



Annual Report and Accounts 2021-22

For the year ended 31 May 2022

Pharmaceutical Society of Northern Ireland

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1. President and Chief Executive - Joint Foreword

2021-22 has been another challenging year for pharmacists, healthcare professionals and all those working in the health and social care system. In the first part of this year, the Covid-19 pandemic continued to place significant pressures on service provision. As we begin to emerge from this difficult period, the health care system is having to cope with a backlog of cases and underlying health issues, whilst continuing to embed new ways of working. We are, however, in a much better position than we were 12 months ago and this is in no small part due to the skill, dedication and professionalism of pharmacists and healthcare workers across Northern Ireland.

During 2021-22, the pandemic continued to present organisational challenges. We again prioritised flexibility and agility in our approach to meeting our regulatory objectives and protecting the public. We had to show significant flexibility and agility when the long-planned first UK-wide Common Registration Assessment had to be deferred in June 2021 due to the pandemic. With a view to not placing undue stress on trainees and significant disruption to the workforce, we successfully delivered a bespoke Northern Ireland registration assessment at short notice. We maintained the required levels of rigour and assurance to allow applicants to join the professional Register with the shortest delay possible. All those involved should be congratulated on this work.

Several issues have impacted on progress against the Corporate Strategy 2017- 2022, not least the pandemic but also Brexit and delays by Government in bringing forward legislative reform. Council reviewed the current Corporate Strategy which was due for a full review during 2022 and chose to extend its duration by a further 12 months with an addendum. Council's review has resulted in a number of our objectives being amended or removed and replaced with new objectives to be completed in the year 2022-23. This document reports against those amended objectives and goals which are highlighted throughout.

Our Registrar commenced maternity leave in July 2021. The Department is responsible for the appointment of a Registrar and a recruitment process was commenced and concluded ahead of the commencement date. In the event, in the period between interview and ministerial approval, the single appointable candidate accepted another position. Following a previously established procedure, the Minister appointed the Chief Executive as Interim Registrar in order that the statutory functions of the Registrar's office could continue.

Despite further recruitment attempts, a replacement was not identified and the role had to be carried out by the Chief Executive, supported by SMT colleagues, until June 2022. All of the statutory functions were covered but there were inevitable impacts on other senior management functions.

Whilst it has been another unusual year, it has also been a year of significant progress in certain areas. We were delighted to respond to the Department of Health's consultation, launched in March 2022, on the Introduction of Statutory Regulation of Pharmacy Technician Workforce in Northern Ireland. The Registration of Pharmacy Technicians has been a long-standing objective of Council. Registering Pharmacy Technicians will provide enhanced public safety and is vital in relation to delivering wider service provision reforms planned for pharmacists and pharmacy in Northern Ireland. In anticipation of future work in this area, we have employed an interim project manager to prepare the professions and provide a route for pharmacy technicians to join a professional register here.

Progress on reforms related to the new Standards for Initial Education and Training of Pharmacists has gained pace in 2021-22. We have continued to Chair the Education Reform Implementation Group in Northern Ireland and have established an Education Reform Stakeholder Group. It is planned that the new standards will be fully implemented by 2026, with all pharmacists joining the Register as Independent Prescribers from this point. As part of our preparatory work for this objective, in March 2022, we consulted on "in principle" changes to our Regulations and standards for gaining entry onto stand-alone independent prescribing courses in parallel with work on embedding prescribing into the pre-registration journey.

As part of this broader reform package, 2021-22 has also seen the successful transition from a pre-registration training programme, run by the Society, to a Foundation Training Year, delivered by the NICPLD. We have moved from delivery to providing quality assurance for the new programme.

We have also focused on post-registration education and professional development of pharmacists, holding successful stakeholder engagement in Northern Ireland and agreeing to set up a UK-wide group in partnership with the GPhC. This new group will focus on assurance of post-registration practice and development of pharmacists and will greatly assist in the planned transition from CPD to revalidation or continuing fitness to practise in Northern Ireland.

We are also pleased that DHSC in London has laid in the UK Parliament the necessary draft legislation to begin the planned reforms for the standards to be met by Responsible and Superintendent Pharmacists. The legislation, which is due to be commenced in December 2022, will also provide us with the much-needed provision of a Deputy Registrar.

Council approved the update and publication of our Manual for Fitness to Practise Committees. The publication of this document is intended to provide a useful resource to members of the public, registrants and those representing pharmacists in Fitness to Practise proceedings. Its review, update and related training will ensure committee members can continue to carry out their function as independent decision makers in a consistent way and in line with best practice.

Internally, we have made significant progress against our ICT strategy. Specifically, 2021-22 has seen the development of a new Customer Relationship Management (CRM) type system. This has enhanced the management of registration applications,

CPD monitoring and Fitness to Practise processes and record keeping. Registrants, FTY trainees and body corporates are now able to complete digital applications and make payments online, whilst pharmacists are better able to manage their CPD submissions. We have also completed the move to an entirely cloud-based system, with importance placed on security and functionality, outside of normal office working arrangements. The outcome of this work is greater assurance that, during exceptional events, we can successfully perform our regulatory functions and continue to protect the public.

We are pleased to pay tribute to Council members and staff at the Pharmaceutical Society NI who, during a continued period of change for the organisation, overlaid with the continuing effects of the pandemic, have ensured that the core business of public protection has been maintained through their hard work and flexibility. In addition, we would like to thank all registrants and our stakeholders, from across Northern Ireland, for their continued support throughout this year.



Dr Jim Livingstone, President



Trevor Patterson, Chief Executive

2. Who we are

We are the statutory regulatory body for pharmacists and pharmacies in Northern Ireland.

Pharmacists provide a range of pharmacy services to patients and the public in an increasing variety of contexts from community pharmacies, hospitals and GP surgeries to industry, education and research. It is our job to ensure that pharmacists and the services they deliver are safe and protect the wellbeing of those who use them. We do this through a system of personal and premises registration. Through our work, we aim to protect the public and patients and maintain public confidence in the pharmacy profession.

Our work touches the lives of pharmacists from the day they start their training until the day they retire or leave the Register.

Our role, powers and responsibilities are set out in The Pharmacy (Northern Ireland) Order 1976.

We are almost exclusively funded by registration and retention fees, paid by pre-registration trainees, pharmacists and premises owners. We are not funded by the public purse.

We have a governing Council which is independently appointed, following the public appointment principles, comprising seven members of the public (lay members) and seven pharmacy professionals (registrant members) and headed by a President. The Chief Executive of the organisation is accountable for organisational performance to the Council which in turn sets the strategic direction of the organisation.

We are a fully devolved regulator and are accountable to the Northern Ireland Assembly.

We are based in Belfast and have a small regulatory staff team of 14 people.

3. What we do

We work with pharmacists from the day they start their training and throughout their career, to protect the public, by ensuring they are fit to practise and keep their skills and knowledge up to date.

Our key areas of focus are:

Education and Training

- Setting standards, accrediting courses and approving qualifications for undergraduates and pharmacists including those for specialisms;
- Assuring the quality of the year-long pre-registration training (Foundation Training Year) that pharmacist trainees must undertake;

- Setting and running the final assessment that pharmacist trainees must pass before they can be registered as a pharmacist; and
- Ensuring that pharmacists complete the annual Continuing Professional Development (CPD) programme which is designed to ensure that they keep their skills and knowledge up to date and provide evidence of compliance at least annually.

Registering competent professionals

Pharmacists must be registered with us to practise in Northern Ireland. Before registration, we check that they are appropriately qualified to join the Register.

Setting and monitoring compliance with Professional Standards

Pharmacists and pharmacy premises must meet the relevant Standards to remain on the Register. We provide a suite of Guidance documents to assist pharmacists in this regard.

Acting when our Standards are not met

Actions can include suspending someone from working as a pharmacist for a set period, placing conditions on their practice or removing their right to practise pharmacy by removing them from the Professional Register. In 2016, legislation was passed to allow us to act when our new Premises Standards are not met. However, these powers have not yet been brought into operation.

Investigating complaints about pharmacists and pharmacy premises

We work with the Department of Health Northern Ireland (DoH) to ensure that any complaint made in relation to the Fitness to Practise of a pharmacist is appropriately investigated and that pharmacy premises meet our Standards.

Oversight of our work

Our work is subject to oversight by the Professional Standards Authority for Health and Social Care (PSA). Each year, the PSA assesses our performance against its Standards of Good Regulation. The PSA presents a report on all the regulators of healthcare professionals in the UK to the UK Parliament and lays it before the Northern Ireland Assembly¹.

The PSA also reviews all final adjudication decisions in Fitness to Practise cases. The PSA has the discretion to refer to the High Court any final Statutory Committee decision if it considers that decision is insufficient for public protection - including protection of the health, safety and wellbeing of the public; maintaining public confidence in the pharmacy profession; and maintaining proper professional standards and conduct for pharmacists.

¹ <http://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/read-performance-reviews>

The PSA can also, at an early stage, audit a sample of Fitness to Practise cases we have closed before they reached a full Fitness to Practise hearing.

We are accountable to the Northern Ireland Assembly for all that we do.

DoH appoints our Council members in line with the Code of Practice issued by the Office of the Commissioner for Public Appointments for Northern Ireland and is responsible for the conduct of these appointments. DoH approves Council Regulations before they are laid with the Northern Ireland Assembly for negative resolution.

4. About our Register

The number of pharmacists on the Register varies each year due to new pharmacists entering the Register, voluntary withdrawals and decisions made by the regulator.²

Figure 1 – Registration Snapshot - Registered Pharmacists and Premises at end of financial year (31 May)

Registered Pharmacists		
2019/20	2020/21	2021/22
2731	2824	2810

Registered Premises		
2019/20	2020/21	2021/22
554	552	551

Figure 2 - Registered Pharmacists leaving the Register by 01 June annually

Reason for Removal	2019/20	2020/21	2021/22
Voluntarily withdrawn	30	113	147
Removed for CPD non-compliance	12	18	26
Non-payment of fees	-	5	14
Struck off (Fitness to Practise)	1	-	-
Other	1	3	-
Total	44	139	161

² Registrants can be removed from the Register by the Regulator for non-payment of fees, non-compliance with CPD requirements, or as the outcome of a Fitness to Practise hearing.

Response to Covid-19

To ensure that the Health and Social Care Service had an adequate number of pharmacists to tackle the Covid-19 Pandemic and following the introduction of the Coronavirus Act 2020, on 03 April 2020, we opened the Temporary Register initially registering 260 individuals with a further five individuals registered in a second phase. Emergency legislation permitted registration without all the usual checks. To compensate for this, Council agreed the standards to be met by those that would enter the Register by this method, employers were written to and information was hosted on our website identifying additional checks that employers should make for all those on the Temporary Register prior to engaging with them.

On 07 March 2022, the Minister for Health wrote to us outlining that the circumstances to justify the continuation of the Temporary Register were reducing as the impact of the pandemic declined. Like other regulators across the UK, we were asked to commence a six-month period of notice of the intention to close the Temporary Register. In March 2022, we wrote to Superintendents and those on the Temporary Register instructing them that, as of 24 March 2022, the Temporary Register was closed to new applicants and the Temporary Register would be completely closed as of 30 September 2022. Those pharmacists on the Temporary Register who wanted to continue to practise were invited to apply to join the Register of Pharmaceutical Chemists via the normal route.

Make-up of the Register

The Pharmaceutical Society NI is not a public authority and has no statutory duty under Section 75 of the Northern Ireland Act 1998. We are, however, committed to maintaining high standards in the application of equality and diversity in our functions and the integration of equality and diversity values into our work. As part of this commitment, we carry out a voluntary annual Equality and Diversity Survey of pharmacists on our Register, by Section 75 categories. The headline findings of this survey, by year, can be found on our website³. This information is used for the purposes of ensuring that the regulatory policies and standards we develop do not create inappropriate barriers or otherwise disadvantage people with protected characteristics. Equality Impact Assessments, completed as part of our public consultations – completed by using the data from our annual surveys - can be found on the Consultations page of our website⁴.

³ <https://www.psni.org.uk/registration/register-edi-breakdown/>

⁴ <https://www.psni.org.uk/publications/consultations/>

5. Activity and Performance in 2021/22

This Annual Report reflects the work of the Pharmaceutical Society NI in the year 01 June 2021 to 31 May 2022. In July 2017, the Council of the Pharmaceutical Society NI (“Council”) approved a five-year Corporate Strategy which sets out what the organisation aims to achieve in the period 2017-22.

Within this plan, we describe our Vision:

‘The Pharmaceutical Society NI will be recognised and trusted as a leader of modern and effective healthcare regulation with a key role in ensuring pharmacy services are safe and meet high standards’.

This Vision is underpinned by six high-level strategic objectives and related Goals which set the course of the five-year planning cycle from 2017 to 2022:

- 1. To deliver high quality pharmacy regulation that is proportionate and cost-effective;**
- 2. To set pharmacy standards that are evidence-based, output-focused, achievable and necessary for patient and public safety;**
- 3. To conduct Fitness to Practise processes that are robust, timely and fair;**
- 4. To ensure that pharmacy education and professional development is fit for purpose;**
- 5. To be an accountable organisation with effective governance and operations; and**
- 6. To communicate effectively, be accessible and responsive.**

Addendum to Corporate Strategy 2017-2022

Several issues have impacted progress on the Corporate Strategy. The most significant are around delays by the Government in bringing forward legislative reform, Brexit and the emergence of the pandemic in March 2020 which diverted resources from some lower-priority strategic goals. We also report on those goals which were achieved or progressed in the period.

Given the disruption encountered due to the pandemic, introducing unplanned home working creating staff shortages through sickness absence and recognising the fact that four new Council members were appointed in August 2021 during this disruption, Council agreed that rather than conduct the scheduled major review of the Corporate Strategy, a more limited, partial review of the Strategy should be conducted. This resulted in Council agreeing a 12-month Addendum, designed to extend the life of the current strategy whilst reflecting on that which had already been achieved and taking

account of critical demands to be met and goals to be set for this additional 12-month period.

The Annual Report 2021-22 reports against this updated version of the Corporate Strategy with the additional insertions agreed by Council, highlighted in red against the relevant Corporate Strategy Goal. The full addendum to the Corporate Strategy can be found on our website⁵.

Objective 1

To deliver high quality pharmacy regulation that is proportionate and cost-effective

Delivering high quality pharmacy regulation, which protects the public and maintains public confidence in the pharmacy profession, requires us to be focused on our core functions whilst also evolving our policies, practices and legislation to meet new challenges in healthcare and developments in regulatory thinking and practice. We must be flexible and agile to address emerging issues, working with all our partners and stakeholders.

Response to Covid-19

Responding to Covid-19 continued to present unique and unforeseen challenges to the organisation, which required considerable flexibility, agility and partnership working to maintain the delivery of high-quality pharmacy regulation. Over the course of this reporting year, and with the continued roll out of the Covid-19 vaccine programme, the impact of the pandemic has receded. It did, however, continue to have a significant impact on the organisation, especially in the first half the reporting period. A plan is now in place for a graduated return to our offices beginning in September 2022. Like all organisations, we have identified appropriate changes to our working practices which will not negatively impact upon our regulatory activities. We will also continue to explore opportunities presented by Covid-19 to enhance our working practices and regulatory activities going forward.

Business Continuity – Remote Working

The Business Continuity Plan remained largely suitable and fit for purpose. Plans are now in place to further develop this plan building upon learnings from the Covid-19 pandemic.

