MINUTES

Public Council Meeting

Tuesday 24 February 2026

9.30 am, Society House/MS Teams

Present:

Council:

Dr Geraldine O'Hare (President)	Brendan Garland	Gary McMurray
Mark McCrudden (Vice President)	Anne Henderson	Scott Gill (MS Teams)
Barry Mimnagh (Item 5 onwards)	Alison Ragg	

PSNI:

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

In Attendance:

Steve Wright (PSA)	Gareth Gilvary (Observer)	Jackie Murray (Minutes)

Apologies:

Siobhán Caslin	Lee Wilson	Philip Knox
Laura Hughes (Registrar/Director of Regulation)		

Item	Notes	Actions
1. Welcome and Apologies (President)	The President welcomed everyone to the first meeting of 2026 and advised Gareth Gilvary, Head of Regulation and Governance with the Medicare Group, will be joining as an observer for part of the meeting. Apologies were noted as above. The President also advised regarding a slight change to the ordering of items on the agenda to accommodate BM being in attendance for those items requiring approval. Items are documented in the Minutes in the order discussed.	
2. Deputations (President)	The President was in attendance for the full meeting.	

	BG would be deputising for PK for items in relation to the Audit and Risk Committee.	
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.	
5. Programme Highlight Report (Head of Regulatory Strategy) FOR INFORMATION	DMcC presented an update on the various workstreams contained withing the Guidance Review Programme. <u>Draft Guidance for Prescription Collection and Delivery in NI Consultation</u> The Consultation closed on 2 February 2026 and the Project Team are currently undertaking a structural analysis of the feedback to produce an Outcomes Analysis Report. <u>Draft Pharmacist Prescribing Standards Consultation</u> Documentation in respect of a forthcoming consultation is nearing completion and will be forwarded to Members for approval by E-paper. <u>Knowledge of English</u> Currently not in a position to progress due to resource capacity, including priority work to progress legislation in relation to an increase in fees. More clarity is required regarding legal fees and funding resource for a fixed term contract and this will be factored into the forthcoming budget planning for 2026-27 in context with organisational priorities. DMcC will forward an update paper to GOH/CW to inform discussions with the Department. CW confirmed that a separate piece of work will be undertaken to identify the time and resource requirements for all projects to accompany a sustainability funding bid to the Department. This is being progressed via FPC.	**PC82: E-Paper for approval to be forwarded to Members** **PC83: Update paper to be produced for DoH information**
6. FtP Monthly Report (CEO) FOR INFORMATION	The reports for December 2025 and January 2026 were presented. Members appreciated the amount of detail included and stated it would be helpful to include a narrative detailing the reasons for delay, what would be required to progress	**PC84: narrative to be**

	cases and the reasons for delay outside of the Society's control. CW advised he would discuss with the Registrar and more detailed discussions could take place in the confidential session. <u>Section 29 Cases</u> Further to a query from a Member, it was noted that the reference to three cases should state it is three hearings related to two cases and the wording will be updated for future reports. <u>Case Management Lawyer</u> Further to a query from a Member regarding appointing a case management lawyer to assist with the reduction in the backlog of work, CW confirmed that the Society had previously made a request for a case management lawyer via the HRC.	**included in future reports** **PC85: report wording to be updated** **PC86: update to 26.05.26 meeting**
7. Draft Minutes of Previous Meeting (President) FOR APPROVAL	The draft minutes from the meeting held on 10 December 2025 were agreed as an accurate record. **Proposed by BG / Seconded by GMcM**	
8. Action Log (President) FOR APPROVAL	The Action Log was discussed and the following updates were noted: <u>Council Member Recruitment</u> – the competition is being launched in the next couple of weeks. CW stated that PFNI will facilitate workshops in line with the previous competition to assist registrant members with their applications. GOH suggested that Registrant Council Members could provide an input if required. <u>Board Effectiveness</u> – work is being progressed and includes appraisals/skills analysis for all members. <u>Internet Prescribing</u> – CW stated some of the related risk currently remains outside of the Society's remit as a regulator and further to a query from a Member, confirmed ongoing work and related actions are being considered. <u>Governance Costs</u> – GMcM advised further discussion took place at the Finance and Performance Committee on 6 February 2026. The mid-year figures were noted	**PC87: GOH/ CW to discuss**

	and no further action is required in advance of producing the end of year figures for the Annual Report and Accounts. Corporate Governance Handbook – GOH thanked everyone for the comprehensive work carried out to date. The first draft has been shared with the Vice President and Committee Chairs and a further review will take place with each Committee prior to be presented to Council for final review and approval. The item will remain on Confidential Agenda for update. **Proposed by MMcC / Seconded by BM**	 **PC88: Item for Confidential Agenda**
9. **Cyber Security** (Director of Business Operations) FOR APPROVAL	JD reported that extensive discussions had taken place at the Audit and Risk Committee on 3 February 2026 with emphasis on the requirement to have 24-7 cyber security monitoring and pen testing in place. Following ARC, JD met with the Society's IT provider who recommended the adoption of SOC/SIM (Security Operations Centre/Security Information and Event Management) systems which will provide a comprehensive solution. The Finance and Performance Committee approved a cost of £3,427 for Council to ratify. Discussion at ARC recommended the need to have pen testing on the Website, ROL and network infrastructure. JD stated currently only one quote for £5076 has been received which was approved at FPC on 6 February 2026 contingent on at least one further quote being received for Council to ratify. Further to discussion at Council in May 2025, JD provided an update on the use of personal devices to access Society emails/documents and will issue a guidance document. As previously discussed, Members may not always have the correct devices to allow them to carry out Society work in a conducive manner. The cost to provide devices to the Vice President and Chairs would be approximately £2,516 which is within budget and the projected cost to provide devices to Members would be £1,813 which is outside budget. It was agreed that a poll would be issued to ascertain the devices that would be required by each Member in addition to those issued by the Society.	**PC89: JD to circulate guidance** **PC90: JM will issue poll**

