and this is testament to the quality of training, education system and tutors.	

	Funding – CW and GOH are meeting with the Minister on 4 August 2025 to discuss funding options going forward. Monthly calls continue with PSA but there has been limited progress on work plans. SMT are meeting on 30 July 2025 to identify priority areas. The PSA FtP Audit has been postponed until next year. The PSA has appealed a recent decision of the Statutory Committee and it has been listed in the High Court for September 2025.	
15. Any Other Business	GOH reported that going forward there will not be an In Committee session. There will be a Public Council meeting and any confidential items will be discussed in a Private session with SMT in attendance when required.	
16. Date of Next Meeting	Tuesday 23 September 2025 at 10.00 am in Craigavon Area Hospital.	