Governance arrangements

All Council meetings continued to be held on an online secure platform during this period. To facilitate efficient and effective decision-making during the pandemic, Council continued to utilise its previously agreed process for approving e-papers

⁵ [Corporate Strategy - Pharmaceutical Society of Northern Ireland \(psni.org.uk\)](https://www.psnri.org.uk/corporate-strategy)

remotely, outside of the normal schedule of Council meetings. All decisions taken by e-paper were subsequently reviewed and ratified at scheduled, remotely held, Council meetings.

Goal 1. a. We will meet all performance standards in annual PSA appraisals in at least 4 of the next 5 years

Performance Review

The PSA published its Performance Review of our regulatory activities in 2020-21⁶. In 2020-21, we met 23 out of the 24 Standards of Good Regulation. The PSA reported that, whilst we had made all the necessary improvements highlighted in the 2019-2020, their audit identified a number of new issues. The PSA concluded that we did not meet Standard 15⁷ relating to Fitness to Practise investigations. We have met all performance standards of the annual PSA appraisals in 3 of the previous 5 years.

Goal 1. b. We will secure policy agreement with DOH to make legislative and non-legislative changes required to modernise pharmacy regulation and, following policy agreement, develop an implementation plan for delivery, including delivery of actions specified, by May 2023.

Reforming our primary Legislation and Regulations

Despite the Covid-19 pandemic and lack of a fully functioning Northern Ireland Executive, we have continued to work collaboratively with DoH on reform. We have, however, been unable to make the hoped-for progress in relation to securing policy agreement on resolving the current legislative and organisational linkage between our Pharmacy professional leadership and regulatory roles.

We have, however, been able to make progress in reforming and evolving certain aspects of our work in conjunction with the Department of Health and other stakeholders. With the adoption of new standards of Initial Education and Training of Pharmacists (IET) in January 2021, we consulted on 'in principle' changes to our Regulations in March 2022. The purpose of the proposals was to facilitate changes to requirements for training as a pharmacist independent prescriber and being annotated as an independent prescriber on the Register of Pharmaceutical Chemists. We will continue to progress bespoke aspects of reform with the Department of Health with the aim of bringing forward a consultation on specific legislative changes in 2022-23.

⁶ <https://www.professionalstandards.org.uk/publications/performance-review-detail/performance-review-psni-2020-21>

⁷ https://www.professionalstandards.org.uk/docs/default-source/publications/standards/standards-of-good-regulation-2018-revised.pdf?sfvrsn=ce597520_11

Regulating healthcare professionals, protecting the public

The UK Government's response to the four-country consultation *Promoting Professionalism, Reforming Regulation* was published by the Department of Health and Social Care (DHSC) in July 2019⁸. DHSC launched a second consultation *Regulating healthcare professionals, protecting the public March 2021*. In 2021-22, through a series of meetings and written submissions, we continued to work closely with DHSC, DoH, other regulators and the PSA to develop policy proposals on UK-wide reform into draft legislation.

Goal 1. c We will secure policy agreement with DOH for the statutory regulation and registration of technicians and, following approval, consult upon entry routes to the Register.

Policy in this area is led by DoH and requires Ministerial approval. On 24 March 2022, the Department of Health launched a consultation to consider the introduction of statutory regulation of the Pharmacy Technician workforce in Northern Ireland. The consultation ran for eight weeks and closed on 20 May 2022. The consultation sought views on the Department's proposals to regulate pharmacy technicians in Northern Ireland. It was noted as the first step on a journey to bring forward this new healthcare profession. In anticipation of future work in this area, and a potential decision by the Minister for Health to bring Pharmacy Technicians in Northern Ireland under statutory regulation by the Pharmaceutical Society of Northern Ireland, we appointed Mr Ryan Duffy as an Interim Project Manager, in March 2022, to continue the development of this work including potential entry routes onto the Register for Pharmacy Technicians⁹.

Goal 1. d. We will employ a financial strategy (to be reviewed annually) to increase efficiency and cost-effectiveness and report against targets therein bi-annually.

Council approved a three-year Financial Strategy in 2018-19 to ensure financial viability and support development through effective operation of the Pharmaceutical Society NI finances. The strategy is supporting and leading activities designed to improve effectiveness, reduce costs and minimise the fee burden on registrants. Fees were maintained at previous levels having risen only once since 2009, evidencing the effectiveness of cost control and investment in technology. Targets associated with the Financial Strategy were reviewed by the Audit and Risk Committee of Council in February 2022.

⁸https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820566/Promoting_professionalism_reforming_regulation_consultation_reponse.pdf

⁹ On 29 June 2022, the Health Minister Robin Swann announced he has approved work to begin to bring Pharmacy Technicians in Northern Ireland under statutory regulation by the Pharmaceutical Society of Northern Ireland.

Goal 1. e. We will collaborate with other relevant Regulators and PSA to effect change designed to maximise use of shared principles and practices.

We have continued to collaborate and work closely with regulators in Northern Ireland and the UK to share best practice and engage with the Governments on proposals for broader regulatory reforms. This work is led by the Chief Executives of The Regulatory Bodies (CEORB) group, for the 13 regulators for health and social care professionals, which met regularly in 2021-22. We are also a member of the NI Joint Regulators Forum which provides a platform for regulators to share information, new approaches and ideas about improving the impact and effectiveness of regulation in Northern Ireland. Our collaborative work is further outlined throughout this report and in response to the Covid-19 pandemic.

Goal 1. f. We will deliver reforms developed as a consequence of Rebalancing Medicines Legislation and Pharmacy Regulation including the issue of criminal prosecution for dispensing errors.

The Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board¹⁰ (Rebalancing Programme Board) was tasked by the DHSC (London) to review relevant pharmacy legislation and regulation in the UK to ensure that it provides safety for users of pharmacy services, reduces, wherever possible, inflexible legislation and affords regulators the agility to enable innovation and development of safe pharmacy practice.

In June 2018, the DHSC and the Devolved Governments consulted upon two draft Orders. The changes relating to Responsible Pharmacists and Superintendent Pharmacists propose to move responsibility for the setting of standards from primary legislation to the professional regulators. The proposals more clearly define the headline primary duties of Superintendents and Responsible Pharmacists, empowering the regulators to provide further detail in a more agile and responsive regulatory framework with the intention of delivering a more flexible and patient-centred model of regulation. The progression of these Orders was delayed by Brexit and the Covid-19 pandemic. Both draft Orders were, however, laid before the UK Parliament on 28 April 2022.

- Pharmacy (Preparation and Dispensing Errors – Hospital and Other Pharmacy Services) Order 2022; and
- Pharmacy (Responsible Pharmacists, Superintendent Pharmacists etc.) Order 2022

It is planned that the Orders will come into operation in December 2022. We are now preparing for the development of a more agile and responsive regulatory framework for Superintendents and Responsible Pharmacists through the setting of standards. The reforms also include a power for DoH to appoint a Deputy Registrar of the Pharmaceutical Society NI.

¹⁰ <https://www.gov.uk/government/groups/pharmacy-regulation-programme-board>

Objective 2

To set pharmacy standards that are evidence-based, output focused, achievable and necessary for patient and public safety

We set professional Standards for pharmacists in Northern Ireland to ensure that pharmacists' conduct, ethics and performance is such that it protects the public and maintains public confidence in the profession. Pharmacists must adhere to our Standards to remain on the Professional Register. We also set Premises Standards for Registered Pharmacies which await ministerial approval for the enabling of legislation before coming into operation. In the interim, we have non-legislative standards which are used by the profession as guidance and by the Inspectorate to aid inspection.

Goal 2. a. We will review and, where appropriate, enhance the current set of pharmacy standards. We will complete a full review of the Code by May 2023 followed in the next Corporate Strategy by a phased review of Standards related to the Code.

Review of Standards and Guidance

In 2021-22, the Covid-19 pandemic continued to impact on progressing our rolling review of Standards and Guidance documents associated with the Code for Professional Standards, ethics and performance for pharmacists in Northern Ireland.

In anticipation of the implementation of our new premises standards, policy development work proceeded in 2021-22 on new Guidance for safe staffing levels for pharmacies and qualifications for non-registered staff, with a public consultation planned for the first half of 2022-23. Policy development work also proceeded on revising our current Standards and Guidance for Internet Pharmacy and in-practice Guidance for Pharmacist Prescribers with planned public consultations in 2022-23.

A full review of the Code will now commence in early 2022-23.

Goal 2. b. We will test the on-going efficacy of pharmacy standards in context of the newly emerging HSC reform programme as part of Goal 2.a.

With the Covid-19 pandemic and the lack of a Northern Ireland Executive, progress in relation to the broad HSC reform programme has been more limited and this has had a knock-on effect on our ability to test the ongoing efficacy of pharmacy standards in this context. We will continue to monitor developments in the HSC reform programme and take account of them in our standards work.

On more specific HSC reforms related to pharmacy, with the adoption of new Standards of Initial Education and Training of Pharmacists (IET) in January 2021, we consulted on 'changes to our Standards for gaining entry onto Stand-alone Independent Prescribing courses, and specifically proposals to:

- remove the two-year requirement for entry onto stand-alone pharmacist independent prescribing courses, contained in the Standards for the Education and Training of Independent Prescribers, replacing it with an assessment, by course providers, of competence to enter the course; and
- to remove the requirement to have relevant experience in a specific clinical or therapeutic area and to replace it with the requirement to have relevant experience in appropriate clinical setting(s).

A copy of the Consultation Report can be found on our website¹¹.

Goal 2. c. We will test and report on the feasibility of developing and applying new standards over and above Minimum Standards designed to encourage improved service quality to ensure that they remain fit for current and future practice. Subject to review at the new Corporate Strategy review.

Progress against Goal 2.c. has been challenging to date. The extent to which the efficacy of Pharmacy standards can be tested and the feasibility of developing and applying new standards over and above minimum standards will depend on how broad HSC reform¹² progresses and the continuing pandemic-related pressures on Registrants.

Objective 3

To conduct Fitness to Practise processes that are robust, timely and fair

The Fitness to Practise processes of the organisation are separated into two functions – investigation & case presentation and adjudication - each of which is handled by a bespoke team. The investigation stage involves receipt or initiation of a complaint or concern which is assessed to ensure it is within the jurisdiction of the organisation. If so, an investigation seeking further evidence or information, sometimes involving partner organisations, is launched. Where a case to answer is identified, the matter will be resolved by either 1) the Registrar, 2) a Scrutiny Committee or 3) a Statutory Committee.

RESPONSE TO COVID-19

Remote Procedures

In approaching Fitness to Practise during the pandemic and lockdown conditions, our top priority was public protection and patient safety. In 2021-22, we continued to receive and log complaints and concerns which were risk-assessed and those which

¹¹ [Consultations - Pharmaceutical Society of Northern Ireland \(psni.org.uk\)](https://www.psni.org.uk)

¹² [health-and-wellbeing-2026-delivering-together \(health-ni.gov.uk\)](https://www.health-ni.gov.uk)

presented an immediate risk to the public were advanced if they met the threshold for Interim Order which is based upon a risk assessment.

At the outset of the pandemic, we rapidly moved to secure online software to carry out priority hearings remotely. A full procedure document for remote online hearings was developed for the benefit of participants, panels and the public¹³.

After the initial phase of the pandemic, all Fitness to Practise referrals to the Statutory Committee were subject to remote Case Management Meetings, chaired by the Chair of the Statutory Committee. Statutory Committee referrals were listed for remote hearings with the agreement of the parties to the proceedings.

As the context of the pandemic evolved, a policy and procedures document was introduced for holding physical Statutory Committee hearings¹⁴. If agreement cannot be reached on holding a remote hearing, subject to a full risk assessment, the Chair can now direct that a full or part physical hearing takes place. All Interim Order applications and reviews are still to take place remotely and all full Statutory Committee hearings scheduled to proceed physically will be subject to a full risk assessment and must carefully follow the prescribed procedures to ensure the safety of all participants. Based on agreement of the parties, 2021-22 has seen a gradual return to physical hearings for Fitness to Practise cases which are risk assessed and socially distanced.

A review exercise into our approach to Fitness to Practise proceedings during the pandemic will be completed in 2022-23 and any standardised changes to our approach to Fitness to Practise proceedings will be considered.

The complaints opened in 2021-22 as Fitness to Practise matters are as follows:

Figure 3 - Sources of Complaints

Source	2019/20		2020/21		2021/22	
	No.	%	No.	%	No.	%
Anonymous	5	10.4%	2	5.4%	2	4.8%
DoH	5	10.4%	3	8.1%	1	2.4%
Employer	2	4.2 %	1	2.7%	4	9.5%
SPPG ¹⁵	-	0%	-	0%	-	0.0%
Other regulator	-	0%	-	0%	-	0.0%
Pharmacy	2	4.2%	-	0%	1	2.4%
Public	29	60.4%	24	64.9%	26	61.9%
Police Service	-	0%	-	0%	-	0.0%
Registrar	-	0%	-	0%	1	2.4%
Self-referral	5	10.4%	7	18.9%	7	16.6%
Total	48	100%	37	100%	42	100%

¹³ <https://www.psni.org.uk/wp-content/uploads/2021/03/PSNI-SOP-remote-hearings-14.05.20-.pdf>

¹⁴ [Policy-and-Procedure-for-physical-hearings-04.05.21.pdf \(psni.org.uk\)](#)

¹⁵ SPPG is the Strategic Performance and Planning Group of the Department of Health

Figure 4 - Stages of investigation for cases closed in 21/22

Closed Cases	Registrar	Scrutiny Committee	Statutory Committee	Total
Lack of jurisdiction	29	-	-	29
No Further Action	11	-	2	13
Advice	-	1	-	1
Warning		1	3	4
Undertakings		-	-	-
Conditions			-	-
Suspension			1	1
Removal			-	-
Total	40	2	6	48

Of the 40 cases closed by the Registrar in 2021-22, 29 were closed (or not opened) for lack of jurisdiction and the remaining 11 (which met the jurisdictional test) were closed for failure to meet the Threshold Criteria for referral to a Fitness to Practise committee.

Of the 40 cases closed in 2021-22, 10 were opened prior to 01 June 2021.

As of 31 May 2021, 22 Fitness to Practise case remain open.

The Scrutiny Committee considered six cases in 2021-22, determining that four cases should be referred to the Statutory Committee. One registrant was issued with a warning and one with advice.

The Statutory Committee also carried out three review hearings, one related to a suspension order issued in 2020-21 and a further two related to condition orders imposed in 2020-21.

Outcomes and the full determinations of all public Statutory Committee hearings can be found on our website¹⁶.

Interim Orders

A case will be referred directly to a Statutory Committee by the Registrar based on the evidence available and where it is considered to be high risk to public safety and the Registrar considers that the Statutory Committee should consider the necessity to make an Interim Order. The Statutory Committee will then hold an Interim Order hearing to receive evidence and make decisions based on the *prima facie* case presented. The Statutory Committee can determine to take no action, place conditions on a pharmacist's practice or suspend a pharmacist for up to 18 months, reviewing the order every six months. After 18 months, an extension to the Interim Order can be granted only upon application to the High Court. An Interim Order is designed to

¹⁶ <https://www.psn.org.uk/psni/fitness-to-practise/determinations-of-statutory-committee/>

address risk to the public, pending the completion of full Fitness to Practise proceedings.

There were four new Interim Order applications and five Interim Order reviews in 2021-22, relating to seven registrants. There was one application made to the High Court for an extension to an existing Interim Order.

