



**ROYAL
PHARMACEUTICAL
SOCIETY**

Assembly Meeting

To be held at 9.00 am to 16.30 pm on Wednesday 16th March 2022

Agenda - Open Business

1. Welcome to Assembly members & apologies for absence **9.00**

ITEMS FOR NOTING

Members are advised that no discussion will be held on these items at the meeting unless a member notifies the President 48 hours in advance of the meeting of any point they wish to raise

2. **Code of Conduct & Remit of Assembly** **9.00**
Governance Manager
3. **Declarations of interest** **9.00**
Governance Manager
4. **Minutes of the Open Business the Assembly meeting** **9.00 – 9.05**
17th November 2021
To note and approve the minutes of the meetings – any points of material correction or amendment should be notified to the President at least 48 hours in advance of the meeting
Governance Manager
5. **Matters arising from the Open Business minutes not specifically included in the agenda** **9.05 – 9.25**
 - a) ESG investments
 - b) Panel of Fellows/Membership Committee ethnicity data
6. **Updates from the National Boards** **9.25 – 9.30**
To note
National Board Chairs
7. **President's Report** **9.30– 9.35**
To note
President
8. **Treasurer's Report** **9.35 – 9.40**
To note
Treasurer
9. **CEO's Report** **9.45 – 10.00**
To receive a verbal report
Chief Executive

Assembly Meeting 16th March – OPEN

10. Education & Professional Development 10.00 – 10.05

To note the minutes of the final Education & Standards Committee meeting held on 3rd March

Director of Education & Professional Development

11. Science & Research 10.05 – 10.10

To note the minutes of the Science & Research Committee meeting held on 10th February

Chief Executive

12. 2022 Events 10.10 – 10.15

To note the calendar of dates for events planned for the coming year

Director of Pharmacy & Member Experience/Director of Education & Professional Support

13. Inclusion & Diversity 10.15 – 10.25

a) To receive an update on activities

b) To note EIAP for membership products

Director of Pharmacy & Member Experience

14. Climate Change 10.25 – 10.35

To receive an update on activities

Director for Wales

15. Museum Collection 10.35 – 10.50

To receive a presentation on museum activities

15. Any other business 10.50 – 11.00

Any other items of business to be notified to the President 48 hours before the meeting

16. Date of next meeting 11.00

To note the date of the Induction Day 19th July and Assembly Meeting 20th July

BREAK 11.00 – 11.10

Assembly Meeting 16th March 2022

22/03/ASB/02 – Open

Title	Code of Conduct & Remit of Assembly
Open, confidential or restricted	Open
Author (include email/phone) Position Director responsible	Alison Douglas alison.douglas@rpharms.com Governance Manager Paul Bennett
Purpose of item (for noting/discussion/ decision/approval)	For noting
Item Summary	Members are reminded of the Code of Conduct for Members of the Society Members are also reminded of the remit and powers of the Assembly.
Related Risk Register item (where applicable)	n/a
Related RPS Strategy item (where applicable)	2 – We will be the professional voice of pharmacy
Actions/decisions required of the Assembly	To note

**ROLE OF ASSEMBLY
(Regulations)****4.0 ASSEMBLY****4.1 Function**

The Assembly is the governing body of the Society. Its overarching purpose is to ensure that the Society is led and governed effectively in pursuit of its Charter objectives, and to provide full fiduciary oversight and budgetary control. It maintains the overall strategic direction on all GB-wide issues and is responsible for the sound financial management of the Society.

Its main tasks are to:

- agree the values, tone and ethos of the Society
- enhance and protect the reputation of the Society and the profession
- agree the overall strategic direction and top level objectives of the Society, including European and other international dimensions
- allocate resources
- delegate authority to other governance bodies
- appoint, direct and set broad objectives for the Chief Executive
- monitor performance of Chief Executive and ensure conformance
- account to the membership
- oversee membership critical issues

**ROLE OF CHAIRS & OFFICERS' GROUP
(Regulations Appendix H)**

The Chairs' and Officers' Group (COG) exists to provide a mechanism for making decisions on major issues on behalf of the Assembly that require urgent action and that do not fall within the delegated authorities of other governance bodies with appropriate meeting dates and cannot wait for a decision at the next Assembly meeting.

COG is authorised by Assembly to:

- appoint the Chair and members of the Audit and Risk Committee
- deal with issues arising which require an urgent response that do not fall within the delegated authorities of other governance bodies. Where this concerns new policy, actions would be subsequently ratified by the Assembly as appropriate
- deal with any specific matters delegated by the Assembly

Any actions/decisions agreed by COG should be communicated immediately to the members of the Assembly, unless precluded from doing so by confidentiality. Minutes of meetings will be included in the confidential business of the next Assembly meeting and any decisions that need to be ratified by Assembly members will be done so at that time.

CODE OF CONDUCT FOR MEMBERS OF THE SOCIETY (Regulations)

APPENDIX A - CODE OF CONDUCT

Assembly may create, and from time to time amend or rescind, a Code of Conduct to be observed by all members of the Society. Breaches of the Code may, upon proper investigation under the process set out in the appropriate Regulations, lead to a Disciplinary Panel hearing which may, in turn, depending on the nature of the breach, ultimately lead to expulsion from the Society.

a) All Members

Being a member of the RPS is a mark of professionalism and members, as ambassadors of the Society, should do nothing that might detract from the high standing of the profession. This includes any aspect of a member's personal conduct which could have a negative impact upon the profession. On admission to, and annually on renewal of membership, all members must therefore:

- be in good standing professionally, including with the Society and any other professional body or regulator of which they are a member or registrant
- conduct themselves in a manner that upholds and enhances the reputation of the Society
- further the interests of and maintain the dignity and welfare of the Society and the profession
- exercise their professional skills and judgement to the best of their ability, discharge their professional responsibilities with integrity and do all in their power to ensure that their professional activities do not put the health and safety of others at risk
- when called upon to give a professional opinion, do so with objectivity and reliability
- be truthful and honest in dealings with clients, colleagues, other professionals and all they come into contact with in the course of their duties
- never engage in any activity that will impair the dignity, reputation or welfare of the Society, fellow members or their profession
- never knowingly engage in any corrupt or unethical practice
- not implicate the Society, through direct reference or use of membership status, in any statement that may be construed as defamatory, discriminatory, libellous, offensive, slanderous, subversive or otherwise damaging to the Society
- if convicted of a criminal or civil offence anywhere in the world inform the Society promptly, and provide such information concerning the conviction as the Institution may require. NB- this does not include Fixed Penalty Notice offences.
- observe the Policies of the Society
- comply with the Society's Regulations and all applicable laws

Conduct

If a member generally becomes aware of, or has reasonable grounds for believing, that another member is engaged in or has engaged in conduct which is in breach of the Regulations and/or Code of Conduct of the Society, they shall inform the Society in writing of that belief, but shall not maliciously or recklessly injure or attempt to injure, directly or indirectly, the reputation, practice, employment or livelihood of another member.

