MINUTES

Public Council Meeting
Wednesday 10 December 2025
10.00 am, Society House

Present:

Council:

Dr Geraldine O'Hare (President)
Mark McCrudden (Vice President)
Barry Mimnagh
Brendan Garland
Anne Henderson
Siobhán Caslin
Gary McMurray
Philip Knox

PSNI:

Canice Ward (Chief Executive Officer)
Joan Duffy (Director of Business Operations)
Laura Hughes (Registrar/DR)
Stephen Moohan (Transformation and Governance Lead)
David McCann (Head of Regulatory Strategy)

In Attendance:

Steve Wright (PSA)
Jackie Murray (Minutes)

Apologies:

Alison Ragg
Lee Wilson
Scott Gill

Opening Items of Business	Notes	Actions
1. Welcome and Apologies (President)	GOH thanked everyone for attending the meeting reconvened from 18 November 2025 and stated the agenda remained the same however those papers requiring a more urgent response had been approved by E-paper in the interim and are noted accordingly in the Minutes. 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 / Approved by E-Paper		
5. Draft Minutes of the Previous Meeting (President)	The draft Minutes of the previous meeting held on 23 September 2025 were agreed as an accurate record of the meeting, noting that the attendance record will be updated to reflect an apology from Siobhán Caslin. **Proposed by MMcC / BG / Show of Hands**	
6. Action Log (President)	The items in the paper were discussed with the following points specifically addressed: - Recruitment of Council Members – dates being progressed with the Public Appointments Unit for shortlisting and panel. - Board Effectiveness Session – will be organised as part of the L&D Strategy for 2026. - FtP Appointments – checks take place to ensure eligibility of appointment and members on main panel and reserve lists continue to be contacted on a rotational basis. - FtP Training – completed on 5-6 November 2025 with recording available for those not in attendance or taking up position before next training session The log will be updated accordingly and outstanding actions progressed for the next meeting. **Proposed by MMcC / Seconded by SC / Show of Hands**	
7. Council / Committee Schedule 2026 (President)	The schedule of meetings proposed for 2026 had been approved for implementation with the caveat that dates may be subject to change. **Proposed by MMcC / Seconded by AH / Show of Hands**	

8. Removals from the Register – (Registrar / Director of Regulation)	The proposal from LH was circulated via E-paper on 20 November 2025 to obtain approval to proceed with the removal of those pharmacists whose retention fees remained unpaid on 28 October 2025 and who have been issued with a demand as detailed in Article 15 of the Pharmacy NI Order. In the paper Council was also notified of the removal, on 5 November 2025, of those pharmacists who have not complied with CPD requirements. **Approval received via E-Paper from ten Members** Members found the level of detail provided was helpful and agreed for the anonymised version to be retained future reports.	
9. Reappointment of Clinical Advisers (Director of Business Operations)	JD provided a paper indicating that five Clinical Advisers, out of the current cohort of eight, had expressed their interest to continue with their advisory roles for a reappointment term of four years to the Society in relation to Fitness to Practise matters. JD confirmed that all advisers remain registered with the GMC with no fitness to practise matters listed. **Proposed by BM / seconded by PK / Show of Hands**	**PC73: JD to contact Clinical Advisers to confirm reappointment**
10. Standards and Guidance Review Programme (Head of Regulatory Strategy	DMcC presented the Programme Highlight Report for information and thanked Members for their approvals received to the E-papers on: - Draft Professional Standards for Chief Pharmacists (consultation closed on 02.10.25 and to publish documentation) - Draft Pharmacist Code of Ethics and Performance (publication of revised Code from review in 2023) - Draft Guidance for Prescription Collection and Delivery Standards (to launch consultation on 24.11.25) **Approval via E-Paper received from ten Members** The EQIA for The Code of Ethics had since become available and was presented to the meeting for approval. **Proposed by SC / seconded by BG with a Show of Hands**	

	The Knowledge of English Scoping Paper was also presented by way of a request to pause development until appropriate resourcing is secured. Members issued their concerns regarding the cessation of this work and requested a Business Case be developed to inform decision making, which would outline the level of funding required to proceed and the associated risks to the Society by not proceeding with this piece of work. Internet Prescribing and the associated risks within Northern Ireland was also discussed and BM/CW will discuss further.	**PC74: Business Case to be developed for KoE** **PC75: CW/BM to meet**
Committee Updates		
11. Finance and Performance Committee (FPC Chair)	GMcM presented the approved redacted (confidential detail removed) Minutes from the Committee meeting held on 11 September 2025. The main items for that meeting had been to approve the Annual Report and Accounts, review the Performance Dashboards and a continuing review of the budget. It was noted the primary focus of the Committee has been on financial matters and going forward there will be further development on issues in relation to performance. The draft Minutes from the Committee meeting held on 28 October 2025 will be presented to the Confidential session of Council and approved at the next Committee meeting.	
12. Audit and Risk Committee (ARC Chair)	PK presented the approved redacted (confidential detail removed) Minutes from the Committee meeting held on 11 September 2025. The main focus of the meeting was to approve the Annual Report and Accounts. The draft Minutes from the Committee meeting held on 13 November 2025 will be presented to the Confidential session of Council and approved the next Committee meeting.	
13. Human Resources Committee (HRC Deputy Chair)	BG presented the approved redacted (confidential detail removed) Minutes from the Committee meeting held on 18 September 2025. Recent areas of focus have been on volume of visitors/phone calls through reception, new process for performance management and the requirement to seek legal advice on the Sommerville Judgement.	