Goal 3. a. We will improve timeliness, efficiency and cost of Fitness to Practise processes and report on progress made

Key Performance Indicators – Closed Cases

- 32 out of 40 cases closed by the Registrar were closed in less than 26 weeks with cases taking a median of 7 weeks to close. All cases that did not meet the 26-week indicator involved more complex investigations and/or were reliant upon the receipt of third-party information in order to progress.
- 1 of the 6 cases closed by the Statutory Committee was closed in less than 60 weeks. A further case was closed in 62 weeks. Of the remaining four cases, one involved a criminal investigation, and two related cases involved a complex investigation. There was some delay in the final case due to the personal circumstances of the registrant.

New Key Performance Indicators are under development and will be reported against in 2022-23. The new Key Performance Indicators will focus on key activities upon which we can deliver, outside of external investigations or events, which can impact upon timeliness.

Review of Manual for Fitness to Practise Committees

The Council of the Pharmaceutical Society NI provides a Manual for its Fitness to Practise Committees to assist them in their work and to ensure a consistent approach to meeting their statutory obligations as independent decision makers. A comprehensive review and update of the Fitness to Practise Manual was undertaken in association with Field Fisher in 2021-22. This review was completed in May 2022 with the updated Manual being approved by Council.

The review ensured that the Manual for Fitness to Practise Committees is up to date in relation to case law, internal procedures and policies, and best regulatory practice.

In May 2022, Statutory and Scrutiny Committee Members, along with Reserve Members for both Committees, undertook refresher training. The training, delivered by Field Fisher, covered updates to the Manual, emerging case law and Equality and Diversity issues related adjudicating on Fitness to Practise hearings.

Review of Conditions Bank

The Council of the Pharmaceutical Society NI provides the Statutory Committee with a Conditions Bank. The Statutory Committee can impose an Interim Conditions Order

on a pharmacist's practice during an Interim Order Hearing. It can also impose a sanction of Conditions on a registrant's practice at a full Fitness to Practise hearing. The Conditions Bank is designed to provide the Statutory Committee with a resource of potential Conditions from which to choose or amend, if it has decided that imposing Conditions on a pharmacist's practice is the appropriate course of action. The Statutory Committee is not bound by the Conditions Bank and can choose to create its own bespoke Conditions to meet the circumstances of any case.

In 2021-22, the current Conditions Bank was reviewed in association with Field Fisher. The main outcome of the review was the separation of the previous Conditions Bank into two distinct sections; the first section being for the types of Conditions which are most appropriate for Interim Order Hearings, which do not decide upon a pharmacist's fitness to practise but are focused on addressing potential risks to the public. The second section relates to full Statutory Committee Hearings, where Conditions can be imposed to protect the public but also to assist a pharmacist to remediate or address the issues which led to their Fitness to Practise being impaired.

The revised Manual for Fitness to Practise Committees and Conditions Bank can be found on our website¹⁷.

The full list of members of the Statutory and Scrutiny Committees can be found on our website¹⁸.

Goal 3. b. We will ensure regular reports on learning from Fitness to Practise cases are effectively disseminated to pharmacists and other interested parties.

Ensuring that pharmacists are able to learn from Fitness to Practise cases is extremely important to maintaining public safety and the upholding of standards. All determinations of Statutory Committee hearings are published on our website. Any additional learnings produced by the Statutory Committee in relation to closed Fitness to Practise cases are circulated to pharmacists in Northern Ireland through our Regulatory Newsletter. In addition, the Scrutiny Committee produces an annual report which identifies trends and learnings and is available on our website¹⁹.

Goal 3. c. We will develop Fitness to Practise processes for Pharmacy Technicians.

This goal is dependent on completion of Goal 1.c. With the Department of Health carrying out a public consultation on the regulation of Pharmacy Technicians in Northern Ireland in March 2022, and in anticipation of future work in this area, we have appointed Mr Ryan Duffy as an Interim Project Manager to develop the registration of Pharmacy Technicians and related Fitness to Practise processes. The content of these processes will be determined by the legislation introducing Pharmacy Technician Registration.

¹⁷

¹⁸ <https://www.psni.org.uk/psni/fitness-to-practise/fitness-practise-committees/>

¹⁹ <https://www.psni.org.uk/psni/fitness-to-practise/fitness-to-practise-statistics/>

Objective 4

To ensure that pharmacy education and professional development is fit for purpose

Response to Covid-19

Pre-registration training

Covid-19 continued to pose challenges for employers, tutors and pre-registration trainees. We continued to ensure that pharmacy education and training programmes remained fit for purpose whilst safeguarding the welfare of those in training, recognising the work of supervising tutors and ensuring the timely registration of newly-qualified pharmacists. We did this by continuing with a flexible and agile approach to addressing the significant challenges caused by COVID-19.

Adaptations were made to multiple training events to support trainees and their supervising tutors. We continued to facilitate remote learning whilst restrictions on in-person gatherings remained. The application processes for joining the Student Register were streamlined whilst still maintaining the integrity and accuracy of registration processes. Applications for entering approved training programmes and other activities associated with the training year, such as applications for confirming eligibility to sit the final registration assessment, were also streamlined.

June 2021 Registration Assessment

In partnership with the GPhC, we planned to hold the very first sitting of the new UK-wide Common Registration Assessment in June 2021. This would have involved all UK pharmacy trainees sitting a common assessment at the same time at multiple venues across the United Kingdom. Unfortunately, due to the pandemic, it was decided that it was not possible to deliver the entire UK-wide assessment and it was subsequently deferred. To avoid potentially damaging delays for trainees joining the Register in Northern Ireland, Council decided to proceed with its own, separate and bespoke registration assessment in June 2021, based on a similar format to the planned UK-wide Common Registration Assessment. The June registration assessment was successfully delivered, appropriately quality assured to levels required for professional entry exams and with appropriate control measures in place to minimise spread of Covid-19. This resulted in comparable pass rates to previous years.

Introduction of the new UK-wide registration assessment in November 2021

In November 2021, working in close partnership with the GPhC, we successfully implemented and delivered the first UK-wide Common Registration Assessment for trainee pharmacists using a new online assessment format, at multiple assessments centres across the UK at the same time. Pass rates in Northern Ireland were in line with those of previous years. Despite the ongoing challenges associated with Covid-

19, 138 new trainees successfully completed the pre-registration training programme and joined the Register of Pharmaceutical Chemists at the end of training.

Progress against Corporate Strategy Objectives

- a. We will review the Pre-Registration Framework and implement necessary improvements including developing a plan for, and commencing, transition to a Foundation Training Year.**

In previous years, our review of the pre-registration programme has focused on improving the quality management and control aspects of the pre-registration training year.

In 2021, as part of the early reform work to introduce the new Standards for Initial Education and Training of Pharmacists (IET), we worked closely with NICPLD and NI stakeholders to successfully introduce a new Foundation Training Year (FTY) in Northern Ireland. The FTY replaced the previous pre-registration training programme, operated by us, with trainees entering the new FTY course in July 2021.

Under the new FTY, NICPLD is now responsible for the management, operation and provision of support to trainees and tutors during the foundation training year. The Pharmaceutical Society NI now provides regulatory oversight and quality assurance to the FTY. We introduced a new quality assurance system to provide appropriate assurances to Council about the delivery and effectiveness of the new programme operated by NICPLD.

In July 2021, 138 pharmacy trainees joined the Student Register of the Pharmaceutical Society NI and entered the newly designed FTY programme.

- b. We will review and improve undergraduate and accreditation standards with our partners. We will work with our partners on the delivery of the implementation plan for undergraduates and accreditation standards.**
- c. We will explore the feasibility of developing a joint education strategy with both NI Universities and GPhC. We will lead on the development of the new IET Standards and their implementation.**

Working in collaboration with the GPhC, new UK-wide education and training standards were adopted by Council in January 2020. The new standards are designed to ensure that education and training remains fit for purpose now and in the future. It is intended that the UK-wide reforms will fully be implemented by 2026.

Key elements of the reforms will include the implementation of a continuum of five years of education and training for those training to be pharmacists and reforms to the undergraduate pharmacy courses will include enhanced experiential and clinical learning, early introduction independent prescribing (IP) training and replacing the old pre-registration programme with an enhanced fifth year of training called a foundation training year prior to registration as a pharmacist (see Goal 2.a).

We continued to work with the GPhC and NI stakeholders to introduce significant reform to the initial education and training of pharmacists with the aim of producing more clinically focused pharmacists in the future who are confident and capable to work in multi-disciplinary teams across a range of healthcare and clinical settings.

As part of the early reform work, we set up and chaired the 'Education Reform Implementation Group' (ERIG) to oversee the reform in Northern Ireland. Members of the ERIG include the Department of Health, Northern Ireland Centre for Learning and Development (NICPLD) and the Schools of Pharmacy at Ulster University and Queen's University of Belfast. In 2021-22, various sub-groups have been established to progress the necessary work. Workstreams include necessary legislative change, funding arrangements and the phasing in of enhanced clinical education at undergraduate level. This includes the introduction of IP training with a target date for full implementation by 2025 so that those finishing training in 2026 will qualify and register as Pharmacist Independent prescribers.

To facilitate this aspect of the reforms, in April 2022, we consulted on 'changes to our Standards for gaining entry onto Stand-alone Independent Prescribing courses, and specifically we proposed to:

- remove the two-year requirement for entry onto stand-alone pharmacist independent prescribing courses contained in the Standards for the Education and Training of Independent Prescribers, replacing it with an assessment, by course providers, of competence to enter the course; and
- to remove the requirement to have relevant experience in a specific clinical or therapeutic area and to replace it with the requirement to have relevant experience in appropriate clinical setting(s).

Council adopted the proposed changes and recommendations arising from the consultation. A copy of the Consultation Report can be found on our website²⁰.

In November 2021, the ERIG established an Education Reform Stakeholder Group made up of a range of groups with a direct interest in the reform programme. The purpose of the group is to provide the ERIG with feedback on any IET project proposals presented; to provide insights to the ERIG on the potential practice impact of the work of IET project proposals; and to assist with the communication and dissemination of key messages relating to the implementation of IET standards to key groups.

Accreditation

We continued to work closely with the GPhC on a programme of rolling accreditations of universities in line with a Memorandum of Understanding. This work ensures that the standard of MPharm Degree and IP Courses delivered across the United Kingdom continue to meet our joint education standards. The schools of pharmacy at QUB and UU were re-accredited in 2021. In addition, a new MPharm course 'with a preparatory

²⁰ [Consultations - Pharmaceutical Society of Northern Ireland \(psni.org.uk\)](https://www.psni.org.uk/consultations)

year' at Ulster University was also approved by Council and has been developed by the university as part of its international entry route.

CPD Report 2020-21

All pharmacists in Northern Ireland are legally required to complete CPD to remain on the Professional Register. The purpose of CPD is to help pharmacists maintain and further develop their competency and performance thereby enhancing patient safety and public confidence in the pharmacy profession.

Under certain extenuating circumstances, the Registrar has the power to permit registrants to forego the submission of a CPD portfolio in that CPD year or to make a partial submission. In 2020-21 (See Figure 5 – CPD Statistics), the Registrar received 166 extenuating circumstances applications, granting 165 of those applications²¹. In Summer 2021, 2594 registrants submitted CPD portfolios – a compliance rate of 98.99%; and 26 registrants failed to submit a CPD portfolio and were subsequently removed from the Register.

A total of 10% of CPD submissions were selected for assessment by a combination of random selection and focused selection. Of this number, 98.92% met the required standard at first assessment and 100% met the standard after going through a remediation process.

Figure 5 - CPD Statistics

CPD STATISTICS - CPD YEARS 2018/19 – 2021/22		2018/19	2019/20	2020/21
CPD Submissions				
CPD submissions	Records submitted	2,406	2,506	2594
Extenuating Circumstances				
EC applications	Applications submitted	173	181	166
	Applications granted	172	179	165
Non-compliance actions				
Notices Issued	Investigation letter	34	69	59
	Notice of intention to remove	18	29	27
	Notice of removal	15	19	26
Removals	Removals for non-submission	15	19	26
Remedial Measures	No entering remedial measures	29	25	28
Removals	Removals after remedial measures	0	0	0
Compliance				
	Overall compliance with CPD process	99.38%	99.24%	98.99%

²¹ The procedure relating to extenuating circumstances is outlined in the [CPD Framework 2014](#).

Goal 4.d. We will review CPD processes and develop a strategy for the establishment of a Continuing Fitness to Practise regime. We will undertake to engage with stakeholders in relation to the development of a Continuing Fitness to Practise Strategy.

CPD Framework 2021

The introduction of the CPD Framework 2021 was delayed until CPD Year 2021-22 together with the introduction of the Regulator OnLine (ROL) portal for all regulatory functions including the collation, submission and assessment of CPD portfolios.

Continuing Fitness to Practise (CFtP) plans

We maintain an active involvement on the Post-Registration Assurance Advisory Group. Plans for pharmacists' CFtP in Northern Ireland will be subject to public consultation and Council approval. Current plans for CFtP are being built on the platform of the revised version of the CPD Framework 2021 and the evidence gained from operations over the last six years, with the potential for the addition of a peer review and additional practice-specific assessments.

Goal 4.e. Post Registration Education and Training. Develop a PSNI policy position and implementation strategy for Post Registration Education and Training arrangements for pharmacists and pharmacy technicians, when registered, operating within Northern Ireland (Added 10/1/22).

In response to the joint paper from the UK's Chief Pharmaceutical Officers, *Assuring the quality, appropriateness and consistency of Post-registration Pharmacist and Pharmacy Technicians and Training across the UK*, in September 2021, Council set up a working group of lay and registrant members to assess the CPOs' proposals and gain feedback from stakeholders in Northern Ireland. On 26 October 2021, a selection of key stakeholders from across all pharmacy sectors attended a stakeholder meeting to explore potential options for post-registration education and training in Northern Ireland.

Based on an assessment of the CPOs' proposals, feedback from Northern Ireland stakeholders and advice from its working group, Council adopted an initial position to recognise its regulatory roll in this area and to commit itself to being part of future conversations and development.

Council wrote to the Chief Pharmaceutical Officer in Northern Ireland and the GPhC, outlining the work undertaken and its initial position. In January 2022, we co-Chaired a new UK-wide group with the GPhC bringing together key stakeholders to discuss establishing a formal group focused on the assurance of post-registration practice of pharmacists and pharmacy technicians (in Great Britain)²². In partnership with the GPhC, we agreed to develop the Terms of Reference for the group, to include the purpose and guiding principles, for discussion at its first meeting. The regulators also

²² [New group to focus on assurance of post-registration practice of pharmacists - Pharmaceutical Society of Northern Ireland \(psni.org.uk\)](https://www.psnireg.org.uk/news/new-group-to-focus-on-assurance-of-post-registration-practice-of-pharmacists-pharmaceutical-society-of-northern-ireland)

agreed to confirm the group structure, membership and dates for future meetings. We continue to be committed to this strand of pharmacy education and professional development going into 2022-23.

Objective 5

To be an accountable organisation with effective governance and operations

The Council of the Pharmaceutical Society NI is the governing body of the organisation and is responsible for ensuring its statutory duties are met. It sets strategic objectives for the organisation and monitors the performance of the Chief Executive in line with its statutory purpose. It holds the Chief Executive to account for organisational performance as well as ensuring that the financial affairs of the organisation are conducted properly.

Council members are appointed by DoH in accordance with the principles of the Public Appointments Process and based on the competence of the applicants. The Council has 14 appointed members with an equal number of lay and registrant members and is led by a President.

The Council has a structure of remuneration and expenses based on attendance at meetings which is published by DoH in recruitment activity.