Complaints about the professional practice, performance or conduct of a member should be referred to the General Pharmaceutical Council, and any action by the Society may be postponed until the outcome of the Council's proceedings is known.

If the complaint is summarily dismissed by the General Pharmaceutical Council, the procedures set out in the Conduct Scheme for Members will be followed.

If the complaint is the subject of proceedings before a court or other regulatory authority, any action by the Society shall be postponed until the outcome of those proceedings is known, but is not obliged to do so. The Society is entitled to conduct its own investigations and implement its own decisions in accordance with the Society's Regulations and conduct procedures independently from the General Pharmaceutical Council, courts or any other authority.

In exceptional circumstances, the Society may take action in advance of a decision of a court or regulatory authority, in which case the complaint shall be referred to the Chairman of the Membership Committee, and the procedures set out in the Conduct Scheme for Members will be followed.

Bullying or harassment

The Society aims to create an environment which respects the dignity of all individuals, including but not limited to individuals who are Members, members or employees, those who provide services to the Society or conduct business on behalf of the Society or who come into contact with anyone connected to the Society.

Bullying, harassment, or victimisation of any will not be tolerated.

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or misuse or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end.

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person, or is reasonably considered by that person to have the effect of violating their dignity or creating such an environment, even if this effect was not intended by the person responsible for the conduct. A single incident or a pattern of multiple incidents of this type of behaviour can amount to harassment and/or bullying. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Any of these behaviours will always be viewed extremely seriously and may result in disciplinary action being taken including, or where appropriate, summary dismissal, removal from office, termination of a contract to provide services or membership of the Society.

b) Additional Code for Governance Body Members

In addition to observing the Code of Conduct for Members of the Society, members elected or appointed to the Assembly, National Pharmacy Boards or any other governance body reporting to the Assembly shall:

- observe the Code of Conduct for Governance Body Members
- act collectively in discharging the functions of the relevant governance body, abiding by and supporting any decisions made
- respect the skills, roles and dignity of staff and other members participating in governance
- not exploit their position as a member of a governance body for personal or business gain, financial or otherwise

Duties

All Assembly/Board members and other governance body members are expected to perform their duties (whether statutory, fiduciary or common law) faithfully, diligently and to a standard commensurate with the functions of the role and their knowledge, skills and experience. They shall also have regard to the general duties of directors including the duty to act, in good faith, in such a way that promotes the success of the Society for the benefit of its members as a whole.

Governance body members shall take due note of any legal advice provided to the Society. Although the ultimate decision in a matter will rest with the relevant governance body or post holder, such a decision should be informed by the legal advice provided to the Society and not taken unilaterally.

Assembly and Board Members are not authorised on behalf of the Society to enter into any legal agreements or other commitments or contracts on behalf of the Society. Only in exceptional circumstances should an elected member be specifically authorised to sign an agreement on the Society's behalf, and in those circumstances instructions should be provided by the Chief Executive to the Society's Legal team.

Collegiality

Any governance body member, whether they dissent, abstain or are absent from the making of a decision by the relevant governance body, accepts the majority decision and is bound by it. Decisions taken collectively by any committee/group/governing body of which the member is a part must be fully respected and the principle of "collective responsibility" for such decisions observed. A governance body member can require their dissent to be recorded, but this does not absolve them from collective responsibility.

Although governance body members may legitimately disagree with the Society leadership, direction, policy and decision-making, any comments made about such policies/decisions should be made in a way which makes it clear that they are the member's personal views and not be made in such a manner as to bring the reputation of the Society into disrepute.

If, after weighing carefully the potential effects on the Society's wider objectives and reputation, a governance body member considers that a matter is of such importance that they feel compelled publicly to oppose a decision of the particular governance body, the member should if possible inform the relevant Chair, or in the case of a Board Chair, the President, in advance. If this is not possible the relevant Chair, or in the case of a Board Chair, the President, should be informed as soon as possible after. The governance body member may then express their personal views on the

matter but, in so doing, must first explain the relevant governance body's policy and the reason(s) for the governance body arriving at this policy.

It is acceptable for a member to dissent from a governance body decision from a moral/conscience perspective but they should fully explain the reasons for doing so to the Assembly.

Confidentiality

Governance members agree to keep all Confidential Information confidential and not to use or disclose it, or make any statement which might risk the disclosure of confidential information, except as authorised or required in connection with their appointment and to use their best endeavours to prevent the use or disclosure of it by any other person. This restriction will cease to apply to information which becomes public knowledge otherwise than through any unauthorised disclosure or other breach.

Governance members accept that, with the exception of personal journals or diaries, all confidential records in any medium (whether written, computer readable or otherwise) including accounts, documents, drawings and private notes about the Society and its activities and all copies and extracts of them made or acquired in the course of their appointment will be:

- the Society 's property
- used for the Society 's purpose only
- returned to the Society at any time on demand
- returned to the Society or destroyed without demand upon the termination of your appointment

The Society makes no claim to personal journals or diaries, however members agree to safeguard, using reasonable security measures, any personal journal or diary that contains sensitive or confidential Society information. Members further guarantee that upon the termination of their appointment, they will redact any highly sensitive data that may be recorded in any personal journal or diary. The Society accepts this personal guarantee on an honour basis, made in good faith, and will not seek at any time to see an individual's personal journal or diary.