	Further to a query from a Member, JD will check that the IT provider does not have a conflict of interest with recommending an organisation to carry out the Society's cyber monitoring. Council Members were content to approve in principle the proposals outlined for 24-7 cover, pen testing and provision of devices pending further work to be carried out and actual costings. **Proposed by BG / Seconded by BM**	**PC91: CoI check**
10. Health and Safety Policy (Director of Business Operations) FOR APPROVAL	JD provided an update on the review undertaken by a H&S training and consultancy organisation. The policy outlines the statutory obligations to be undertaken by the Society and the Audit and Risk Committee recommended the Policy for approval by Council at its meeting on 3 February 2026. Members had reviewed the policy and were content to approve. **Proposed by AH / Seconded by MMcC**	
11. Scrutiny Committee Annual Report 2025 (CEO) FOR APPROVAL	CW presented the paper providing detail on the cases referred by the Registrar during 2025. Members stated it would be helpful to have a similar annual report for the Statutory Committee and JD will discuss with the Chair. CW stated that the Chairs of both the Scrutiny and Statutory Committees have historically been legally qualified and that consideration is being given to appoint legal advisers going forward in order to provide an extra level of advice and assurance. A paper will be presented to a Finance and Performance Committee meeting for further discussion.	**PC92: JD will discuss with Stat Comm Chair** **PC93: Paper to FPC**
12. Overarching Action Plan (Director of Business Operations) FOR INFORMATION	JD presented the update for January 2026 which spans the PSA, EDI and Culture Action Plans. The number of items in the Culture Survey being deferred to 2026-27 was noted and JD confirmed this was solely due to resource capacity issues and that items will be progressed if resource becomes available.	

	JD reported that SMT had received Performance Management Training and Performance Reviews are currently underway with all staff. A further update will be provided at the next meeting.	**PC94: JD to update on 26.05.26**
13. Business Plan (CEO) FOR INFORMATION	CW presented the Business Plan which now links to the Corporate Strategy. <u>Continuing Professional Development</u> - a wider review of the whole process, including the potential to move to revalidation in forthcoming years, will take place via the Finance and Performance Committee and is a standing item on its agenda. <u>RAG Status</u> - the requirement to have a consistent and identifiable RAG Status across the Business Plan and range of Action Plans was discussed. JD is in the process of updating for SMT approval and implementation across all relevant documents. Members will be updated in advance of their Committee meetings.	**PC95: RAG Status to be updated across all documents**
14. Finance and Performance Committee Update (FPC Chair) FOR INFORMATION	GMcM presented the approved Minutes from the meeting held on 28 October 2025 which had been redacted to remove any confidential detail. A review of the Dashboards has commenced and the Chairs have been contacted to provide comments to enable more concise and relevant reporting.	
15. Audit and Risk Committee Update (Deputy ARC Chair) FOR INFORMATION	BG presented the approved Minutes from the meeting held on 13 November 2025 which had been redacted to remove any confidential detail. All actions have been progressed.	
16. Human Resources Committee Update (HRC Chair) FOR INFORMATION	SG presented the approved Minutes from the meeting held on 4 November 2025. Progress in relation to the Performance Management system was commended. Further discussion on items will take place during the Confidential meeting.	
17. Consultation Report (Head of Regulatory Strategy) FOR INFORMATION	DMcC presented the update on consultations and the time commitment for responding to each consultation was noted.	

18. Communications and Engagement Report (Communications Officer) FOR INFORMATION	NB reported on the increase in listeners following the podcast recorded by pharmacy students. A Communications Strategy for the Corporate Strategy launch has been developed. Further to a query from a Member, NB reported that an update on the recent media enquiry/article into "Mounjaro" will be included in the next reporting period. It has transpired that document links are not accessible within Decision Time and JM/NB will review for future report. In the interim, JM will circulate via email. It was noted that the number of Freedom of Information requests has increased and the associated time to respond to each request. SM reported there is a limit to the cumulative amount of time spent on each request per person and is being monitored.	**PC96: JM / NB to review**
19. President's Update FOR INFORAMTION	A new Chief Executive/Registrar takes up post with the GPhC on 2 March 2026 and the GPhC will be in contact to arrange a four-way meeting. GOH wanted to extend her thanks to everyone involved with the Launch of The Code. The event was well attended and positive feedback has been received. Liaison is underway with the Health Committee to discuss the PSA Report and progress legislation in relation to an increase in fees.	
20. Chief Executive Officer's Update FOR INFORMATION	Work is progressing to commence a recruitment competition for a Chair of the Scrutiny Committee and Registrant Members for both Statutory and Scrutiny Committee. Monthly meetings continue with the Department of Health. CW was a panel member at a recent UCA Pharmacy Tradeshow and received positive feedback. The draft PSA Report has been received and comments are due to be forwarded by 27 February 2026. The PSA plan to publish in March 2026.	

21. Any Other Business	There were no further items of business.	
22. Date of Next Meeting	The next meeting will take place on Tuesday 26 May 2026 at 10.00 am in Society House.	

The meeting concluded at 11.30 am.

2026 Schedule

Tuesday 24 February 2026 at 9.30 am
Tuesday 26 May 2026 at 10.00 am
Tuesday 28 July 2026 at 6.30 pm
Tuesday 22 September 2026 at 10.00 am
Tuesday 1 December 2026 at 10.00 am