Response to Covid-19

Council continued with its agreed processes for approving e-papers remotely, outside of the normal schedule of Council meetings, to facilitate efficient and effective decision-making and oversight during this fast-moving period. During 2021-22, Council made four decisions via e-paper. All decisions taken by e-paper were subsequently reviewed and ratified at scheduled, remotely held Council meetings. All Council meetings continued on an online secure platform during this period. All public sessions remained open to the public and were regularly attended by the Professional Standards Authority.

Council Members 2021 – 2022

On the 01 August 2021, the Minister of Health, Robin Swann, appointed the following four council members to the Council of the Pharmaceutical Society of NI²³.

- Scott Gill, Registrant Member
- Gary McMurray, Lay Member
- Brendan Garland, Lay Member
- Philip Knox, Lay Member

All four appointments commenced on 1 August 2021 and will end on a date not later than 31 July 2025.

²³ <https://www.health-ni.gov.uk/news/appointment-four-non-executive-members-council-pharmaceutical-society-northern-ireland>

Goal 5.e. We will review and improve organisational governance.

Council concluded its Governance Review in January 2020, reducing its six non-Statutory Committees to three. In 2021-22, the update of the Corporate Governance Handbook was completed and work was ongoing to improve performance management including appraisal of Council members.

The non-statutory Committees of Council are:

- Audit and Risk (A&R) Committee
- Finance & Performance (F&P) Committee
- Remuneration Committee

Figure 6 - Council Members 2021 – 2022

Members	Membership type	Committee Membership
Dr Jim Livingstone – President	Lay Member	Remuneration Committee - Chair
Mr Jonathan Patton – Vice President	Lay Member	Remuneration Committee - Member
Mr Mark McCrudden	Registrant Member	Remuneration Committee - Member
Ms Sandra Cooke	Registrant Member	Finance & Performance Committee - Member
Ms Colleen Duffy	Registrant Member	Audit & Risk Committee - Member
Professor Patrick Murphy	Lay Member	Finance & Performance Committee - Member
Mrs Carol Moore	Lay Member	Remuneration Committee – Member Audit & Risk Committee - Member
Ms Chanel Jones	Registrant Member	Finance & Performance Committee - Member
Mr Barry Mimmagh	Registrant Member	Audit & Risk Committee - Member
Mrs Alison Ragg	Registrant Member	Audit & Risk Committee - Chair
Mr Brendan Garland	Lay Member	Audit & Risk Committee - Member
Mr Philip Knox	Lay Member	Audit & Risk Committee - Member
Mr Gary McMurray	Lay Member	Finance & Performance Committee - Member
Mr Scott Gill	Registrant Member	Finance & Performance Committee - Member

Council met on six occasions between June 2021 and May 2022.

Figure 7 - Council Attendance 2021 – 2022

Council Member Name	Membership Type	Gross Pay (£)	Council meetings attended	Committee Membership & Attendance	Additional meetings attended
Dr Jim Livingstone	Lay Member President	11,592	6 of 6	Remuneration Committee - Chair	5 of 5 Remuneration 56 external meetings
Jonathan Patton	Lay Member Vice President	1,476	6 of 6	Remuneration Committee - Member	5 of 5 Remuneration 3 Task & Finish Group 7 external meetings
Mark McCrudden	Registrant Member	1,897	5 of 6	Remuneration Committee – Member Finance & Performance Committee - Chair	5 of 5 Remuneration 4 of 4 Finance & Performance 4 Task & Finish Group
Carol Moore	Lay Member	1,455	5 of 6	Remuneration Committee – Member Audit & Risk Committee – Member	5 of 5 Remuneration 3 of 4 Audit & Risk 5 Task & Finish Group
Patrick Murphy	Lay Member	1,624	6 of 6	Finance & Performance Committee – Member	4 of 4 Finance & Performance 5 Task & Finish Group
Sandra Cooke	Registrant Member	680	5 of 6	Finance & Performance Committee – Member	1 of 4 Finance & Performance 1 Task & Finish Group
Colleen Duffy	Registrant Member	472	4 of 6	Audit & Risk Committee - Member	0 of 4 Audit & Risk 0 Task & Finish Group
Barry Mimmagh	Registrant Member	2,623	6 of 6	Audit & Risk Committee - Member	2 of 4 Audit & Risk 9 Task & Finish Group 3 external meetings
Chanel Jones	Registrant Member	1,122	5 of 6	Finance & Performance Committee – Member	3 of 4 Finance & Performance 2 Task & Finish Group
Alison Ragg	Registrant Member	1,669	6 of 6	Audit & Risk Committee - Chair	3 of 4 Audit & Risk 4 Task & Finish Group
Brendan Garland	Lay Member – Council tenure commenced September 2021	1,880	5 of 5	Audit & Risk Committee - Member	3 of 4 Audit & Risk 6 Task & Finish Group
Philip Knox	Lay Member – Council tenure commenced September 2021	2,364	5 of 5	Audit & Risk Committee - Member	2 of 4 Audit & Risk 10 Task & Finish Group 1 external meeting
Gary McMurray	Lay Member – Council tenure commenced September 2021	1,860	4 of 5	Finance & Performance Committee – Member	4 of 4 Finance & Performance 4 Task & Finish Group 1 external meeting
Scott Gill	Registrant Member – Council tenure commenced September 2021	1,742	5 of 5	Finance & Performance Committee – Member	4 of 4 Finance & Performance 3 Task & Finish Group 2 external meetings

*Additional days spent in supporting the Public Appointments Unit with Council recruitment, attending external meetings, and attending internal meetings with the Chief Executive and other staff.

**Additional days spent at other meetings e.g., Council Task & Finish Groups and/or representing Council at external meetings and events.

During the year, the Society paid attendance fees to Council members totalling £32,456 (2021: £33,599). The Society paid £nil expenses (2021: £nil) during the year. The use of virtual meetings due to Covid-19 best practice has reduced the expense amount claimed during this year.

Goal 5. c. We will annually review audit schedules, risk management processes and performance measurement organisationally and implement necessary changes for improvement.

Internal Control

Council is responsible for ensuring that the organisation operates an appropriate system of risk management and for ensuring appropriate operational effectiveness. Under its new governance structure, two Committees of Council contribute to providing appropriate internal control mechanisms and will work to improve the annual audit schedules, risk management processes and performance measurement organisationally. They are the Audit & Risk Committee and the Finance & Performance Committee.

Audit & Risk Committee

The Audit & Risk Committee is responsible to Council for oversight of internal and external audits and confirming that adequate strategies are in place for the identification and management of risk. Specifically, the Audit & Risk Committee is responsible for:

Risk Management

- Reviewing the policies and processes for identifying and assessing business risks and the management of those risks by the organisation and making recommendation to Council for any necessary changes; and
- Considering the effectiveness of the management of policies and processes for risk, control and governance including regular review of the Risk Register and escalating any issues to Council in a timely manner.

Governance

- Ensuring the regular review and ongoing maintenance of the Corporate Governance Handbook, ensuring adherence to same and making recommendations to Council for any necessary improvements in line with best practice.

External Audit

- Making recommendation to Council on the appointment of an external auditor; and
- Overseeing the external audit process.

Internal Audit

- Appointing a suitably qualified internal auditor; delegated authority;
- Overseeing the internal audit process;
- Reviewing and agreeing the internal audit strategy and programme and, where appropriate, requesting that internal audit undertakes specific work;
- Satisfying itself that the internal audit function is adequately resourced and has appropriate standing within the organisation;
- Reviewing the annual audit report;
- Considering management's response to any internal audit recommendations;
- Third party audits (e.g. PSA);
- Considering reports; and
- Monitoring management responses and escalating any significant issues to Council.

Management

- Seeking assurance of compliance with statutory instruments and appropriate financial management systems and advising Council accordingly; and
- Carrying out any functions attributed to the Committee or Chair in the Whistleblowing Policy.

Annual Accounts and Financial Reporting

- Receiving the Annual Accounts and Annual Report from the Finance & Performance Committee with a view to recommending adoption to Council, considering external and internal audit reports and agreeing recommendations for approval to Council.

In January 2022, the Audit & Risk Committee commissioned and approved the Terms of Reference for the following 2021-22 internal audits:

- Registration of Pharmacists
- General Data Protection Regulations
- Regulatory Function Key Performance Indicators

Throughout 2021-22, the Audit & Risk Committee reviewed the Risk Register and, in January 2022, approved the purchase of the Decision Time Risk Register.

Figure 8 - Internal Audits Completed 2021/22

Audits	Rating
Registration of Pharmacists	Satisfactory Control Rating – zero priority 1 recommendations
General Data Protection Regulations	Satisfactory Control Rating - zero priority 1 recommendations
Regulatory Function Key Performance Indicators	Satisfactory Control Rating - zero priority 1 recommendations

The internal auditors have provided an overall “satisfactory” level of control for relevant internal audits carried out in 2021-22 whilst identifying recommendations for improvement. The Executive Team accepted all recommendations and have action plans in place to deliver the improvements which will be reported to Council via the Audit & Risk Committee.

Finance & Performance Committee

The Finance & Performance Committee is responsible for:

Budgeting & Financial Performance

- Scrutinising the annual budget and operational plan prepared by the Executive Team and advising Council on their adoption;
- Reviewing management accounts and monitoring performance against the financial and resource objectives approved in the operational plan and budget;
- Reviewing financial forecasts, annual or interim financial statements and monitor operational financial performance against the operational plan;
- Satisfying itself that appropriate arrangements exist to identify and mitigate significant financial and performance related risks; and
- Satisfying itself that appropriate arrangements exist to identify and mitigate significant financial risks associated with the Pharmacy Forum.

Delegated authority

- Authorising unbudgeted spending in accordance with the limitations below:
 - A maximum of £5,000 per event against any budget head for operational reasons; and
 - A maximum authority of £15,000 cumulative in any given financial year;
- Approving changes to individual budgetary heads within the overall agreed budget.

Financial Strategy

- Providing advice to Council on a suitable/appropriate financial strategy for approval, reviewing and monitoring compliance with same and escalating any significant issues to Council; and
- Advising Council on and reviewing the investment policy, including risk appetite, investment parameters and ethical policy and advising Council on the adoption of any proposed changes.

Financial Reporting

- Providing an Annual Report and Accounts to the Audit & Risk Committee; and
- Providing Council with a report on budget, cash flow and forecasts at intervals determined by Council.

Performance

- Providing advice to Council on suitable strategic KPIs for approval;
- Reviewing and monitoring performance against KPIs and escalating any significant issues to Council;
- Providing advice to Council on appropriate HR and ICT policies for approval;
- Monitoring performance against approved policies and escalating any significant issues to Council; and
- Reviewing the effectiveness of policies and procedures for measuring Council's and Council members' performance and providing advice to Council on improvements.

Goal 5. a. We will establish effective deputising arrangements for the Registrar

In 2017-18, we worked closely with DoH and DHSC to ensure that the then planned Section 60 Orders relating to the Rebalancing Medicines Legislation and Pharmacy Regulation Programme Board's work would include the power to have a Deputy Registrar, thereby addressing an obvious anomaly in our current primary legislation. The completion of this work has been delayed by Brexit and the Covid-19 pandemic.

In April 2022, significant progress was made when *The Pharmacy (Responsible Pharmacists, Superintendent Pharmacists etc.) Order 2022* was laid before the UK Parliament. This Order contains provisions to amend the Pharmacy (Northern Ireland) Order 1976, allowing the Department of Health to appoint a fit and proper person as a Deputy Registrar and for the Registrar to authorise the Deputy Registrar to act for the Registrar in any matter. It is intended that this Order will be approved by Parliament and commenced by December 2022.

As an interim measure, we have developed a protocol with the Department designed to accelerate approval of an Interim Registrar during unexpected or prolonged absence of the substantive Registrar.

Goal 5. b. We will secure policy agreement with DOH on resolving the current Pharmacy Professional Leadership linkage with the Regulatory function. We will agree a plan to deal with the link between the Leadership and Regulatory functions.

We have continued to work collaboratively with DoH and progressed discussions in relation to resolving the current legislative and organisational linkage between our pharmacy professional leadership and regulatory roles. No specific plan has, however, been agreed. We will continue to work on the broader reform programme being led by DHSC and will continue to work with DoH on this issue in 2022-23.

Goal 5. d. We will develop a new ICT Strategy and deliver against relevant goals, reporting to the Finance & Performance Committee at least twice per year.

Several improvements have been achieved in 2021-22 with regards to how we use technology to enhance our efficiency, effectiveness and regulatory outputs. Specifically, 2021-22 has seen the development of a new Customer Relationship Management (CRM) type system. This has enhanced the management of registration applications, CPD monitoring and Fitness to Practise processes and record keeping. Registrants, FTY trainees and body corporates are now able to complete digital applications and make payments online, whilst pharmacists are better able to manage their CPD submissions. It is intended that our CRM type system will continue to grow in 2022-23, with emphasis being placed on simplifying how pharmacists can interact with their regulator, along with more efficient and effective internal processes and data management.

2021-22 has also seen us complete the move to an entirely cloud-based system, with importance placed on security and functionality, outside of normal office working arrangements. The outcome of this work is greater assurance that, during exceptional events, we can successfully perform our regulatory functions and continue to protect the public.

Goal 5. f. We will formulate and implement a new HR strategy to improve organisational resilience, efficiency and effectiveness and deliver against relevant goals, reporting to the Finance & Performance Committee at least twice per year.

A revised Human Resources Strategy, with a view to improving organisational resilience, efficiency and effectiveness, began implementation in February 2019. In 2021-22, continued developments were made on agile working arrangements which were invaluable in light of the Covid-19 pandemic. Work will continue on the implementation and assessment of the HR Strategy in 2022-23.

Goal 5. g. We will work with government and other relevant agencies to ensure robust arrangements are in place to manage the effects upon pharmacy regulation in NI resulting from the UK's exit from the EU, including the provision of suitable transition arrangements.

We have continued to liaise closely with DHSC London, DoH, the Department for Business, Energy and Industrial Strategy (BEIS) and the other healthcare regulators. In 2021-22, we continued to engage with the GPhC and Pharmaceutical Society of Ireland (PSI) for discussions on future recognition regimes. We have signed an initial data sharing agreement with the PSI and will continue to closely review our approach and engagement as Government policy continues to evolve in this area.

Objective 6

To communicate effectively, be accessible and responsive

To deliver high quality pharmacy regulation, communicating effectively, whilst being accessible and responsive is crucial to delivering against our Corporate Strategy and regulatory responsibilities.

Responding to Covid-19

The various measures introduced in response to the Covid-19 Pandemic largely remain in place. We continue to deliver against our communication principles in an agile and flexible manner to ensure that our stakeholders are kept informed of the necessary regulatory information.

We continue to work with staff, Council members, associates and stakeholders to deliver the majority of our face-to-face communications online via secure video conferencing platforms.

Goal 6. a. We will improve and report on communications effectiveness.

Goal 6. b. We will develop a new strategy designed to enhance the public, pharmacy, media and political profile of the organisation. We will implement our Communications Strategy and report on its effectiveness, including the response to and effectiveness of our Reach Out programme.

The Communications Strategy 2017- 22 was agreed by Council in 2018. As part of our learnings from the Covid-19 pandemic, the Communications Strategy was provisionally updated to take into consideration the impact of Covid-19 and resultant changes to communications activities. Council approved the updates to the Communications Strategy in November 2021.

Work is ongoing to review and further update the Communications Strategy in light of the Addendum to the Corporate Strategy 2017-2022.

The Reach Out programme has been paused due to the Covid-19 pandemic although all Council meetings are now on Zoom and remote attendance from the public and interested parties is welcome.

As the pandemic has further receded, a review of the Reach Out programme will be completed in 2022-23.