'Confidential Information' means information (in whatever form and howsoever held) relating to the business, products, affairs and finances of the Society or of any Group Company or joint venture for the time being confidential to it or to them, and trade secrets (including, without limitation, technical data and know-how) relating to the business of the Society or of any Group Company or joint venture or of any of its or their suppliers, clients or customers including in particular (by way of example only and without limitation):

- terms of business with clients/customers and prices charged
- the identity of the Society or any Group Company's clients/customers and members
- the subscriber database
- specific contact details and terms of business with clients, customers, their requirements and prices charged
- draft publications and publications
- business plans, strategies (including pricing strategies) marketing plans and sales forecasts
- confidential management and financial information and data, results and forecasts (including draft, provisional and final figures), including dividend information, turnover and stock levels, profits and profit margins

- confidential financial information and data relating to the Society's and any Group Company's clients/customers
- information relating to industry knowledge and research, research activities, inventions, secret processes, designs, formulae and product lines
- any information which is treated as confidential or which you are told or ought reasonably to know is confidential
- any information which has been given to the Society or any Group Company in confidence by members, customers, clients, suppliers or other persons, or that you created, developed, received or obtained in connection with your providing the services, whether or not such information (if in anything other than oral form) is marked confidential

This shall not prevent any individual from disclosing information which they are entitled to disclose under the Public Interest Disclosure Act 1998, provided that the disclosure is made in accordance with the provisions of that Act.

Intellectual Property

Governance Members agree to promptly disclose to the Society all work and all Intellectual Property arising from any Work provided by them.

Governance Members agree to assign (by way of present and future assignment) with full title guarantee all Intellectual Property in any Work to the Society (or any Group Company designated by the Society) including (with effect from their creation) all future rights and waive such rights (including moral rights) as are not capable of being assigned.

Governance Members will at the request and reasonable expense of the Society:

- supply all information, data, drawings, software or other materials and assistance as may be required to enable the Society (or any Group Company) to fully exploit any Intellectual Property and Work to its best advantage as determined by the Society
- execute all documents and do all things necessary or desirable to vest ownership of Intellectual Property in any Work or otherwise belonging to the Society in the Society (or any Group Company) and/or to obtain patent or other protection for the Intellectual Property in such parts of the world as the Society (or any Group Company) may specify.

'Intellectual Property' means copyright, rights in inventions, patents, know-how, trade secrets, trademarks and trade names, service marks, design rights, rights in get-up, database rights and rights in data, semiconductor chip topography rights, mask works, utility models, domain names and all similar rights and, in each case: (i) whether registered or not, (ii) including any applications to protect or register such rights, (iii) including all renewals and extensions of such rights or applications, (iv) whether vested, contingent or future and (v) wherever existing;

'Work' means any information, data, drawings, software or other materials or work created or provided by you (either alone or jointly with others) arising from this Agreement or any duties assigned to you by the Society (or any Group Company).

Return of RPS Property

At the end of their term of office, however arising, or at any time at the Society's request, governance members shall immediately return to the Society or destroy all documents, records, papers or other property belonging to the Society or any Group Company which may be in their possession or under their control, and which relate in any way to the Society's or of any Group Company or joint venture or any of its associations business affairs and shall not retain any copies thereof. This requirement shall not apply to a single copy of confidential information kept for legal, accounting or professional purposes which members warrant to keep secure in exchange for reasonable personal use. Members may be asked to certify in writing that they have complied with these requirements.

Conduct

A member of a governance body must inform the Chief Executive if he/she is subject to proceedings (but excluding any preliminary investigations) before a regulatory or licensing body, or has been charged with any criminal offence.

Where a member is subject to such proceedings or has been charged with any criminal offence the Chief Executive will put to the Assembly a resolution calling for the suspension of that member from office and from any governance body pending the outcome of the proceedings against the member under the relevant procedures in the Regulations and Conduct Scheme for Members. If the conclusion/outcome of the proceedings is that the member is not guilty of charges against him a resolution will be put to the Assembly for the suspension from office or governance to be lifted with immediate effect.

Where a member has been convicted of an offence which may be relevant to his membership of a governance body, then the matter will be referred to the Assembly who will deal with the matter in accordance with the relevant procedures as set out in the Regulations.

Assembly Meeting 16th March 2022**DECLARATION OF INTERESTS****Claire Anderson**

- Professor of Social Pharmacy, School of Pharmacy, University of Nottingham
- Trustee Commonwealth Pharmacy Association

Martin Astbury

- Morrison's Pharmacy pharmacist (employee)
- Pharmacy Research UK charity trustee
- member of the RPS Pharmaceutical Publications (PhP) board

Sharon 'Sibby'Buckle

- Advanced Pharmacist Practitioner, Boots UK
- Boots Pharmacists Association, Executive Board member
- Senior Director, Cairn Place Ltd
- Member of Women2Win
- East Midlands clinical senate assembly member
- Nottinghamshire ICS partnership forum member
- Ad hoc consultancy
- Contribute to media articles in pharmacy/ medical/ health press
- Derbyshire LPC as their GP CPCS Project manager and implementation lead
- Both daughters, Junior Doctors
- Mother, retired Midwife and health visitor
- Brother, Consultant surgeon
- Brother, Dental surgeon

Andrew Carruthers

- Senior Pharmacist – Medicines Governance at NHS Greater Glasgow & Clyde
- Member, RPS Scottish Pharmacy Board
- Self-employed, community locum pharmacist

Kathleen Cowle

- Director, Davidsons Chemists
- Daughter is a pharmacist with NHS Lothian
- Son-in-law is a pharmacist with NHS Lothian

Thorrin Govind

- Locum Pharmacist-various pharmacies
- Pharmthorrun Ltd
- Pharmacist – Boots
- Solicitor- Hempsons
- Social Media Consultancy
- **Trustee- OCD UK**
- ProperG LTD
- PDA indemnity

- Brother- Superintendent Pharmacist
- Father- Pharmacy Director
- Contribute to media articles in the press

Mike Hannay

- Managing Director, Medical Technologies Innovation Facility (MTIF),
- Non-Executive Director, National Rural Health & Care Centre,
- Non-Executive Director, MediLink East Midlands,
- Trustee, Linkage – a charity supporting people with learning disabilities,
- Hannay Holdings (Partner),
- Visiting Professor, De Montfort University
- Honorary Professor, University of Leicester
- Advisory Board member, APS
- Science & Research Board member, RPS
- Member of University of Bath Pharmacy Advisory Group

Alisdair Jones

- partner works in the NHS as an occupational therapist,
- member of national executive as Treasurer to the PDA Union.
- member of the governing body of St Mary's Primary Academy, Folkestone.
- Member of The Pharmacist Cooperative
- Member of the Primary Care Pharmacy Association

