REDACTED VERSION WITH CONFIDENTIAL INFORMATION REMOVED FOR PUBLIC COUNCIL MEETING

Pharmaceutical Society NI

Finance and Performance Committee
Tuesday 28 April 2026 at 9.30am
Society House/MS Teams

MINUTES

Present:

Committee:
Gary McMurray (Chair)
Anne Henderson
Scott Gill (via MS Teams)
Siobhán Caslin (Item 7 onwards)
Mark McCrudden (via MS Teams: Item 7 onwards)

PSNI:
Canice Ward (Chief Executive Officer) (MS Teams)
Joan Duffy (Director of Business Operations)
Stephen Moohan (Transformation, Compliance and Governance Lead)

In Attendance:
Jackie Murray (Minutes)

OPENING ITEMS		
Agenda Item	**Notes**	**Actions / Outcomes**
1. **Welcome and Apologies** (Chair)	GMcM welcomed everyone to the meeting and advised SC and MMcC would join later in the meeting (subsequently joined from item 7 onwards).	
2. **Deputations** (Chair)	There were no deputations required.	
3. **Conflicts of Interest** (Chair)	GMcM advised that staff (JD/SM/JM) would leave the meeting for discussions on Staff Annual Increment and Pension Scheme and CW, who does not have a conflict of interest, would take a note of the outcomes for the Minutes.	
4. **Tabled Items of Business** (Chair)	4.1 Review of FPC Terms of Reference - the ToR are due for review and will be circulated following the meeting. The approved version will be included in the revised Corporate Governance Handbook. GMcM stated that all Committee	**JM to circulate to Members**

	ToRs are currently being reviewed and the documents will also be updated for consistency in wording across relevant areas.	
5. Draft Minutes of the Previous Meeting – 6 February 2026	The Minutes were approved subject to an amendment being made to update “the robustness of FPC includes looking at decisions of FtP Committees to minimise any potential liability for the Society” to “the robustness of FPC includes having an oversight of decisions made by FtP Committees” as it would not be within the remit of FPC to review decisions. An oversight of performance and quality assurance of FtP Committees will remain on the agenda and will be included in the revised ToRs.	**JM to update Minutes** **Approved by AH / Seconded by SG** **ToR to be updated and item added to Work Plan**
6. Draft Redacted Minutes of the Previous Meeting – 6 February 2026	The draft Redacted Minutes were approved in line with the same amendment as at Item 5.	**JM to update Minutes** **Approved by AH / Seconded by SG**
7. Action Log	7.1 <u>Knowledge of English</u> – updates will be provided via Council meetings going forward. 7.2 <u>PSA Section 29</u> – CW informed Members that the PSA lost its challenge on PSNI’s decision and currently awaiting confirmation of costs to the Society. It was noted the amount will have an impact on the year end figures. Update on second case to be provided. 7.3 <u>Sustainability Business Case</u> – CW is working on a revised paper.. A draft will be shared with MMcC and GMcM.	**Closed** **CW to share paper**
8. DOH Update (verbal)	Update provided at item 7.3.	

9. Management Accounts / Cashflow Projections **10. Draft Budget 2026-27**	SM provided a high-level overview of the management accounts and forecast performance to year end 31 May 2026 highlighting the impact of the DoH funding of £272k which reduces the operating deficit. SM also clarified that finalisation of costs in respect of PSA S29 cases has yet to conclude and this may reduce the forecast deficit further. The position as detailed in the management accounts was noted by the committee. SM then provided an overview on the updated version of the Draft Budget and savings made from the previous version. Committee Members noted the document and confirmed they could not approve a budget with a deficit or without clarity on how the deficit would be funded, and advised the budget be brought to Council for review. It was noted that further discussions were planned with DoH between date of committee meeting and next Council meeting and this may provide some clarity on funding. SM presented a briefing paper setting out a number of scenarios around cost reduction exercises that could be considered in order to address the budget deficit. After discussion it was agreed that additional information on risks pertaining to each option would be added and this briefing paper also be brought to next Council meeting. A paper with a more detailed narrative on the various budgetary/staffing options will be provided to Council. CW had previously contacted the Department for an update on the Somerville Judgment however information from the DSO is not yet available and he will write again to ascertain if a response could be made available in advance of Council. A placeholder for potential costs arising from this has been included in the budget.	**CW to follow-up with DoH**
11. Bank Dashboards	The papers were noted.	

12. Remuneration Committee Papers	12.1 <u>Annual Increment</u> – FPC agreed with the decision by the Remuneration Committee on 24 April 2026 to award an increment of 3% for 2024-25 and 2025-26. 12.2 <u>Pension Scheme Increased Employer Contributions</u> – FPC agreed with the decision by the Remuneration Committee on 24 April 2026 to defer a decision due to the current financial situation. *As noted at item 3, JD, SM, JM were not in attendance for the discussion on items 12.1 and 12.2.*	**Update to Council for noting** **Update to Council for noting**
13. Human Resources Committee Papers	The Business Cases and Job Descriptions had been discussed in the closed session with FPC Members and CW. FPC Members agreed that it would be appropriate to defer a decision until there is a clear understanding of the budget and future direction for the Society. It was therefore agreed that recruitment and affirmation of temporary contracts to permanent contracts would be put on hold with the exception of the role for the Secretary to the Statutory Committee which is a legislative requirement.	
14. Out of Budget Spend Requests	14.1 <u>Council Devices</u> – the paper will be further reviewed before presenting to Council to ensure the IT requirements for each Council member are appropriate and represent minimal costs to the Society. An interim solution, provided by Nitec, has been relayed to Council Members. 14.2 <u>Moore NI Increase in Fees</u> – following approval at ARC to extend the contract for one year, Moore NI advised regarding their increased fee. FPC approved the uplift.	**paper to Council on 26.05.26**
15. Information Technology	15.1 <u>Pen Testing</u> - Two quotes had been provided however due to the significant difference in cost and scope of service, it was agreed that a further comparative quote should be obtained, based on clear specification of requirements, and JD will link with PK/BG to draft specification for quote.	**JD to draft specification**

	15.2 CPD Portal Mitigating Measures – JD has been meeting with the Society's software provider on a weekly basis and all necessary preparations have been made including software updates, increased bandwidth, additional memory and storage for 24-7 cover during peak times. The ROL upgrade has been put on hold as it is now close to the retention period. Further to a query, JD confirmed there is no scheduled downtime of the system and that banner notices are now in place to advise when there is scheduled downtime. 15.3 IT/ROL Dashboard – further to a recent review of the Dashboards, data is now collated and presented in a new format using Excel (instead of Power BI) to reduce staff time. Members were in favour with the process which reduces staff time.	
16. Procurement Policy	Members were content to approve the Policy with the proviso that reference to Direct Award Contracts and minimum contract amount required to go out to tender are included.	**JD to update Policy** **Show of Hands**
17. Annual Report and Key Milestones	The timelines were noted.	
18. Business Plan Q4	The paper was noted and areas continue to be progressed, resource permitting. The RAG status was discussed, specifically that an additional category (white) had been added, and will be further reviewed to ensure clarity on use of Red, Amber and Green status.	**Review of RAG Status**
19. Fitness to Practise Monthly Report	The report for March 2026 was noted.	
20. Continuing Professional Development Dashboard Q4	The paper was noted.	

21. Registration Dashboard Q4	The paper was noted and JD confirmed that data on total number of registrants will be included in future reports when practical to update within the time resource.	
22. FPC Work Plan	The paper was noted.	
23. Any Other Business	There were no further items of business.	
24. Date of Next Meeting	Tuesday 15 September 2026 at 9.30 am.	