Consultations and Stakeholder engagement work

In 2021-22, one consultation was carried out on behalf of Council:

- Consultation on changes to requirements for training as a pharmacist independent prescriber and being annotated as an independent prescriber on the Register of Pharmaceutical Chemists

This was an eight-week consultation, running from 04 April 2022 to 12 noon on 30 May 2022.

Council responded to the following consultations in 2021-22:

- September 2021 – Department of Health, Duty of Candour and a Being Open Framework for Health and Social Care (HSC).
- December 2021 – Professional Standards Authority, Professional Standards Authority consultation on our approach to Performance Review (October 2021).
- March 2022 – Healthcare Regulation – deciding when statutory regulation is appropriate
- May 2022 – DoH Introduction of Statutory Regulation of the Pharmacy Technician Workforce in Northern Ireland.

Improving effectiveness

In September 2021, we reported the results of our Registrant Covid Communications Survey to Council. The survey illustrated that a majority of Registrants surveyed considered our methods of communication to be appropriate and our messaging easy to understand. We received feedback on how we might improve our communications going forward which was fed into our initial review of the Communication Strategy.

A key component of our Communications Strategy to registrants is direct email - on average 59% of all emails sent are opened.

In addition to the communications sent out, we held several successful events including an online stakeholder meeting on the future of Post-Registration Education and Professional Development which was attended by stakeholders from across all pharmacy sectors.

Goal 6. d. We will review our current public consultation protocols

Work on this goal is scheduled to be completed in 2022.

Goal 6. e. We will review and improve external and internal complaints processes

Our external complaints policy and procedure 'Making a complaint about the Pharmaceutical Society NI' was reviewed against best practice and other regulators' policies. A revised version of the policy was presented to the Finance & Performance Committee of Council in May 2022.

6. Pharmacy Forum NI

Introduction from Eamon O'Donnell

I am pleased to present the 2021-2022 Annual Report of Pharmacy Forum NI which summarises the main outcomes and achievements of the past financial year.

Having stepped into the role of Chairperson of the Forum Board in December 2021, I am fully embracing my new mantle with support from new Vice-Chair, Dr Oisín Kavanagh, and guidance provided by former Chair, Sheelin McKeagney. Our close collaboration has ensured a seamless transition and continuity during a time when our profession has faced many new challenges.

The future of pharmacy and how the Forum can best support and advocate for our members, and the patients we serve, has significantly dominated discussion and developments over the past year. In March 2022, work began on the development of the Forum's 2022-25 Corporate Strategy following the formal constitution of three new Board members. In May 2022, the Forum developed responses to two landmark consultations in relation to hub and spoke dispensing and to the regulation of pharmacy technicians in Northern Ireland. Both pieces of work will transform operations and structures within pharmacy and the health sector generally. I'm pleased we were able to provide a strong voice on behalf of the profession in our responses to these important pieces of work. Most recently, a new UK-wide Commission on Pharmacy Professional Leadership has been announced with representation from the Pharmacy Forum in addition to others nominated to the commission from Northern Ireland. These are but a few highlights of the transformation underway within our profession.

The Forum is cognisant that many NI pharmacists are operating under exceptional workload pressures which we know can impact individuals' health and wellbeing. The issue of mental health was addressed at the last of the Forum's 2021 Equality, Diversity and Inclusion webinar series. The Forum's active outreach through the Pharmacists' Advice and Support Service (PASS) remains a vital source of support to those in need. Elsewhere, the Forum is continuing, across various avenues, to advocate for measures that will best ensure our pharmacists are appropriately supported.

Finally, I would like to thank the Pharmacy Forum NI Board, our Committees and Special Interest Groups for their hard work and contribution throughout the year. I would like to especially thank the Pharmacy Forum staff without whose expertise, drive and determination, none of our work could be achieved. As we continue to navigate our way through what is undoubtedly one of the most transformational periods for our profession, I wish to strongly encourage all of our members to get involved, where possible, in the opportunities that exist to help shape our future. The profile and reputation of pharmacy has been greatly enhanced by the tireless efforts of our members during the pandemic. This is a great foundation upon which we can build with a robust professional leadership body for NI pharmacists as the cornerstone.

A handwritten signature in black ink, appearing to be 'Eamon O'Donnell', written in a cursive style.

Eamon O'Donnell, Chair of the Pharmacy Forum NI Board

Pharmacy Forum NI

About Us

Pharmacy Forum NI is the professional leadership body for all pharmacists in Northern Ireland, representing all areas of pharmacy practice, including hospital, GP practice and community settings. The Forum represents over 2,800 registered pharmacists and engages with almost 140 pharmacy Foundation Year trainees. We operate as an arm's-length body under the legislative remit of the Pharmaceutical Society NI. Our role is to lead, promote and support the pharmacy profession to deliver improved outcomes for patients. Forum members are pharmacists registered to practise by the Pharmaceutical Society NI. The Pharmacy Forum NI Board consists of elected members, representatives from other pharmacy organisations and those co-opted for their skills and expertise. The Board met five times this year.

Figure 1 – Pharmacy Forum Board

Elected Members		
Eamon O'Donnell, Chair	Dr Oisín Kavanagh, Vice Chair (assumed post September 2021 and Vice Chair November 2021)	Raymond Anderson (retired July 2021)
Philip Boyle (re-elected September 2021)	Karen Briers (until July 2021)	Andrew Cheung (assumed post September 2021)
Neill Elliott (assumed post September 2021)	Anne McAlister	Dr Kate McClelland (retired July 2021)
Glynis McMurtry	Sheelin McKeagney	
Representative Members		
Suzanne Cassells – Guild of Healthcare Pharmacists	David McCrea – Community Pharmacy NI	Una O'Farrell – Pharmacists' Defence Association (assumed post (September 2021)
Co-opted Members		
Linden Ashfield	Prof Mike Mawhinney	Prof Paul McCarron
Early Career Pharmacists (non-voting members)		
Keady Smith (assumed post January 2022)	Lucy Kerr (retired November 2021)	

Pharmacy Forum Committees

Figure 2 – Education and Training Committee

Members		
Prof Paul McCarron, Chair (from September 2021)	Neill Elliott (assumed post December 2021)	Roberta Tasker
Maura Corry	Lesley Edgar	Dr Glenda Fleming
Prof Lezley-Anne Hanna (until August 2021)	Dr Mary-Carmel Kearney	Hilary McKee
Dr Roisin O'Hare	Emma Boyle (assumed post January 2022, previously early career pharmacist)	
Early Career Pharmacists (non-voting members)		
Ryan McNally (assumed post January 2022)	Emma Boyle (retired December 2021)	

Figure 3 – Policy and Practice Committee

Members		
Dr Oisín Kavanagh, Chair (assumed post December 2021)	Sheelin McKeagney	Eamon O'Donnell
Catherine Devlin	Anna Fay	Anne McAlister
Andrew Cheung	Una O'Farrell (assumed post September 2021)	Dr Carole Parsons
Early Career Pharmacists (non-voting members)		
Michelle Murphy (assumed post January 2022)	Keady Smith (retired December 2021)	

The Pharmacy Forum NI operates a number of Interest Groups and Short-Life Working Groups which are project-specific and focus on a range of issues.

Pharmacy Forum Activity Report

The Forum has continued to champion the profession and its fundamental role in delivering high quality, safe and effective patient-centred care in a challenging environment. We remain committed to canvassing and representing the views of Northern Ireland pharmacists on the issues that matter to them and delivering against our **strategic objectives**. They are as follows:

- Improving pharmacy best practice and medicine optimisation
- Ensuring accessibility to high quality, patient-centred care
- Promoting the role of pharmacists and assisting them to maximise their career potential
- Ensuring their voices are heard
- Supporting pharmacists and their families in times of need through the Pharmacists' Advice and Support Service (PASS)

We will remain a responsive and engaged leadership body on behalf of the pharmacy profession. We will continue to articulate the interests of pharmacists at the very highest levels of decision-making and ensure that pharmacy is recognised as an essential, innovative profession which maintains and enhances its reputation for delivering the very highest standards of patient care.

Whilst there was an ambition to develop a new Corporate Strategy, given continued pressures on the profession and operational constraints posed by the current pandemic, Pharmacy Forum NI proceeded with the existing **Corporate Strategy (2017-2020)** into 2022. The Strategy takes an outcomes-based approach focused on objectives which are based on how our work will make a difference to pharmacists, pharmacy, patients and other stakeholders.

Activity is prioritised under **five key work strands**:

1. **Leadership:** locally active, nationally minded and internationally benchmarked: an influential voice and trusted source of information as well as an effective advocate for pharmacists, pharmacy practice and improved outcomes.
2. **Excellence:** recognising and sharing excellence within the profession; highlighting and benchmarking best practice for our stakeholders and the public.
3. **Development:** enabling the development of pharmacists in their practice and empowering them to reach their potential as healthcare professionals.
4. **Technology:** enabling efficiency and improvement in the safety and quality of patient care through supporting the culture change required for the introduction of new technologies.
5. **Support:** providing help in times of need, through the Pharmacists Advice and Support Service (PASS), for pharmacists, foundation trainee pharmacists, ex-pharmacists and their dependents.

The Corporate Strategy is supported by a work plan which details activity under each of the key work strands and supporting strategies. Progress continues to be monitored by the Forum Board and activity is communicated to members through the Forum website, newsletters and annual report.

The Corporate Plan is available at: www.pfni.org.uk/wp-content/uploads/2019/03/PFNI-Corporate-Strategy.pdf

Leadership

New Forum Board Chair and Vice-Chair elected

Eamon O'Donnell was elected as the new Chair of Pharmacy Forum NI at the Forum Board's meeting held on 11 November 2021. Eamon has been a member of the Forum Board since 2019 and was elected Vice-Chair in 2020, a move which saw him assume chairmanship of the organisation's Policy & Practice Committee (PPC). Throughout 2021, on top of an already extraordinarily intense period for pharmacy due to the pandemic, Eamon led the PPC response to an unprecedented number of stakeholder consultations. He also championed the Forum's Equality, Diversity & Inclusion (EDI) 2020/21 agenda and activity.

The 11 November 2021 meeting also saw the appointment of a new Vice-Chair, Dr Oisín Kavanagh, who became Chair of the PPC.

Former Chair, Sheelin McKeagney, who was instrumental in leading the Forum over the past five years, remains an active member of the Board.

Board Elections 2021

Following the election launched in May 2021, the following four newly-elected Board members were formally constituted at the September 2021 Board meeting:

- Philip Boyle (re-election)
- Andrew Cheung
- Neill Elliott
- Dr Oisín Kavanagh

The elected members of the Board are Trustees of three charitable trust funds:

- Pharmacists' Advice and Support Service (PASS)
- C.W. Young Charitable Trust
- Ronnie McMullan Charitable Trust

Two of the charitable Trust funds have independently examined Trustee reports and Charity accounts registered with The Charity Commission for Northern Ireland (CCNI) on an annual basis.

The most recently independently examined Trustee reports and charity accounts are available from the website of The Charity Commission for Northern Ireland:

- PASS
 - Trustee Annual Report and Independent Examiners Report
https://apps.charitycommission.gov.uk/ccni_ar_attachments/0000101811_20210531_TAR.pdf
 - Charity Accounts:
https://apps.charitycommission.gov.uk/ccni_ar_attachments/0000101811_20210531_CA.pdf

- Ronnie McMullan Charitable Trust Fund
 - Trustee Annual Report and Independent Examiners Report
https://apps.charitycommission.gov.uk/ccni_ar_attachments/0000102801_20210531_TAR.pdf
 - Charity Accounts
https://apps.charitycommission.gov.uk/ccni_ar_attachments/0000102801_20210531_CA.pdf

In June 2021, Trustees considered the options for the future delivery of the charitable purpose of the Ronnie McMullan Charitable Trust as the governance and regulatory compliance costs were becoming disproportionate to the cost of delivering its charitable objectives. Trustees took legal and accountancy advice and were unanimous in their decision to merge the Ronnie McMullan Charitable Trust into the CW Young Charitable Trust as the charitable objectives and purpose are broadly similar. The money transferring will be ringfenced within the CW Young Charitable Trust and will continue to be used in memoriam to Mr Ronnie McMullan. This process is ongoing and likely to be complete early in the 2022-23 financial year.

Corporate Strategy 2022-25 development

Work began on the development of the Forum's new Corporate Strategy for the period 2022-2025. Members of the Forum Board and Committees joined sessions on 2 & 8 March 2022 with independent leadership and organisation development consultant, Irene Hewitt, who facilitated the activity. Members reviewed and discussed in-depth key elements of the strategy including guiding principles, the Forum's background, role and direction of travel, desired outcomes, work strands, priorities and supporting strategies. Action plans will be developed on the basis of the final Strategy which will be made available autumn 2022.

Covid-19 – safeguarding the pharmacy team’s health & wellbeing

The Forum successfully secured additional funding from the Health and Social Care Board to continue the Pharmacy Team’s Health & Wellbeing Support Service from November 2021 until March 2022. This has enabled our members to support their teams by providing access to and promoting a 24/7 service for all members of the pharmacy team including pharmacy technicians, dispensers, healthcare assistants and anyone providing any other type of pharmacy support role.

Pharmacy Futures NI – attracting, recruiting and retaining pharmacy colleagues

The DoH-funded Pharmacy Futures NI search and recruitment campaign, launched in November 2020, continued to be developed under the Forum’s management.

In anticipation of World Pharmacists Day on 25 September 2021, Pharmacy Forum NI produced and launched a Pharmacy Futures NI animation targeted at all post-primary schools in Northern Ireland and designed to encourage school pupils to consider pharmacy as a career.

Lasting just under two minutes, it is aimed mainly at school pupils at the slightly earlier stage of subject choices/career decision-making but is suitable for any post-primary age.

A 1000-word article on the Pharmacy Futures NI campaign and ambition was also requested by the Department for the Economy and was subsequently published in their Health and Social Care career bulletin, published in September 2021. The publication was promoted by DfE among careers advisers/local stakeholders and via social media messages across the Departmental platforms.

A large A2 infographic poster was designed and a copy sent to every careers department in each of the 193 post-primary schools in NI.

Core elements of the campaign remain – the LinkedIn Pharmacy Futures NI group; the cohort of 30+ Pharmacy Futures NI Champions as ambassadors for the profession; the campaign website with information about the range of opportunities available in Northern Ireland including links to current vacancies; and digital assets which include a series of short videos for promotion across all social media channels.

Collaborating with others to promote patient safety and workforce development

The Forum has continued to be ‘**locally active and nationally minded**’ by contributing to policymaking processes, consulting and working collaboratively with the Department of Health NI and other key stakeholders across NI and GB including DHSC (London), RPS, GPhC, HSCB and PSNI. The main stakeholder groups/issues with which we are involved are as follows:

- UK Commission on Pharmacy Professional Leadership
- All Pharmacy Advisory Group (APAG) led by NI Chief Pharmaceutical Officer

- Medication safety and optimisation, now working with Strategic Planning and Performance Group (SPPG) colleagues on insulin safety
- Pharmacy Workforce Review Implementation Steering Group
- GPhC Initial Education & Training of Pharmacists (IETP) Advisory Group and IETP stakeholder meetings
- GPhC Post-registration Assurance of Practice Advisory Group
- Development of the National Foundation Pharmacist Curriculum
- Defining and recognising levels of post-graduate practice
- New Models of Prescribing Steering Group
- RPS Competency Framework for all Prescribers Task & Finish Group
- RPS Assessment Workstream
- RPS Curriculum Workstream
- QUB Community Pharmacy Covid Study Advisory Group
- Company Chemist Association Supervision Practice Group
- Regional Safety Medicines Awareness Raising Working Group (ARWG)
- Supervision Practice Group
- NICPLD Foundation Year Stakeholder Focus Group
- Speakeasy NI Health & Social Care Policy & Public Affairs Officers Stakeholder Group
- Community Development and Health Network (CDHN) Mentorship Scheme
- Ask for ANI (in partnership with Lisburn & Castlereagh Policing & Community Safety Partnership)
- Northern Ireland Centre for Postgraduate Pharmaceutical Education and Training
- Regional workforce wellbeing (multi-stakeholder)
- DISCREET Working Group – advocating for a Practitioner Health-style service for doctors dentists and pharmacists in NI

The issues dealt with by these groups will have far-reaching implications for the future of the profession and provide the key drivers for radical transformation both now and in the years ahead.