John Marriott

- University of Birmingham – full time salaried professorial appointment
- HRA RES – honorarium for Research Ethics Committee Chair post
- Member of the Pharmacy Schools Council

Ruth Mitchell

- Community Pharmacist, Professional Standards and Quality Manager Boots UK
- Member of the Welsh Pharmacy Board RPS
- WCPPE trainer for advanced inhaler techniques
- Volunteer for Macmillan and Alzheimer's Society
- Dementia Volunteer

Erutase Oputu

- Barts Health NHS Trust
- Trustee Medicines for Muheza
- UK Black Pharmacists Association
- UK Clinical Pharmacists Association
- Member of The Pharmacists Co-Operative
- Member of the Guild of Healthcare Pharmacists

Lynne Smith

- Governance Services Team, Bolton Council
- Lay Committee member, Royal College of Anaesthetists

Cheryl Way

- United Kingdom Clinical Pharmacy Association
- International Pharmaceutical Federation
- Guild of Healthcare Pharmacists
- UK Faculty of Clinical Informatics
- RPS Wales Board
- Digital Health & Care Wales
- Member, Hayes Point Right To Manage Company Board

Andre Yeung

- Chair, LPN – Pharmacy (Northumberland, Tyne and Wear)
- Pharmacist Advisor – Andre Yeung Ltd
- Senior Specialist Advisor Public Health – Newcastle City Council
- Director at CPCS Support Ltd
- Advisory board for Durham University Business School
- Treasurer, RPS

Minutes of Assembly Meeting held on 17th November 2021 – via VC

Present: Claire Anderson (CA) - Chair, Martin Astbury (MA), Sibby Buckle (SB), Andrew Carruthers (AC), Kathleen Cowle (CW), Thorrun Govind (TG), Mike Hannay (MH), Alisdair Jones (AJ), John Marriott (JM), Tase Oputu (TO), Lynne Smith (LS), Cheryl Way (CW), Andre Yeung (AY)

In attendance: Paul Bennett (PB), Karen Baxter (KB), Gail Fleming (GF), Rick Russell (RR), Robbie Turner (RT), Vicky Taylor (VT), Ravi Sharma (RS), Elen Jones (EJ), Clare Morrison (CM), Alison Douglas (AD)

Observers: 19 Members registered to observe the meeting

Apologies: Ruth Mitchel (RM), Mike Hannay (MH)

Item	Paper	Notes and actions	Action by
Item 01 Welcome & Apologies		CA welcomed all to the meeting. Apologies were received from Ruth Mitchell. Noted that Mike Hannay would not be joining the meeting until noon.	
Item 02 Code of Conduct & Remit of Assembly	21/11/ASB/02	The Code of Conduct and remit of Assembly were noted.	
Item 03 Declarations of Interest	21/11/ASB/03	Declarations from all members were noted.	

Item 04 Minutes of last meeting	21/11/ASB/04	<p>TO noted that the reference to BPA under Item 12 R-12 should refer to UKBPA.</p> <p>With this amendment the minutes of the meetings held on 13th & 14th July were agreed as a true and accurate record.</p>	
Item 05 Matters Arising	21/11/ASB/05	<p>a) Panel of Fellows & Membership Committee</p> <p>The new composition of the Panel of Fellows and Membership Committee, and the new Chair of the Panel of Fellows, were noted.</p> <p>TO asked if ethnicity information on the members of both bodies could be circulated to Assembly members for information. RT explained that this was still in the process of being collected but, once available, he will ensure the information is available to Assembly.</p> <p>ACTION - RT</p> <p>b) Fellowship Nominations</p> <p>TO asked if her suggestion to re-consider the need to keep nominations to Fellowship confidential, thereby making it much harder to request ethnicity information on the applicant, had been re-considered by the Panel. RT replied that it hadn't yet been but that the Panel had only recently been re-constituted and he will therefore ensure the item is taken to a future meeting for consideration.</p> <p>ACTION - RT</p>	<p>RT</p> <p>RT</p>
Item 06 2022 Elections	21/11/ASB/06	<p>a) Proposals for 2022 Elections</p> <p>RT introduced a paper containing a number of proposals for amendments to the National Pharmacy Board elections process for 2022, and explained these had been developed as part of the routine annual review of the elections.</p> <p>Noted that SB, AY and KC were conflicted out of any vote on this item as they would be due for re-election in 2022, however they would be permitted to participate in the debate.</p> <p>i) Removal of Paper Ballot</p> <p>Members considered a number of options around removing the need to print and issue a full paper ballot.</p> <p>AJ asked if the Society held data on whether any members might have a disability that would mean they would be unable to vote on-line. RT confirmed that at present this information wasn't available but explained that Mi-Voice, the external Scrutineers, were able to offer a dedicated telephone support line for any individuals who might be unable to vote on-line and had a number of alternative ways to help them be</p>	

