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Pharmaceutical Society NI

Finance and Performance Committee
Tuesday 8 September 2026 at 2.00 pm
MS Teams

MINUTES

Present:

Committee:	PSNI:
Gary McMurray (Chair)	Canice Ward (Chief Executive Officer)
Anne Henderson	Laura Hughes (Registrar) – Items 3-4
Scott Gill	Joan Duffy (Director of Business Operations) – Items 5-11
Siobhán Caslin	Stephen Moohan (Transformation, Compliance and Governance Lead) – Items 5-11

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 the first part of the meeting would focus on a "deep dive" into Fitness to Practise with the Registrar in attendance. JD/SM would join for the second part of the meeting when an update would be provided on the financial situation and liaisons with the DoH. There was an apology noted from Mark McCrudden.	
2. Deputations/ Conflicts of Interest/ Tabled Items of Business (Chair)	There were no deputations, Conflicts of Interest or tabled items of business.	

3. **Fitness to Practise Review** (Registrar) FOR DISCUSSION	LH provided an in-depth analysis of the Monthly Fitness to Practise Report for August 2026 which facilitated an interactive discussion. Members found the discussion to be very informative and commended LH and her team on the volume and scope of work being progressed and, in particular, with a reduced staffing complement. A separate detailed confidential report on the discussion will be provided as an Annex document to the Minutes and will also be provided to Council Members for information. The Action Points were noted as follows: - Additional descriptive detail to be provided at relevant areas to inform discussions at FPC meetings but will be removed from the paper being presented to Public Council. - Comparative annual data will be included in future reports. - Educational/Emerging Themes article being produced for the Website to be shared with Council. - Fitness to Practise Manual has been substantially updated and the final version will be shared with Council Members. It was agreed that LH will attend future FPC meetings to update on FtP and any other relevant matters and diary invites have been forwarded.	**Annex Report to be issued to Council**
4. **Performance Dashboards Q1 2026** FOR NOTING	4.1 <u>Registration Dashboard</u> Members had reviewed the Dashboard and the paper was noted. 4.2 LH took the opportunity to update Members on the continuous cycle of work required throughout the year for the various registers maintained by the Society: students; premises; registrants. The Society charges one standard registration fee for students and registrants whilst other pharmacy regulators (PSI; GPhC) have a standard fee plus additional charges, eg for CCPS	

	(Certificate of Current Professional Status) applications. 4.3 CPD Dashboard Members had reviewed the Dashboard and the paper was noted.	
5. **Position with DoH / Funding** (CEO) FOR UPDATE	CW provided an update on the Financial Business Case being submitted by the DoH and the Consultation on Premises Fees. Ongoing discussions are continuing with DoH.	
6. **Management Accounts / Cashflow Projections** (TGC Lead)	Due to annual leave arrangements, SM reported that it had not been possible to carry out the data processing exercise to produce the Management Accounts and Cashflow Projections for this meeting but is now being progressed. GMcM requested that a granular review of expenditure also be carried out and SM agreed to progress paper to be brought back to FPC.	**SM to progress granular review**
7. **Year End Accounts / Audit Process** (DBO)	JD confirmed that the external auditors have completed the audit of the figures and the final version of the Annual Report and Accounts will be issued to the DoH on 10.09.26.	
8. **High Level Financial Systems** (DBO)	The Internal Audit Report has been included for information given the subject matter. The report was noted and progress on recommendations will be tracked through ARC.	
9. **Out of Budget Spend Request: Secretary to the Statutory Committee** (DBO)	JD reported a recent competition, advertised on NI Jobs and the Society's website, to recruit a Secretary to the Statutory Committee had been unsuccessful. This is a statutory post which entails providing specialist support to the Statutory Committee. The proposal, therefore, is to advertise with an agency which the Society has previously utilised successfully in order to expedite the process.	

	A robust discussion ensued which highlighted the limited options available internally to the Society. Members were unanimously in agreement that due to the potential risk to the Society in not being able to carry out its statutory functions effectively, the post needs to be filled with undue delay. **Outcome: FPC Members approved the request to utilise a recruitment agency to fill the post of the Secretary to the Statutory Committee**	
10. Date of Next Meeting	The next FPC meeting will take place on Tuesday 15 September 2026 at 9.30 am in Society House.	