Influencing decision-makers through policy development and advocating on behalf of the profession

In 2021-22, the Forum undertook a range of policy advocacy work and responded to 20 consultations, presenting the views of pharmacists on key issues impacting the profession. This work included:

- PSNI, May 2022 - Changes to requirements for training as a pharmacist IP and being annotated as an IP on the Register of Pharmaceutical Chemists
- DoH, May 2022 - Introduction of Statutory Regulation of the Pharmacy Technician Workforce in NI

- MHRA, May 2022 - Proposal to make Aquiette 2.5mg Tablets (oxybutynin hydrochloride) available from pharmacies
- DHSC, Mar 2022 - Healthcare regulation: deciding when statutory regulation is appropriate
- DoH, DoJ, TEO Call for Views, Mar 2022 - New Domestic and Sexual Abuse Strategy and Violence Against Women and Girls Strategy
- DoH, Mar 2022 - Draft Advance Care Planning Policy for Adults in NI & Draft Equality Impact Assessment
- MHRA, Feb 2022 - Proposal to make Estradiol available from pharmacies
- DoH, Jan 2022 - Proposals for Legislative Changes to HMRs 2012 relating to supply of medicines in accordance with Patient Group Directions
- DoH, Jan 2022 - Proposed amendments to the Controlled Drugs Regulations (NI) 2009
- RPS, Jan 2022 - Core Advanced Pharmacist Curriculum
- DHSC/DoH, Dec. 2021 - Review of temporary provisions in the Human Medicines Regulations 2012 to support influenza and COVID-19 vaccination campaigns
- DHSC/DoH 2021 - Original pack dispensing and supply of medicines containing sodium valproate
- HSCB, Nov 2021 - Pharmacy Needs Assessment
- DoH, Oct 2021 - Cancer Strategy for Northern Ireland 2021-2031
- DHSC/DoH, Sept 2021 - Expanding access to naloxone
- DoH, Sept 2021 - Future Planning Model - Integrated Care System NI Draft Framework
- MHRA, Sept 2021 - Early Access to Medicines Scheme
- DoH, Aug 2021 - Duty of Candour and Being Open policy proposals
- DHSC, June 2021 - Regulating healthcare professionals, protecting the public
- DoH, June 2021 - Guidance for the Supply of Medicines and Other Pharmaceutical Products: Responsibility for Prescribing between Primary and Secondary/Tertiary Care Services

All consultation responses are available at: www.pfni.org.uk/making-a-difference/policy/responses/

Hub & Spoke dispensing

In March 2022, the Department of Health NI (DoH) and the Department of Health and Social Care (DH) launched the much-anticipated consultation which proposed changes in the law to allow all community pharmacies to use hub and spoke dispensing models across different legal entities. Pharmacy Forum NI staff monitored developments on this front since 2021 and took part in a series of stakeholder engagement sessions organised by DH aimed at understanding what issues needed addressing and to inform the basis of the 2022 hub and spoke consultation. Additionally, Forum staff joined a stakeholder roundtable discussion organised by the

NPA in April 2022 following the launch of the consultation. An internal meeting with Forum Board and Committee members was held also in April 2022 to gather initial input into the Forum's consultation response to be submitted by the closing deadline of 8 June 2022.

Diversity & Inclusion in NI Pharmacy – Creating the right Culture

Pharmacy Forum NI continued to advance, encouraging and supporting Equality, Diversity & Inclusion (EDI) in the Northern Ireland pharmacy workplace through its three-part EDI webinar series – Diversity & Inclusion in NI Pharmacy – Creating the right Culture.

Following a hugely successful launch in March 2021, the second webinar in the series took place on 27 July 2021 on the theme Gender & Equality of Opportunity. Over 50 participants joined including NI Chief Pharmaceutical Officer, Cathy Harrison. Speakers included Lelly Oboh, Consultant Pharmacist at Guys and St Thomas NHS Trust Community Health who shared a powerful and inspiring testimony; Gary Kennedy, representing the Irish government Balance for Better Business initiative, who provided the keynote address; Anna McLaughlin, Pharmacist of the year NI 2019, Una O'Farrell, NI PDA representative; our EDI partner, the Equality Commission NI; and Alexa Moore of Transgender NI.

The third and final webinar took place on 23 November 2021 on the theme Dealing with disabilities (inc. mental & physical health) in pharmacy: Are we doing enough? Subjects covered included pharmacy and burnout, building resilience at work, attitudes to physical disability employment law focus, disability employment and caring for rare disease patients.

The inception of the EDI Hub on the Forum website has also made an impact and continues to be a rich resource for signposting and guidance. With these successes, the EDI Working Group fulfilled its purpose and EDI has, as a result, been incorporated into the Forum's mainstream agenda, supported by the EDI Board Champion.

UK wide Commission on Pharmacy Professional Leadership launched

On 13 May 2022, the four Chief Pharmaceutical Officers announced a UK-wide Commission on Pharmacy Professional Leadership to ensure all registrants and practitioners are supported in their practice.

The Commission will meet up to four times during 2022 and will aim to report by the end of the year. The Commission is co-chaired by Nigel Clarke, Former Chair of the GPhC, and Professor Dame Jane Dacre DBE, Professor of Medical Education, University College London Medical School, and will produce recommendations for the purpose and functions of future pharmacy professional leadership in the UK.

Members of the Commission from Northern Ireland are Julie Greenfield, Pharmacy Forum NI Manager; Cathy Harrison, Chief Pharmaceutical Officer; Sheelin

McKeagney; Community Pharmacist, Dr Jim Livingstone, President of the PSNI; Julia Tolan, Head of Pharmacy and Medicines Management, NHSCT.

Rebalancing Medicines Legislation & Pharmacy Regulation Programme Board

Pharmacy Forum NI has been a member of the Rebalancing Pharmacy Programme Board since 2013. The purpose of the Board has been to review relevant pharmacy legislation and regulation, ensuring it provides safety for users of pharmacy services, reduces any unnecessary legislation and allows innovation and development of pharmacy practice.

As a key outcome of the Rebalancing Board's work and a public consultation held in 2018, the Department of Health & Social Care (DHSC) on 28 April 2022, laid before the Westminster Parliament two draft Orders – the Hospital Order and The Responsible Pharmacists/Superintendent Pharmacists Order - which will support wider work being undertaken by the government, the NHS and the devolved administrations to address medication errors, improve patient safety and strengthen and clarify governance arrangements in registered pharmacies.

DHSC has formally stated that the laying of this legislation represents a natural end of the Board's work and has marked its closure.

Community Pharmacy Supervision Practice Group

In the latter half of this year, the Forum joined with AIM, CCA, NPA, RPS, APTUK and PDA (with GPhC, PSNI and DHSC as observers) to form the Community Pharmacy Supervision Practice Group. Whilst the group is at an inception stage, it is anticipated that it will pick up the mantle from the Rebalancing Programme Board in considering the most appropriate way to optimise patient safety by maximising the skills of pharmacists, pharmacy technicians and the wider team and their contributions to patient care and enabling the deployment of modern technologies in new models of service delivery. The group will be engaging with the sector and providing updates as the work develops.

Zero tolerance on abuse of healthcare staff

Pharmacy Forum NI spoke out against the violent attacks on community pharmacy holdings that occurred in early 2022 in greater Belfast.

In summer 2021, representatives from Pharmacy Forum NI, CPNI, UCA Ltd., the NPA and the PDA met to discuss the issues around zero tolerance in pharmacies, in particular, violence and unacceptable behaviour from members of the public. The aim has been to collectively build on existing strategies and identify what else can be done to improve outcomes for all involved and work with all key stakeholders.

Spokesperson media training

Giving confident, engaging interviews and speaking publicly with authority and credibility are essential skills for organisation representatives. In light of this, the Forum organised high quality media training with Macmillan Media in May 2022 to ensure Board, Committee and staff spokespersons could be best prepared to make the most of any requested opportunities to engage audiences and advocate for the profession in print and across broadcast and social media. Three media training sessions were organised with Forum representatives including the new Chair and Vice-Chair.

Excellence

Celebrating excellence at every level

The **Rewarding Excellence Event** unfortunately could not be held again this year due to pandemic restrictions. However, three Fellows await conferment at the earliest opportunity in the future.

Undergraduate Gold Medals were awarded to the student with the overall highest mark in the final year of their MPharm in Northern Ireland's two Schools of Pharmacy.

The recipient of this year's **Ronnie McMullan Award** for the top mark in the Pharmaceutical Society NI's Pre-Registration examination was due to join Forum Board representatives at the 10th All Ireland Pharmacy Conference in Autumn 2021. Due to pandemic restrictions, this was unable to take place. It is planned that all outstanding winners will attend the All-Ireland Conference in Autumn 2022.

Setting standards and guidance

In January 2022, Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) and Pharmacy Forum NI convened a multidisciplinary task and finish group from across NI to complete a review of the Royal Pharmaceutical Society (RPS)/Royal College of Nurses (RCN) co-produced Guidance on the Administration of Medications in Healthcare Settings (2019). The review process amended the references, where applicable, and reflected current NI legislation in the guidance.

The Forum also participated in the review of the RPS Competency Framework for All Prescribers which we have endorsed as the national standard for independent prescribers and all other non-medical prescribers. We have also contributed to the RPS publication, Professional Guidance: Expanding Prescribing Scope of Practice.

New group to focus on pharmacists' post-registration practice

Pharmacy Forum NI Manager, Julie Greenfield, took part in the meeting co-hosted by the PSNI and GPhC in January 2022 which sought views from key stakeholders from across England, Scotland, Wales and Northern Ireland on a new formal group that will

focus on the assurance of post-registration practice of pharmacists and pharmacy technicians.

The Forum have subsequently been invited to join the newly-established Post-registration Assurance of Practice Group which will enable the UK pharmacy regulators to determine whether the necessary quality control, quality management and quality assurance mechanisms exist post-registration for pharmacists and pharmacy technicians to protect the public and give them assurance that they will receive safe and effective care when using pharmacy services. This will be ongoing across 2022-23.

Development

Making Continuing Professional Development meaningful

The Forum continues to deliver **online resources and a one-to-one service** where peer facilitators can support members with their portfolio submission. We delivered seven sessions across the year to support those who did not meet standard on first submission and those who wanted to update their portfolio presentation style.

Changes to the PSNI CPD Framework in June 2021 sees the revision of the current CPD support and facilitation resources for our members in 2022-23, including the recruitment of new CPD facilitators.

Preparing foundation trainee students for exam success

Calculations training for the 2021-22 foundation trainee students to prepare for their registration assessment was provided on a virtual online platform again this period due to Covid-19 restrictions. Our expert facilitators provided advice and support to 18 students participating in the three-step calculations programme of pre-coursework, filmed webinars and zoom tutorials. Of those students who provided feedback, 89% said the course was 'excellent' or 'very good' and 100% would recommend the course. Coinciding with the introduction of the four-country Common Registration Assessment, course uptake was down on previous years (circa 90 participants) as the Forum was no longer the sole provider of calculations support for the Northern Ireland students. Review of course provision for next year will take place.

Cultivating the next generation of leaders

Pharmacy Forum NI continued with its programme to develop the leaders of tomorrow by recruiting and appointing **three apprentice members to our Board and committees**. The apprentices are early career pharmacists (<5 years qualified) who complete a year-long programme commencing in January each year.

Promoting and advancing pharmacy through Trust Funds

- **CW Young Charitable Trust:** Dr Aaron John Courtenay, Dr Deborah Lowry and Dr Oisín Kavanagh, are the recipients of a £5,500 award from the CW Young Fund this year. The project entitled, Valuing community pharmacy services in Northern Ireland - a follow on study, will explore the provision of wrap around pharmaceutical care in the community following the outcomes of the MeDeSin NI study 2021, also funded by the CW Young Fund.
- **Ronnie McMullan Charitable Trust:** no funding was awarded during this reporting period as the All-Ireland Pharmacy Conference was again postponed due to Covid-19 pandemic. We plan to fund attendance at the 10th All Ireland Pharmacy Conference which is now planned for autumn 2022.

Technology

The Forum continued to make optimum use of new technologies to communicate and interact with our constituents and stakeholders.

Keeping the Forum website updated and relevant

We continued to update the website through the regular publication of relevant news, featuring multimedia elements like photos, graphics and maintenance of the **Equality, Diversity & Inclusion Hub** on the homepage.

Forging and maintaining connections through our monthly electronic newsletter

We continued publication of the Forum newsletter on a monthly basis in order to periodically communicate with and to build brand recognition among our network of nearly 3,000 contacts. News items cover the Forum's latest activity, developments affecting the profession and relevant stakeholder news. The newsletter is receiving on average a 40% open rate which is well above the 27% industry average.

During 2021-22, the Forum issued 10 newsletters to all pharmacists and pre-registration year students. We also issued seven special bulletins during the same period.

Twitter – widening audience reach through real-time communication

The Forum uses Twitter as an essential feed of real-time information, allowing us to quickly disseminate bite-sized comments to a steadily growing audience. The Forum's Twitter follower base has been steadily increasing and, as of 31 May 2022, over 1,400 followers were registered.

Zoom video conferencing

In the absence of in-person meetings due to the Covid-19 pandemic, Zoom conferencing continued to be used to facilitate Board and Committee meetings as well as to deliver pre-registration activities including calculations training.

Forum staff continued with homeworking arrangements and have also been collaborating effectively through daily zoom conferencing.

Support

The Pharmacists' Advice and Support Service (PASS) exists to help pharmacists, former pharmacists and foundation trainee pharmacists and their families (spouse/civil partner, children and dependents) in times of need. The range of services are free and confidential. PASS is a registered charity with the Charities Commission NI and is a registered charity, in accordance with the Pharmacy Order 1976 (NI).

Some of the services offered to PASS members



PASS is a free and confidential service

During 2021-22, PASS continued its work across a range of functions including providing **grants in excess of £4,500** and the provision of **41 counselling sessions** (telephone and online due to Covid-19). Eleven new service users availed of the standard Inspire counselling and the areas being dealt with included coping with stress and anxiety as a result of Covid-19, bereavement, relationship issues, housing concerns and support through regulatory fitness to practise proceedings. Three individuals were referred for specialist high intensity CBT counselling and PTSD trauma counselling. This was funded separately by PASS as it was outside the parameters of the standard employee assistance programme. With a total of 37 sessions provided, availing of this therapy ensured one pharmacist was able to remain in work and two, who were unable to work due to the pressures they were experiencing, were able to return to work. In addition, PASS proactively helped in the relief of financial distress with provision of budgeting and debt advice in parallel; pharmacists from all age groups were accessing the support service.

Inspire Support Hub, launched in 2019, saw five new service users sign-up across the 2021-22 period to proactively access a wide range of information and resources online tailored specifically to help care for individual wellbeing needs.