		<p>able to register their votes. He stressed that the team would in no way want to unintentionally disenfranchise or de-value any demographic of the membership who were eligible to vote.</p> <p>AD confirmed that any member requesting a paper ballot would continue to be sent a single A4 paper voting instruction which would contain details of the election, where to access the candidate information, how to vote and would also include both an email and a phone number for the Mi-Voice support team.</p> <p>TG noted the environmental impact of continuing to issue ballot papers, when a very small percent were ever returned.</p> <p>Members then approved the move to paperless ballots.</p> <p>SB noted that the number of nominators currently required for candidates varied between the three Boards and questioned whether this disparity was necessary or desirable. AD noted that the number of nominators required was in the gift of each Board to decide. Boards will therefore be asked to consider this in time for any proposed amendment to be brought to Assembly ahead of the 2023 election.</p> <p>ACTION – RS/EJ/CM</p> <p>ii) Reduce the voting period</p> <p>The proposal to potentially reduce the voting period from the current 15 days was considered and members noted the daily voter breakdown details provided in the paper.</p> <p>RT informed members that feedback from a small number of both members and candidates was that the overall timeframe for the elections was excessive and if it was possible to reduce the voting period this might be beneficial. He noted that at times a certain level of toxic discourse can arise around the elections, particularly on social media, which can be quite uncomfortable to be part of and/or observe. TO however highlighted that the elections also brought an element of positive engagement and publicity for the Society.</p> <p>Members tended to agree that the entire election period did feel very lengthy but questioned whether it might be better to look at reducing the time between candidates being announced and campaigning starting, and then again between campaigning starting and voting opening. One option might therefore be to state the date that nominations close and then state a date when campaigning would be permitted from.</p>	RS/EJ/CM
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		<p>MA asked that at least two weekends be included in any voting period. He suggested it might be worth considering external assistance to help with the proofing of ballot information. RT noted that this work was currently undertaken by senior staff within the team, as any errors in candidate information would have a significant impact on the entire election process. AD agreed, and noted that Mi-Voice do currently undertake aspects of this work but would also consider whether additional resources might be beneficial.</p> <p>AJ observed that more votes were cast in the final four days of the voting period than the rest of the period overall. He agreed including two weekends in the voting period was sensible but that this would mean voting could only be reduced by about four days overall and questioned if such a change would really make any difference but may unintentionally reduce overall engagement with the voting process.</p> <p>Members then agreed to reduce the voting period down to as short as practical, whilst still including two weekends. AD will incorporate these instructions into the 2022 elections timeline in the most practical way.</p> <p>ACTION AD</p> <p>iii) Reduce candidate information</p> <p>AD confirmed the CV word template would be incorporated into the main online nomination form in future and would not need to be completed separately.</p> <p>TG felt that candidates should have to undertake some level of work in putting their nomination together as to be elected to the Board was a prestigious thing. She therefore felt all the current information should continue to be requested. If candidates were not prepared to provide any of the information, it would be for the voters to consider and take into account when they were casting their votes.</p> <p>AC felt it should be as simple as possible to stand for election and so suggested none of the additional information/statements etc be deemed to be mandatory. KC similarly felt the role of the Society should be to facilitate the ability for candidates to provide information if they wished to rather than to mandate it.</p> <p>PB felt it was important Assembly considered how attractive it currently is for members to participate in the elections, and noted that the Society was encouraging more people to interact with it, including standing for election and therefore the simpler the process was the better, whilst still mindful that it was an honour to be elected.</p>	AD
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		<p>TG however felt that candidates should need to put some degree of effort into standing and noted that at present individuals were not compelled to have to use the maximum word limit for statements etc.</p> <p>TO felt there was a degree of duplication with the free text statement and the set question responses, particularly when coupled with the letters to PJ etc. She observed that members with neurodiversity issues might find communicating via video more helpful.</p> <p>RT noted that RPS Connect would provide a dedicated platform for individual Board elections groups to be established for the first time in 2022 which would also enable greater interaction between candidates and members should they chose to participate/join the dedicated group.</p> <p>CM felt that reliance on a CV could potentially disadvantage younger candidates and felt the set questions helped counterbalance this.</p> <p>SB suggested that the three areas covering declarations of interest might be combined under a single heading and the word count therefore reduced.</p> <p>RT explained that all the information currently requested had been included by instruction from Assembly at some point previously, and that views on what was required tended to change on a cyclical basis.</p> <p>As there was no clear consensus on whether to reduce the current level of information, members were asked to vote whether to keep at the present level or to remove the three set questions:</p> <p>keep at present level – TG, AJ, CA, JM, LS</p> <p>remove set questions – MA, CW, TO</p> <p>It was therefore agreed that the current level of information would be retained but members agreed that the mandatory nature of the CV, set questions etc would be removed.</p> <p>ACTION - AD</p> <p>iv) Remove paper nominations</p> <p>Members noted that no paper nominations had been received since on-line nominations were introduced in 2016 and therefore agreed to remove paper nomination forms.</p>	AD
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		<p>v) Vice-Chair & Assembly Elections</p> <p>Noted that as AY would potentially be re-standing for election to Assembly in 2022, although able to contribute to the discussion on this item he would not be able to vote. The proposal to amend the current process for election to Assembly and Vice-Chair roles to bring the requirements for candidates in line with that of President/Treasurer/Chair were then discussed.</p> <p>TG believed it was vital that Board Members were aware of what potential Assembly and Vice-Chair candidates stood for, particularly if the member was new to the Board and had no prior knowledge of the candidates. TO confirmed that she had found it very difficult, having never attended a Board meeting before, to have to vote for individuals who had declared they were standing just before the vote was taken at what was her very first meeting.</p> <p>Members then agreed that the process should be amended as proposed.</p> <p>MA noted that thought would need to be given to the amended wording to ensure that anyone who stood for Chair but didn't get elected in a year when both Chair and Vice-Chair were being elected would still be able to stand in the Vice-Chair election. AD will ensure that the amendment to the process reflects this.</p> <p>ACTION – AD</p> <p>AY observed that current processes did not allow for any communication with the wider membership ahead of these elections and suggested that this might be considered in future.</p> <p>b) National Board Effective Date</p> <p>The Effective Date for the three National Boards of 21st June 2022 was duly noted.</p> <p>c) 2022 Election Scheme</p> <p>The 2022 Election Scheme was duly noted and adopted.</p>	AD
Item 07 National Boards	21/11/ASB/07	The latest update was noted.	
Item 08 President's Report	21/11/ASB/08	The latest report from the President was noted.	

Item 09 Treasurer's Report	21/11/ASB/9	The latest report from the Treasurer was noted.	
Item 10 Chief Executive's Report	21/11/ASB/10	<p>PB observed that it was now 20 months since remote working had been introduced because of the pandemic but that it had been possible to partially re-open the three RPS offices for a limited number of staff to return since September if they wished to and it was in alignment with government policy in each of the three nations.</p> <p>He explained that all three offices would be used in a very different way going forward as the new ways of working for staff were introduced. The Exec team had been undertaking a significant piece of work, with the help of external consultants, on what possible new ways of working might be that would allow teams to best embrace the potential opportunities for doing things differently going forward and ensure the great work done over the last 20 months can continue. At the same time the Exec continue to ensure the Society remains sustainable and viable in the long term by ensuring effective cost controls, increasing income and continuing to return a surplus each year.</p> <p>This will necessitate some material changes to the buildings to make them more welcoming for staff and to better facilitate collaborative working and help facilitate the new ways of working mind-set. The biggest change will be seen at 66ES, where the first and second floors have now been let out to an external organisation. However, PB stressed the Society still retained exclusive use of the ground, 3rd and 4th floors.</p> <p>He stressed the importance of the Society's new Culture and Values which were also being brought to life and would be central to how teams worked going forward.</p> <p>He noted that there will be a gradual return to holding some face to face events during 2022, including the Science & Research Summit and a GB Conference in November. Teams are currently looking at how best to be able to run these as hybrid/mixed events and ensure all core events remain fully accessible. Work is also being done with RPS Locals around how best any regional programme of events might be progressed.</p> <p>Members were informed that a gas leak had occurred outside 6ES last week but that the facilities team had responded very swiftly to ensure there was no risk to the building or to staff. The issue has now been resolved and the building re-opened for use.</p> <p>The Exec team continue to work hard to progress the implementation of the 2021-2026 Strategy, and Assembly members had chance yesterday to hear more about the operational supporting and enabling strategies that sat below this.</p>	