	The most recent draft Minutes from the Committee meeting held on 4 November 2025 will be presented to the Confidential session of Council and approved at the next committee meeting.	
Items for Discussion		
14. Council Member Recruitment (President)	As discussed at item 6, dates are being progressed with the Public Appointments Unit for shortlisting and interview. The President will keep Members updated.	
15. Fitness to Practise Monthly Update (Registrar / Director of Regulation)	The report showed good progress has been made in closing cases and it was noted that the delay with some of the cases is due to their complex nature. The clearer format of the report in relation to the FtP Dashboard was reiterated.	
16. Continuing Professional Development Update (Registrar / Director of Regulation)	Details on the Quality Assurance process for portfolio assessments was discussed. Over the past number of years, 30% of portfolios assessed failed to meet the required standard. It was suggested that a comparison exercise could be carried out with previous years and other regulators. Everyone was in agreement that it is important to understand the reasons for those portfolios not meeting the standard and identify any issues and remedial action required. Further to a suggestion from a Member, it was agreed that further discussion would take place at the Finance and Performance Committee with a view for the Committee to monitor progress on the work required.	**PC76: further discussion at next FPC meeting**
17. Overarching Action Plan (CEO)	CW advised progress is being made an updated and consistent RAG status will be used for the Overarching, PSA, EDI and Culture Action Plans going forward. Further to a request from a Member, the Internal Audit Recommendations will be included in the Overarching Plan and CW confirmed this will be updated for the next Council meeting.	 **PC77: Report updated for next Council**
Items for Noting		
18. PSA Action Plan (DBO) **19. EDI Action Plan** (DBO) **20. Culture Action Plan** (DBO)	The detail within the three Action Plans were noted and going forward it was agreed the reports would be presented to their respective Committees for discussion with only the Overarching Action Plan being presented to Council for discussion.	**PC78: Committee / Council Agendas to be updated**

	<u>Corporate Governance Handbook</u> SM confirmed that a first draft would be presented to ARC on 3 February 2026 with a view to presenting to Council on 24 February 2026 for initial sight of the document. Next steps will then be agreed.	**PC79: Agenda item for ARC / Council**
21. Performance Dashboards Q2 (DBO)	The Registration, Continuous Professional Development and Regulator Online Activity Dashboards had previously been presented to relevant Committees and Members noted the papers with no further comments. The Complaints Dashboard has not been available to present to ARC previously and was presented for discussion. SM stated that all complaints were CPD related issues. The paper was noted.	
22. PFNI Bi-monthly Update (CEO)	CW presented the report on behalf of the Una O'Farrell. The leadership function of the Forum was discussed and it was noted that a fuller discussion on professional leadership will take place at a future meeting with Sheelin McKeagney in attendance. The President and Members noted the paper and extended their thanks to UO'F for a well informed and helpful report.	**PC80: Invitation to SMcK to attend Council 28.02.26**
23. Governance Costs (CEO)	The report was discussed at the Finance and Performance Committee at its meeting on 28 October 2025. The President requested a fuller review to take place at the next FPC meeting and then re-present to Council.	**PC81: FPC Agenda item**
24. Consultations Update (Head of Regulatory Strategy)	DMcC provided an update on Consultations the Society is responding to and reported that cross-cutting themes are emerging from the various responses. The paper was noted.	
25. Communications and Engagement (CEO)	CW presented the report on behalf of the Communications Officer. The paper was noted.	
26. President's Update	GO'H extended sympathies on behalf of herself and Council to both Anne Henderson and David McCann on their recent bereavements.	

	A governance session with Council will be scheduled for 2026 (date to be advised) and the Public Sector Chairs Forum are hosting their annual governance conference on 25.03.26 at La Mon. GO'H wanted to take the opportunity to thank everyone involved with organising and those who were able to the Afternoon Tea on 18 November 2025. It was a hugely successful event.	
27. Chief Executive's Update	CW thanked everyone involved in organising the recent CRA held in November. It was a well organised event and he also wanted to wish everyone good luck with their results. Regular engagement continues with the PSA and an update will be provided in the Confidential session. In addition, the Society also recently responded to the PSA Consultation on fee charges for regulators. Regular meetings and engagement continue with the Department of Health including: - Annual Report and Accounts officially laid at the NI Assembly - Responsible Officer obligation fulfilled with Statutory Rule on IET - Impact of Somerville Judgement to the Society. Julie Greenfield recently left employment and CW wanted to pay tribute to her contributions over the past 10+ years.	
28. Any Other Business	There were no further items of business.	
29. Date of Next Meeting	The next Council meeting is scheduled for Tuesday 24 February 2026 in Society House.	

The meeting concluded at 12.05 pm.