PASS continued its outreach activity in February 2022 through participating in the UCA network during which a presentation was delivered to foundation trainee students to raise awareness of PASS services and benefits. PASS also had a visible presence at the second and third stages of a three-part webinar series on Equality, Diversity & Inclusion in July and November 2021 and will continue to outreach to those affected by the issues discussed.

During the period, PASS reviewed and updated its **Risk Register** to continue to review and monitor all risks including the Covid-19 pandemic and potential impacts for the charitable fund. Safeguarding training was set up with an online provider and will be completed by all Trustees during 2022.

We would like to extend our thanks, on behalf of those who have benefitted from PASS services, to everyone who already donates. As a charity, it is vital that we can continue to offer a range of services and the financial support received from pharmacists ensures that we can continue to do so. We urge you to please consider donating. You can do so online at: www.pfni.org.uk/pass/donate

7. Financial Overview

for the year ended 31 May 2022

Financial Overview for the year ended 31 May 2022

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Financial Overview for the year ended 31 May 2022

Foreword by Mark McCrudden, Chair of Finance & Performance Committee (formerly Resources Committee)

Review of Business Activities

During 2021-2022, the Pharmaceutical Society NI has recorded an Operating deficit though the fee structure has remained as in the prior year. The deficit is partially due to the planned use of financial reserves for specific development projects and an increase in Statutory Committee costs consequential to an increased case load in this area. Further development projects are planned but are delayed by legislative issues because the majority of our planned projects flow from changes to the legal framework which have been affected by Brexit and the Covid-19 pandemic.

Council approved a three-year Financial Strategy in 2018-19 to ensure financial viability and to support development through effective operation of Pharmaceutical Society NI finances. The Financial Strategy supports the development of operational systems to improve the effectiveness of financial management, control costs and allow timely response to budget variations, thereby minimising the fee burden on registrants. The three-year Financial Strategy has been extended for a further year.

At year-end 31 May 2022, despite the deficit for the year, the Pharmaceutical Society NI has sufficient reserves in line with its Reserves Policy.

Financial Strategy Mission

To support & lead activities which improve effectiveness, reduce costs, and minimise the burden on registrants.

To ensure the provision of timely, accurate and relevant financial information to allow decision making by SMT & Council.

To ensure there are in place systems and processes to monitor legal & FTP pipeline costs and strategies to deal with costs arising.

To have in place processes to ensure the proper management of the investment portfolio.

Mark McCrudden
Chair of Finance & Performance

Financial Overview by Joan Duffy, Director of Business Operations

Income

In 2021-22, the Pharmaceutical Society NI's total income decreased by £9k compared to the previous financial year to £1,335k (2020/21: £1,344k). The variance is made up of a decrease in the Department of Health Funded Attract, Recruit, Retain project of £50k, Tutors Course of £15k and Fitness to Practise Costs Recovery of £3k offset by an increase in retention fees £33k, an increase in registration £13k and examinations income of £12k.

Our main source of income is derived from the renewal fees of pharmacists and pharmacies. Registration fees are derived from pre-registration students, new registrants from the pre-registration programme, those joining from another register, re-registration and EEA applicants.

These key sources of income make up 95% (2021: 91%) of our total income.

Key Sources of Income	2021/22	2020/21
	£'000	£'000
Retention Fees	1,070	1,038
Premises License Fees	88	89
Registration Fees	112	99
Total	1,270	1,226

There has been a significant increase of £32k in retention income compared to the previous year. This was in line with budget expectations and we have seen a year-on-year increase in those remaining on the Register. Registration fees increased by £13k to £112k (2021: £99k). This increase is due to an increase in pharmacists joining from another register and re-registration applicants.

The "Attract, Recruit, Retain" project aimed at pharmacists in Northern Ireland and funded by the Department of Health, working with the Pharmacy Forum, did not run this year and had £nil funding (2021: £49k). This project is cost neutral to the Pharmaceutical Society NI. Income also includes £0k (2021: £3k) which relates to the recovery of costs from Fitness to Practise cases.

In support of, and as a reaction to, changing healthcare requirements during the Covid-19 pandemic, 262 pharmacists (2021: 262) were registered on our Covid-19 Temporary Register without fees being charged.

Expenditure

In 2021-22, our total expenditure was £97k higher compared with the previous financial year to £1,370k (2020/21: £1,273k). There were increases in certain cost categories such as an increase in Project Expenses of £81k, Statutory Committee Expenses of £46k, Computer Expenses of £23k, Recruitment of £14k and Legal and professional of 5k. This is offset by a reduction of Attract, Recruit, Retain expenditure of £47k, Depreciation of £7k, Salary and related costs £8k. There are offsetting marginal variances over several headings.

Staff & related costs reduced from £706k to £698k. Whilst this represented a decrease of £8k on the previous year, it was broadly in line with budget expectations. This decrease in staff costs, is mainly due to less costs incurred on temporary staff needed to cover maternity leave offset by annual adjustments to core staff salaries.

Project Expenses have increased by £81k to £106k (2020/21: £25k). This is due to a large investment in a CRM system designed to streamline the on-line registration application process and the management of Fitness to Practise cases.

Statutory Committee expenses have increased by £46K to £183k (2020/21: £137k). This substantial cost and increase reflects the increased number of cases brought by the Pharmaceutical Society NI. While the Pharmaceutical Society NI continues to focus on reducing costs and timelines associated with each case, based on our current predictions, caseload costs are expected to increase again in the coming year.

Computer Costs increased by £23k to £60k (2020/21: £37k). This increase is consequential to the increased support costs of a more comprehensive cloud-based retention system together with all IT functions now being cloud-based.

Recruitment costs have increased by £14k due to the addition of two fixed term contracts to cover maternity leave and staff absence and one new fixed term post.

The Attract, Recruit, Retain project costs reduced by £45k to £2k (2020/21; £47k). This is due to the project not running during the year although there were some legacy costs incurred in 2021-22. It should be noted that there is a corresponding reduction in income.

As detailed in the Statement of Comprehensive Income report, the remaining variance on the previous year's expenditure relates to the following expenditure lines: pension costs, legal and professional, communications, subscriptions, depreciation, loss on disposal and Pharmacy Forum expenses.

Historically, the largest expenditure elements are staff and related costs, Statutory Committee expenses, facilities expenditure, office expenses, computer expenses and governance expenses. Together, these represent 80% of the total operational expenditure at £1,093k in 2021/22; this compares to 81% in 2020-21.

Balance Sheet

Due to the overall deficit in 2021-22, the reserves have fallen by £118k.

There is a significant decrease in Debtors at year end due to retention fees being paid more promptly than in the prior year and this is reflected by the similar increase in Cash balances compared to the prior year. There is an increase in Creditors at year end and, although this has impacted by £65k on working capital and net reserves, the healthy reserves position and the implementation of our Reserves Policy led to no impact on the ability of the Society to operate properly.

Although Covid-19 has caused considerable upheaval for our registrants, and indeed for our staff, after a review of budgets and forecasts as well as the year end position, we do not foresee that it will have a negative impact on our income or expenditure for the foreseeable future.

There has been a £66k decrease in value of the investment portfolio during the year and this is a major constituent of the decreased level of reserves held, together with the increase in Creditors.

The investment portfolio valuation at year end exceeded the actual original cost of the portfolio. The prudent Reserves Policy over the last number of years has meant that the Pharmaceutical Society NI had the appropriate level of reserves and financial resources to cope with the Covid-19 disruption internally. There are other challenges on the horizon such as economic turbulence and, therefore, the reserves situation is being continually monitored.

Joan Duffy
Director of Business Operations

Council, Executive and Professional Advisors

President

Dr Jim Livingstone

Council

Full list of council members referenced on page 27

Chair of Finance & Performance

Mark McCrudden

Chief Executive

Trevor Patterson

Auditors

Moore (N.I.) LLP
Donegall House
7 Donegall Square North
Belfast
BT1 5GB

Principle Bankers

Bank of Ireland
1 Donegall Square South
Belfast
BT1 5LR

Legal Advisors

Cleaver Fulton Rankin
50 Bedford Street
Belfast
BT2 7FW

Statement of responsibilities of the Council

The Council is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Article 4C of the Pharmacy (Northern Ireland) Order 1976 requires the Council to prepare financial statements for each financial year in such form as the Department of Health (the 'Department') may determine. The Council has elected to prepare the financial statements in accordance with the basis of preparation and accounting policies set out in note 1 which it has determined are appropriate to the Society's circumstances having regard to current requirements of accounting standards issued by the UK Financial Reporting Council (UK Generally Accepted Accounting Practice), including FRS 102 *The Financial Reporting Standard Applicable in the UK and Ireland*. In addition, the Council has reported information in accordance with the Department's determination of 15th May 2020.

In preparing these financial statements, the Council has:

- selected suitable accounting policies and then applied them consistently.
- made judgements and estimates that are reasonable and prudent; and
- prepared the financial statements on the going concern basis unless it is inappropriate to presume that the Society will continue in business.

The Council is responsible for keeping proper accounting records that are sufficient to show and explain the Society's transactions.

The Council is also responsible for preparing the Annual Report in accordance with Article 4D of the Pharmacy (Northern Ireland) Order 1976.

The Council has general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Society and to prevent and detect fraud and other irregularities.

The Council is responsible for the maintenance and integrity of the corporate and financial information included on the Society's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. By Order of the Council.



JIM LIVINGSTONE
PRESIDENT



TREVOR PATTERSON
CHIEF EXECUTIVE

15 September 2022

Independent Auditor's Report to the Members of the Pharmaceutical Society Northern Ireland

Opinion

We have audited the accounts of Pharmaceutical Society of Northern Ireland for the year ended 31 May 2022 which comprise the Statement of Comprehensive Income, the Balance Sheet, the Statement of Cash Flows and the notes to the accounts, including a summary of significant accounting policies set out in note 1.

Opinion on Financial Statements

In our opinion:

- give a true and fair view on the state of the society's affairs as at 31 May 2022 and of its incoming resources and application of resources including its income and expenditure for the year then ended;
- have been properly prepared in accordance with the special purpose basis of preparation and accounting policies set out in note 1 to the financial statements
- have been prepared in accordance with the Pharmacy (Northern Ireland) Order 1976 and the regulations made under it.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – special purpose basis of preparation

We draw attention to note 1 to the financial statements, which describes their basis of preparation. As explained in that note, the financial statements are prepared to assist the Society in complying with the financial reporting requirements of Article 4C of the Pharmacy (Northern Ireland) Order 1976. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Council's use of going concern basis of accounting in the preparation of the accounts is not appropriate; or
- the Council have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the Society's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. The Trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Council and its environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report.

Responsibilities of Council

As explained more fully in the Statement of Responsibilities, the Council are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Council are responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intend to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

The objectives of our audit in respect of fraud, are to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the Society.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the Society and considered that the most significant are the Pharmacy (Northern Ireland) order 1976.
- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims.

- Enquiry of entity staff in compliance functions to identify any instances of any non-compliance with laws and regulations.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council
- Conclude on the appropriateness of the Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the Society's Council, as a body, in accordance with Article 4C of the Pharmacy (Northern Ireland) order 1976 and regulations made under that Act. Our audit work has been undertaken so that we might state to the Society's Council those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and its members as a body, for our audit work, for this report, or for the opinions we have formed.

R. J. Peters Gallagher

.....
Dr. R I Peters Gallagher OBE FCA (Senior Statutory Auditor)
 for and on behalf of Moore (N.I.) LLP, Statutory Auditor
 Chartered Accountants

Dated: 15/09/22
 Donegall House
 7 Donegall Square North
 Belfast
 BT1 5GB

The Pharmaceutical Society of Northern Ireland

Statement of Comprehensive Income for the year ended 31 May 2022

	Notes	2022 £	2021 £
INCOME			
Retention Fees		1,070,222	1,037,586
Licences		88,301	88,795
Registration Fees		111,568	98,917
Tutors Course & Calculations Fees		935	15,829
Interest		2,178	636
Miscellaneous		1,645	4,310
Examinations		36,975	24,708
Dividends		24,470	20,892
Cost Recovery – Fitness to Practise		-	2,630
Dept of Health – Attract, Recruit, Retain funding		(801)	49,940
		1,335,493	1,344,243
EXPENDITURE			
Computer Expenses		60,795	37,502
Salaries and National & Medical Insurance	2	697,234	705,720
Pension Costs - Staff	2	34,415	31,308
Adjustment to legacy pension obligation		3,973	2,972
Office Expenses		45,568	47,365
Events, Travel & Subsistence		4,428	3,974
Legal, Professional & Other Consultancy Expenses		74,767	69,105
Statutory Committee Expenses		183,735	137,359
Pharmacy Forum Events, CPA subs & Discretionary Expenses		14,906	15,422
Pharmacy Forum - Attract, Recruit, Retain Expenditure		1,707	47,189
Subscriptions		13,908	14,128
Facilities Expenditure		36,980	40,213
Depreciation	2	16,558	23,986
Recruitment		16,543	2,400
Communications		1,047	-
CPD Process		15,055	13,578
Pre-registration Process		19,076	19,521
Gain/(loss) on disposal of Investment Assets		(11,373)	(731)
Governance Expenses		34,038	36,426
Project Expenses		106,684	25,191
		1,370,044	1,272,628
OPERATING (DEFICIT)/SURPLUS		(34,551)	71,615
(Loss)/Gain on revaluation of investments	5	(99,920)	213,782
(DEFICIT)/SURPLUS BEFORE TAX		(134,471)	285,397
Taxation	3	16,452	(44,857)
(DEFICIT)/SURPLUS FOR THE YEAR		(118,019)	240,540
OTHER COMPREHENSIVE INCOME		1,030	1,030
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		(116,989)	241,570

The notes on pages 70-79 form part of these financial statements.

The Pharmaceutical Society of Northern Ireland

Balance Sheet for year ended 31 May 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible Assets	4	48,743	55,774
Investments	5	1,049,231	1,115,523
		<u>1,097,974</u>	<u>1,171,297</u>
CURRENT ASSETS			
Debtors	6	164,834	492,015
Bank deposits		201,534	201,503
Current Account		1,523,238	1,190,646
Smith & Williamson – Deposit Account		79,886	85,477
		<u>1,969,492</u>	<u>1,969,641</u>
CURRENT LIABILITIES DUE WITHIN ONE YEAR			
Creditors	7	(1,362,639)	(1,297,375)
		<u>606,853</u>	<u>672,266</u>
NET CURRENT ASSETS			
		<u>1,704,827</u>	<u>1,843,563</u>
PROVISIONS			
Deferred tax liability	8	(53,034)	(70,068)
Pension obligations	9	(72,732)	(76,415)
		<u>1,579,061</u>	<u>1,697,080</u>
NET ASSETS			
SOURCE OF FUNDS			
Income and expenditure account		1,575,926	1,692,915
Premises renovation grant		3,135	4,165
		<u>1,579,061</u>	<u>1,697,080</u>
TOTAL FUNDS			

The financial statements were authorised for issue on 15 September 2022 and signed on behalf of the Council by:
JIM LIVINGSTONE (PRESIDENT)



TREVOR PATTERSON (CHIEF EXECUTIVE)



The notes on pages 70-79 form part of these financial statements.