		The new Salesforce CRM will enable much greater connectivity with members and allow significant insight into how products and services are used, as well as providing the platform for RPS Connect.	
Item 11 Education & Professional Development	21/11/ASB/11	The annual report from the Education & Standards Committee was noted. Minutes of the meetings held on 6 th July & 21 st September were noted.	
Item 12 Science & Research	21/11/ASB/12	The annual report from the Science & Research Committee was noted. Minutes of the meeting held on 15 th September were noted.	
Item 13 Inclusion & Diversity	21/11/ASB/13	The latest I&D update was noted.	
Item 14 Climate Change	21/11/ASB/14	<p>a) Climate Emergency Declaration The latest update was noted.</p> <p>b) Climate Change & ESG Following on from an the-depth discussion at the Working Day RT now gave a brief presentation outlining what responsible or ethical investment options may be open to Assembly with regards to the Society's funds:</p> <ol style="list-style-type: none"> 1) A responsible investment approach. Using our investments (through our investment managers) to encourage companies to improve their Environmental, Social and Governance (ESG) risk management and develop more sustainable business practices. A quick summary of what responsible investing is and the main ways it is done can be found here https://www.unpri.org/download?ac=10223 (Principles for Responsible Investment). 2) An ethical investment/segregated approach. Exclusionary screening of our investments based on a set of ethical values/principles. We would apply a segregated approach to our invested funds and determine any industry sectors to remove from our portfolio. A reasonable implementation of this approach for RPS would be able to remove producers and miners of coal, oil and gas (termed Scope 1), but not to screen out users of fossil fuels (Scope 2) or the further downstream supply chain use of these raw materials (Scope 3) 	

		<p>He noted that there had been significant contributions to this item submitted by members of the Society in general which had been shared with Assembly at the Working Day. He thanked all those who had contacted the Society on this matter for the way they had done so in such a timely, calm and informative way which he felt was a useful model for future engagement.</p> <p>AY agreed it had been a very positive experience to engage with members in this area and stressed that the Society was on a continual journey with the climate emergency becoming an increasingly important factor taken into account around all financial decisions. He felt the discussion yesterday had been very productive and had given Assembly members significant information to allow them to weigh up all the factors involved.</p> <p>AJ noted that the Society did already take a responsible approach to investments and a number of sectors were already excluded. He felt the discussion today was therefore whether this was considered to be sufficient or whether Assembly now felt the Society could go further, for example by excluding extractors of fossil fuels and work towards going further still at some point in the future given Assembly also had a responsibility to balance environmental considerations with their fiduciary responsibilities but also had an obligation to lead in this area as the professional body.</p> <p>RT then shared the proposed statement on divestment agreed by Assembly at the Working Day:</p> <p><i>The Royal Pharmaceutical Society (RPS) has taken the decision to cease all remaining financial investments in fossil fuels as soon as possible and by the end of 2022 at the latest.</i></p> <p><i>Previously RPS has taken the approach of 'Responsible Investing' where we use our funds to drive change in the companies we invest in. The environment and human wellbeing have always been a core consideration of our investment approach. However, we now recognise that this influence was not great enough to balance out the negative impacts of climate change. The RPS Assembly today decided to make this amendment to its investment strategy as part of the RPS drive to become an environmentally responsible organisation.</i></p> <p><i>Divestment in fossil fuels is when an organisation sells any direct financial investments, such as stocks, bonds, or investment funds, it has in companies that extract fossil fuels, such as coal, gas, oil and tar sands.</i></p> <p><i>The move builds on RPS action on sustainability and its commitment to tackle the climate and ecological emergency by taking a leading role in encouraging the profession to reduce the environmental impact of medicines.</i></p> <p>SB asked what the financial implications of implementing this course of action would be or if it might impose any restrictions on the Society's existing portfolios which may have a negative impact on returns.</p>	
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		<p>RR however noted that this was impossible to quantify especially as past performance was never an accurate indication of future returns. He felt there may be a slight reduction but noted that some other similar organisations he had been liaising with have actually seen an increase in their returns. PB noted that Assembly members had yesterday accepted there may be a small financial impact but he observed that financial companies were increasingly aware that green investments were proving attractive.</p> <p>RR was asked if fully divesting from fossil fuels by the end of 2022 was achievable, particularly in terms of divesting from gas extraction. He confirmed it would be. PB noted that 'as soon as possible' was also important to recognise - all appreciated that this was a climate emergency and there was therefore a need to respond as quickly as possible, the end of 2022 therefore represented a long-stop date.</p> <p>KC noted the use of the phrase 'to become an environmentally responsible organisation' in the final sentence of the second para and felt this suggested the Society wasn't currently when it was clear it was. She suggested this section might be better worded to reflect that the Society wasn't just starting out on this journey. RT agreed that the Society has always placed ESG considerations at the forefront and staff do already work with very ethical fund providers and felt this was addressed by the wording in the final paragraph but that it might be possible to add in 'become a <i>more</i> environmentally responsible organisation' or 'as part of the RPS's <i>continuing</i> drive'</p> <p>SB asked if it was possible to be more specific about any actions the Society could take in respect of the 4th paragraph however RT felt the detailed Climate Emergency Declaration was specific enough to cover this. PB also felt the proposed statement was very powerful as its message shouldn't be confused by trying to over-elaborate. He noted that the link included would allow people to read all the Society's relevant policies and statements etc.</p> <p>Members then approved the statement.</p> <p>PB acknowledged this was a very historic moment for the Society and thanked everyone for the quality of the debate on the matter, particularly RR and the finance team who had undertaken such extensive background work and provided such detailed information to allow Assembly to make a fully informed decision.</p>	
Item 15 Health & Safety	21/11/ASB/15	The annual Health & Safety report was duly noted.	
Item 16 AGM		Members were informed that the 2022 AGM would be held on 25 th May 6.30pm – 8.45pm and would once again be fully virtual as hybrid working for this type of meeting remained a challenge at present. RT noted that the Exec team would be present to respond to any proposed motions on the day, before they are	

		voted on, to allow any pertinent information to be presented and help ensure members had the necessary background on items.	
Item 17 Any Other Business		None.	
Item 18 Dates of Next Meeting		The date of the Assembly Working Day 15 th March and Assembly Meeting 16 th March 2022 were noted.	

ACTION SHEET – Assembly Meeting 17th November OPEN BUSINESS

Item	Action	Who by	When
Item 05(a) Ethnicity data	Ethnicity data for Panel of Fellows and Membership Committee to be circulated to Assembly once available	RT	As soon as possible
	Panel of Fellows to re-consider possibility of removing need for confidentiality of nominations	RT	2022 mtg
Item 06 Elections	Number of nominators required for each Board to be considered	RS/EJ/CM	2022 National Board mtg
	Amendments to 2022 election timeline to be made to incorporate reduction in voting period etc	AD	2022 election
	Mandatory nature of some fields in candidate information to be removed	AD	2022 election
	Process for electing Vice-Chair and Assembly Members to be amended	AD	As soon as possible

Title	Update from National Boards - Policy and Stakeholder
Open, confidential or restricted (If not in open business please state why)	Open
Author (Include email/phone)	Heidi Wright, Laura Wilson & Jon Lloyd Jones heidi.wright@rpharms.com laura.wilson@rpharms.com jonathan.lloydjones@rpharms.com 0207 572 2299
Director responsible	Ravi Sharma, Director for England Clare Morrison, Director for Scotland Elen Jones, Director for Wales
Purpose of item (For noting/discussion/ decision/approval)	To update Assembly on the work of of the National Boards through the Policy and Stakeholder group from November 2021 – February 2022
Item Summary	This paper provides an update on the work undertaken by the policy and stakeholder group
Related Risk Register item (where applicable)	n/a
Related RPS Strategy item (where applicable)	All
Actions/decisions required of the Assembly	To note

Policy and Stakeholder update to the RPS Assembly

As a GB wide team, we are leading on Workforce Wellbeing (WWB), Inclusion and Diversity (I&D), Independent Prescribing, Sustainability, Health inequalities and RPS Connect workstreams across the organisation. This involves setting agendas for the project meetings, developing and updating project plans and ensuring actions are set and achieved. For WWB and I&D we have established member engagement groups that meet bimonthly and the leads for these projects undertake the admin and running of these member group meetings.

We continue to work on COVID-19 related activity and a COVID response team (CRT) ensures work is discussed, prioritised and actioned as necessary.

We continue to support the three expert advisory groups for Primary Care Pharmacists, Community Pharmacists and Digital Pharmacy. The groups have now met a number of times and are becoming established.

A significant publication for RPS in the last quarter was the Pharmacy 2030 vision for the future of pharmacy in Scotland, published on 2 February, after nearly a year of collaboration and consultation across pharmacy.

In England we are exploring Integrated Care Systems and what this means for pharmacists and pharmacy as well as supporting the implementation of the Community Pharmacy Consultation Service. In December we published our recommendations and case studies for ICSs. We have also engaged with members around workforce issues. In Wales, we have developed a sustainability policy, engaged with members and stakeholders on workforce issues, long covid and mental health roles. In Scotland, we have run focus groups to formulate our response to consultations on sustainability and Alternative pathways into primary care.

It's been a busy time in the Senedd in Wales and we have responded to consultations on mental health, the workforce, streamlining pathways and the smoking strategy. We have subsequently been invited to a number of stakeholder groups which we continue to attend. The focus in the next quarter will be updating the vision for pharmacy in Wales: Pharmacy delivering a healthier Wales and initiating our palliative care standards with Marie Curie.

RPS Mission: We put pharmacy at the forefront of healthcare.

RPS Vision: We are the world leader in the safe and effective use of medicines.

Policy development

We are continuing to work in an efficient way to produce reactive policies, which ensure support and leadership for pharmacists where needed. These include:

- We continue to work on a policy position on the RPS views on hub and spoke which we will develop with board members and the wider membership. We have attended DHSC led meetings, involving a huge range of stakeholders across pharmacy, which will help

inform our policy position. A consultation on this topic is expected later this year and we will develop our policy position prior to this.

- We developed and published our RPS Position Statement on COVID-19 vaccination for pharmacists and kept members up to date with resources and support around the changing position related to mandatory vaccination for healthcare workers.
- We published our Scottish vision document 'Pharmacy 2030: A vision for the future of pharmacy' and will work to promote this throughout the year.
- We published our workforce position statement 'Workforce: Improving capacity and culture'
- We published the updated Scottish policy statement 'Pharmacy's role in reducing harm and preventing drug deaths' to make it applicable across GB.
- We have published a position statement on pharmacists being enabled to provide fit notes.
- We published our Sustainability policy 'Pharmacy's role in climate action and sustainable healthcare' and are now working with stakeholders towards a pledge for pharmacists to sign up to.
- We have worked with members and stakeholders to highlight good prescribing practice and develop a campaign for greater use of pharmacist prescribers.

All of our current policy asks related to COVID-19 can be found at <https://www.rpharms.com/resources/pharmacy-guides/coronavirus-covid-19/coronavirus-policy-asks> and our previous policy wins can be found at: <https://www.rpharms.com/resources/pharmacy-guides/coronavirus-covid-19/coronavirus-policy-asks/policy-wins>

All of our general policies can be found at <https://www.rpharms.com/recognition/all-our-campaigns/policy-a-z>

Consultations:

As a policy team we continue to respond to consultations both GB wide and country specific. Since November we have responded to 14 consultations. This includes consultations on remote GPhC hearings as well as original pack dispensing and assisted dying.

All our consultation responses can be found at <https://www.rpharms.com/recognition/working-with-government/consultations>

Public affairs and stakeholder engagement

England

- The RPS has ongoing discussions with NHS, government, royal colleges and wider stakeholders across GB on issues such as COVID-19, changes to health and care services, inclusion and wellbeing, sustainability, workforce and pharmacy education.
- The RPS continues to have discussions with NHS and other stakeholders on NHS reforms in England. The **Health and Care Bill** is being considered in Parliament and we are advocating for the legislation to consider how Integrated Care Systems engage with pharmacy and other health professions, in discussion with professional bodies and pharmacy organisations.