The Pharmaceutical Society of Northern Ireland

Cash Flow Statement for year ended 31 May 2022

<i>Note</i>	2022 £	2021 £
Cash flows from operating activities		
Surplus for the year	(118,019)	240,540
<i>Adjustments for:</i>		
Depreciation	16,558	23,986
Interest receivable	(2,178)	(636)
Dividends received	(24,470)	(20,892)
Loss/(Gain) on revaluation of investments	99,920	(213,782)
Loss on disposal of fixed assets	-	(731)
Taxation	(16,452)	44,857
	(44,640)	73,342
Increase in trade and other debtors	327,181	(433,209)
Increase in trade and other creditors	65,265	1,114,169
Decrease in provisions	(3,683)	(4,564)
	344,122	749,738
Tax paid	(582)	(1,241)
Net cash from operating activities	343,540	748,497
Cash flows from investing activities		
Acquisition of tangible fixed assets	(9,527)	(46,410)
Interest received	2,178	636
Dividends received	24,470	20,892
Purchase of investments	(61,870)	(166,287)
Proceeds from sale of investments	28,242	143,466
Net cash from investing activities	(16,507)	(47,703)
Cash flows from financing activities		
Cash withdrawn/(placed) from deposit	(31)	299,499
Net cash from financing activities	(31)	299,499
Net increase in cash and cash equivalents	327,001	1,000,293
Cash and cash equivalents at 1 June	1,276,123	275,830
Cash and cash equivalents at 31 May	1,603,124	1,276,123

The notes on pages 70-79 form part of these financial statements.

Notes to the Financial Statements for the year ended 31 May 2022

1. Principal Accounting Policies

The Pharmaceutical Society of Northern Ireland (the “Society”) is a statutory regulatory body for pharmacists who wish to work in Northern Ireland.

Basis of preparation

The financial statements have been prepared as required by Article 4C of the Pharmacy (Northern Ireland) Order 1976 and in accordance with the accounting policies set out in this note, which have been determined by the Council to be appropriate to the Society’s circumstances having regard to the recognition and measurement criteria of current accounting standards issued by the UK Financial Reporting Council (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Ireland (‘FRS102’), with the exception of:

- Payments to former employees under which the obligation has been estimated in accordance with FRS102.21 Provisions and Contingencies, rather than FRS102.28 Employee Benefits as a defined benefit obligation; and
- The Society has prepared financial statements which present information about the Society only and do not incorporate financial information relating to certain funds (Pharmacists Advice and Support Service, the CW Young Scholarship Fund and the Ronnie McMullan Trust Fund) whose operations are directed by the Society. The Council considers that it is appropriate not to incorporate this information into the Society’s financial statements as required by FRS102 and details of the funds are provided in the unaudited appendices to the financial statements.

The presentation and functional currency of these financial statements is Sterling.

The accounting policies set out below have, unless otherwise stated, been applied consistently to all periods presented in these financial statements.

Management have assessed that there are no estimates or judgments that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities recognised in the financial statements.

Measurement convention

The financial statements are prepared on the historical cost basis except investments which are measured at their fair value.

Going concern

The Pharmaceutical Society’s activities together with factors affecting future development, performance and position are set out in the Annual Report and Foreword by the Chair of the Finance & Performance Committee (formerly Resources) including the potential impact COVID-19 could have on the financial position. The Pharmaceutical Society NI has satisfactory financial resources and is in a strong net asset position. As a consequence, the Council believes that the Pharmaceutical Society NI is well placed to manage its risks successfully. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Financial information relating to funds administrated by the Society

Certain funds, (Pharmacists Advice and Support Service, the CW Young Scholarship Fund and the Ronnie McMullan Trust Fund) whose operations are directed by the Society, are not incorporated in the financial statements. The financial statements present information about the Society only.

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

1. Principal Accounting Policies (continued)

Revenue

Turnover represents the invoice value of service and is recognised on provision of the related service. Retention, licences and registration fees are recognised on commencement of the relevant annual registration period. Revenue from examinations is recognised in proportion to the stage of completion of the delivery of this service at the reporting date. The stage of completion is assessed by management. Interest is included in the income and expenditure account on an accruals basis. Dividend income is recognised when the security is declared ex-dividend.

Basic financial instruments

Trade and other debtors/creditors

Trade and other debtors are recognised initially at transaction price less attributable transaction costs. Trade and other creditors are recognised initially at transaction price plus attributable transaction costs.

Cash and cash equivalents

Cash and cash equivalents comprise cash balances and call deposits.

Equity investments

Equity investments are recognised initially at fair value which is normally the transaction price (but excludes any transaction costs, where the investment is subsequently measured at fair value through profit and loss). Subsequently, they are measured at fair value through profit or loss, except for those equity investments that are not publicly traded and whose fair value cannot otherwise be measured reliably, which are recognised at cost less impairment until a reliable measure of fair value becomes available.

If a reliable measure of fair value is no longer available, the equity instrument's fair value on the last date the instrument was reliably measurable is treated as the cost of the instrument.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Where parts of an item of tangible fixed assets have different useful lives, they are accounted for as separate items of tangible fixed assets.

Depreciation is charged to expenditure on a straight-line basis and reducing balance over the estimated useful lives of each part of an item of tangible assets. Leased assets are depreciated over the shorter of the lease term and their useful lives. The estimated useful lives are as follows:

- Property - 40 years, straight-line
- Furniture and office equipment - 4-7 years, reducing balance
- Computer equipment - 4 years, reducing balance

Depreciation methods, useful lives and residual values are reviewed if there is an indication of a significant change since last annual reporting date in the pattern by which the Society expects to consume an asset's future economic benefits.

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

1. Principal Accounting Policies (continued)

Impairment

Financial assets (including trade and other debtors)

A financial asset not carried at fair value through profit or loss is assessed at each reporting date to determine whether there is objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates that a loss event has occurred after the initial recognition of the asset, and that the loss event had a negative effect on the estimated future cash flows of that asset that can be estimated reliably.

An impairment loss in respect of a financial asset measured at amortised cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. For financial instruments measured at cost less impairment, an impairment is calculated as the difference between its carrying amount and the best estimate of the amount that the Society would receive for the asset if it were to be sold at the reporting date. Interest on the impaired asset continues to be recognised through the unwinding of the discount. Impairment losses are recognised in profit or loss. When a subsequent event causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through profit or loss.

Pension obligations

Defined contribution plans

A defined contribution plan is a post-employment benefit plan under which the Society pays fixed contributions into a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to defined contribution pension plans are recognised as an expense in the income and expenditure account in the periods during which services are rendered by employees.

Payments to former employees

The Society has a commitment to provide annual payments to a former employee. The Society's obligation in respect of this member is calculated by estimating the amounts of future benefit that the member is estimated to receive and is recognised as a liability of the Society.

The liability is measured based on publicly available actuary mortality tables and other relevant assumptions using guidance set out in FRS102.21 Provisions and Contingencies.

Provisions

A provision is recognised in the balance sheet when the entity has a present legal or constructive obligation as a result of a past event, that can be reliably measured, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are recognised at the best estimate of the amount required to settle the obligation at the reporting date.

Taxation

Tax on the profit or loss for the year comprises current and deferred tax. Tax is recognised in the income and expenditure account except to the extent that it relates to items recognised directly in equity or other comprehensive income, in which case it is recognised directly in equity or other comprehensive income.

Current tax is the expected tax payable or receivable on the taxable income or loss for the year, using tax rates enacted or substantively enacted at the balance sheet date, and any adjustment to tax payable in respect of previous years.

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

1. Principal Accounting Policies (continued)

Taxation (continued)

Deferred tax is provided on timing differences which arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in the financial statements. The following timing differences are not provided for: differences between accumulated depreciation and tax allowances for the cost of a fixed asset if and when all conditions for retaining the tax allowances have been met to the extent that it is not probable that they will reverse in the foreseeable future.

Deferred tax is not recognised on permanent differences arising because certain types of income or expense are non-taxable or are disallowable for tax or because certain tax charges or allowances are greater or smaller than the corresponding income or expense.

Deferred tax is measured at the tax rate that is expected to apply to the reversal of the related difference, using tax rates enacted or substantively enacted at the balance sheet date.

Grants

Premises Renovation Grant

The premises renovation grant was recorded in reserves on receipt and is amortised into the income and expenditure account at 2.5% per annum in line with the depreciation period on the property.

2. Expenses and auditors' remuneration

	2022	2021
	£	£
<i>Operating surplus on operating activities before tax is stated after charging</i>		
Depreciation of tangible assets	16,558	23,986
Auditors Remuneration:		
- Audit of these financial statements	7,800	7,800
	<u> </u>	<u> </u>

Employee Costs excluding Council members were constituted as follows:

	2022	2021
	£	£
Wages and Salaries	627,683	626,163
Employer's National Insurance	52,251	63,119
Pension Costs	34,415	31,308
Staff Health Plan	17,300	16,438
	<u> </u>	<u> </u>
Total non-Council members employment costs	731,649	737,028
	<u> </u>	<u> </u>

Under FRS102, key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. This includes the Chief Executive, Registrar and senior managers. Numbers of Key Management Personnel who earned over £60,000 Full Time Equivalent (including Pension and Health Contributions) during the year.

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

2. Expenses and auditors' remuneration (continued)

	2022 No.	2021 No.
£60,001 to £70,000	4	4
£70,001 to £80,000	-	-
£80,001 to £90,000	-	-
£90,001 to £100,000	-	1
£100,001 to £110,000	1	-
	<hr/>	<hr/>
Total Number of Key Management Personnel	5	5

Total compensation (including pension contributions & benefits) of regulator key management personnel in the year amounted to £278,912 (2021: £295,827).

Job Title	Full Time Equivalent (Stated in £10k bandings)	Pay	Benefits in kind*** (to the nearest £100)
Chief Executive	£100,001 - £110,000	£4,000	
Registrar & Director of Regulation	£60,001 - £70,000**	£500	
Director of Public Affairs	£60,001 - £70,000	£1,300	
Director of Business Operations	£60,001 - £70,000	£1,100	
Pharmacy Forum NI Manager	£60,001 - £70,000*	£900	

* The Pharmacy Forum NI Manager is contracted to work 22.5 hours per week

** The Registrar was on maternity leave for part of the year

*** Benefits in kind include private healthcare.

The Chief Executive did not claim any travel expenses during the year. One key management personal claimed £507 in travel expenses. The use of virtual meetings due to Covid-19 best practice has reduced the expense amount claimed during this year.

Remuneration of highest paid Key management person as a multiple of median remuneration:

	2022 £	2021 £
Midpoint of band of highest paid director's total remuneration	105,000	95,000
Median total remuneration	29,500	30,000
Remuneration ratio	1:3.5	1:3.2

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

3. Taxation

Total tax expense recognised in the statement of comprehensive income

	2022	2021
	£	£
<i>Current tax</i>		
Current tax on income for the period	582	1,241
Adjustments on respect of prior periods	-	-
	<hr/>	<hr/>
Total current tax	582	1,241
<i>Deferred tax</i>		
Origination and reversal of timing differences	(17,034)	43,616
	<hr/>	<hr/>
Total deferred tax (note 8)	(17,034)	43,616
	<hr/>	<hr/>
Total tax charge/ (credit)	(16,452)	44,857
	<hr/> <hr/>	<hr/> <hr/>

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

4. Tangible Assets

	<i>University Street Property</i> £	<i>Furniture and Office Equipment</i> £	<i>Computer Equipment</i> £	<i>Total</i> £
Cost				
At 1 June 2021	87,114	127,881	108,175	323,170
Additions	-	1,011	8,516	9,527
Disposals	-	-	-	-
At 31 May 2022	87,114	128,892	116,691	332,697
Depreciation				
At 1 June 2021	80,257	122,606	64,533	267,396
Charge for year	2,709	1,461	12,388	16,558
Eliminated on Disposal	-	-	-	-
At 31 May 2022	82,966	124,067	76,921	283,954
Written Down Value				
At 31 May 2022	4,148	4,825	39,770	48,743
At 31 May 2021	6,857	5,275	43,642	55,774

5. Investments

	2022 £	2021 £
Fair value		
At beginning of year	1,115,523	878,189
Additions	61,870	166,287
Disposals	(28,242)	(142,735)
Fair value adjustments	(99,920)	213,782
At end of year	1,049,231	1,115,523

Investments comprises listed investments which at 31 May 2022 had a market value of £1,049,231 (2021: £1,115,523).

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

6. Debtors

	2022 £	2021 £
Trade debtors	125,483	465,286
Amounts receivable from related parties	-	-
Prepayments and accrued income	39,351	26,729
	<u>164,834</u>	<u>492,015</u>

7. Creditors

	2022 £	2021 £
Trade Creditors	86,815	113,315
Accruals	106,949	45,128
Deferred Income	1,145,956	1,121,983
Taxation and Social Security Costs	22,659	16,689
Corporation tax	260	260
	<u>1,362,639</u>	<u>1,297,375</u>

8. Deferred tax liability

	2022 £	2021 £
Investments	53,034	70,068
	<u>53,034</u>	<u>70,068</u>

The movement during the year comprises a credit of £17,034 (2021: charge of £43,616) which is recognised in gain or deficit for the year.

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

9. Pension obligations

Defined contribution plans

The Society operates a defined contribution plan. Contributions payable by the Society for the year ended 31 May 2022 amounted to £34,415 (2021: £31,308). No contributions were outstanding at year end (2021: nil).

Payments to former employees

	2022 £
At beginning of year	76,415
Charge to the income and expenditure account for the year	3,973
Benefits paid	(7,656)
	<hr/>
At end of year	72,732
	<hr/> <hr/>

The provision relates to the Pharmaceutical Society's obligation to make annual payments to a former employee and upon his death, 50% of the annual payment to his spouse.

10. Commitments

The Society had no contractual commitments contracted for but not provided in the financial statements (2021: nil).

Notes to the Financial Statements for the year ended 31 May 2022 (continued)

11. Contingent liabilities

During the 2014/15 review of fees, which was the subject of public consultation, the Department of Health Social Services and Public Safety (DHSSPS) was requested, pursuant to Articles 5 and 25A of The Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2012 as amended, to approve amendments to some of the fees levied by the Society. During this approval process, it became clear that, in the last round of substantive amendments to fees in 2009, some of the changes we had requested at that time had for some reason not in fact been incorporated in new Regulations as expected.

The Council initiated an immediate and comprehensive review of fees charged and their historic legislative basis. As a result, it became clear that a number of anomalies had arisen over a period of twenty years such that some registrants and prospective registrants were charged fees for services provided on the basis of a fee structure that was not wholly contained in Regulations.

Council has taken legal advice concerning any potential liability to repay sums charged in excess of statutory authority to affected persons. Council does not consider it appropriate or equitable to refund any of the sums that have been charged in excess of statutory authority.

No provision has been made by the Pharmaceutical Society NI for future costs or refunds in this regard and such sums are deemed to represent a contingent liability. The total amount of fees charged in excess of statutory authority is estimated to be £340k, however as a period of 6 years has elapsed since this issue has been highlighted to the affected people and there have not been any claims for refunds, Council has decided to remove the Contingent liability from the Financial Statements. The Contingent Liability at 31 May 2022 is £nil (2021: £340k).

12. Related party transactions

During the year, none of the Council members or members of the key management staff has undertaken any material transactions with related parties.

Registrant members of the Council are required to pay a Retention Fee to the Pharmaceutical Society of NI on the same basis as other registrant members.

The CW Young Charitable Trust, The Ronnie McMullan Charitable Trust and the PASS Trust are deemed to be related parties by virtue of the fact the trustees are elected members of the Board of the Pharmacy Forum NI which is an arm's length body under the legislative remit of the Pharmaceutical Society NI. During the year, expenses of £11,133 (2021: £11,133) were recharged from the Society to the Funds. The Funds owe £nil (2021: £nil) to the Pharmaceutical Society NI as at 31 May 2022 and the Society owes £nil (2021: £nil) to the funds as at 31 May 2022.