- RPS England has submitted written evidence to the **Health and Social Care Committee** in response to two new inquiries on workforce and the future of general practice.
- We continue to support the work of the **All-Party Pharmacy Group** in Westminster, in discussion with co-sponsors. A new inquiry on the future of pharmacy following COVID-19 has been launched, with a virtual session and AGM held with MPs and Peers in December. Further sessions are planned in the coming months.
- RPS England met with the new **Pharmacy Minister** in December. We have written to the new **Shadow Secretary of State for Health and Social Care**.
- The Government has decided not to proceed with its policy of **mandatory COVID-19 vaccinations** for staff in CQC-regulated activities in England. Legislation which has been passed will now need to be reversed and approved in Parliament. NHS England continues to update guidance and FAQs for staff.
- We welcomed the appointment of the new **Chief Pharmaceutical Officer** for England.
- We continue to support the work of the **Prescription Charges Coalition** in England. We have expressed concern at the Government's plan to raise the qualifying age for free prescriptions to 66, including in the media. An announcement is expected from the Government in due course.

Scotland

We published our Scottish vision document 'Pharmacy 2030: A vision for the future of pharmacy' and will work to promote this throughout the year. It has been well received in all sectors and we are now beginning promotion and working with stakeholders to bring the vision to life and make it happen. We have contacted all MSPs on the Health, Social Care and Sport Committee, Health Spokespeople and relevant Ministers, with a Pharmacy 2030 Parliamentary briefing and executive summary. We have requested to meet all of these MSPs, too and have so far set up a meeting with Gillian Mackay (Scottish Greens Health Spokesperson) to discuss both Pharmacy 2030 and our sustainability policy.

A Scottish Parliamentary Motion on Pharmacy 2030 has been tabled by Jackie Baillie MSP.

RPS Scotland held meetings with MSPs prior to the Scottish Parliament's Criminal Justice Committee, Health, Social Care and Sport Committee, and Social Justice and Social Security Committee coming together to hold two special sessions looking at the actions taken to reduce drugs deaths and problem drug use in Scotland. Prior to these meetings we highlighted our policy which was then accepted by the convener of the Criminal Justice Committee as a document of note and circulated to committee members for reference. We also took part two Scottish Government events, an Expert event

‘Preventing drug deaths – the role of primary care’ as well as a round table looking at reducing the harm from benzodiazepines.

RPS Scotland met with key stakeholders within education and pharmacy to discuss the current situation relating to DPPs. We also held the first meeting of a group set up to look at promoting pharmacy as a career.

We raised the profile of pharmacy by speaking at the Digital Health & Care Conference, and we took part in a global discussion on Health in Today's World at the ALLIANCE conference with panellists from the Institute for Healthcare Improvement and the Nuffield Trust.

We continue to have regular meetings with the Chief Pharmaceutical Officer in Scotland and her team. We have also been actively engaging with the NHS Directors of Pharmacy Group and its sector subgroups, Community Pharmacy Scotland, General Pharmaceutical Council in Scotland, and NHS Education for Scotland. We also meet with other groups such as the Royal College of GPs and the ALLIANCE, and have recently agreed to work with the Scottish Academy of Medical Royal Colleges on achieving sustainable prescribing. We are members of a number of key Scottish groups including the Pharmacotherapy Strategic Implementation Group, Digital Prescribing & Dispensing Pathways Clinical Advisory Group, Achieving Excellence in Pharmaceutical Care Advisory Group and Quality Improvement in Pharmacy Practice Collaborative.

We have been undertaking various public affairs engagement activities in relation to the RPS GB wide disability awareness campaign. We met with Jeremy Balfour MSP in February to discuss our campaign. Mr Balfour is Convener of the Scottish Parliament's Cross Party Group on Disability and is well connected with stakeholders who have a particular interest in this area.

Wales

RPS Wales has continued to meet with Members of the Welsh Parliament (the Senedd) to discuss priorities for pharmacy and to outline the work of RPS. We met with the Minister for Health and Social Services alongside our colleagues in BMA Cymru, RCGP in Wales and Community Pharmacy Wales to discuss plans for the roll out of electronic prescribing in Wales. We also met with the Health Spokespeople for Plaid Cymru and the Welsh Conservative Party to raise concerns about the well-being of the profession, the risks of burnout, recruitment and retention of staff and the progression of pharmacy education and training in Wales.

We have been taking steps to showcase examples of innovative pharmacy practice to members of the newly appointed Senedd Health and Social Care Committee. This has included a site visit to Morriston Hospital in Swansea to showcase how the medicines management of the renal service has been digitised and built around the needs of the patient. We also arranged a visit for the Chair of the Health Committee to a community hospital in Powys where we were able to discuss with the pharmacy teams the challenges of managing pharmacy services in the largest rural area of Wales.

Arrangements have also been made to meet with the Conservative Shadow Minister for Climate Change and Member of the Senedd's Climate Change, Environment and Infrastructure Committee. This will provide us with an opportunity to share our policy on sustainability and discuss the contribution of the pharmacy profession to the climate change agenda.

We responded to the Senedd Health Committee's inquiry into workforce. This gave us the opportunity to congratulate Health Education and Improvement Wales (HEIW) on their workforce and training plans for pharmacy to date and to highlight recommendations for the future development of the workforce as laid out in the vision for pharmacy, *Pharmacy: Delivering a Healthier Wales*.

We also arranged for oral evidence to be presented to the Senedd's Cross Party Group on Long Covid. A Welsh Pharmacy Board Member represented the profession and took questions on pharmacological responses to long covid to contribute to the work of the group.

Outside of the political domain, we have continued to work closely with other royal colleges and key stakeholders to build coalitions of support to progress our business plans. This has included for example regular meetings about e-prescribing with RCGP in Wales, BMA Wales and Community Pharmacy Wales, meetings with the Royal College Mental Health Expert Advisory Group, input into the Welsh NHS Confederation's Long Covid Sub Group, contributions to the All Wales Tobacco Control Group, and meetings with representatives from allied health professional groups.

We have also been taking steps to fully equip the Welsh Pharmacy Board for engagement opportunities with politicians and the media. We held two media training sessions for Welsh Board Members and Members keen to represent the RPS as spokespeople for their professional body. We also held a political training session to increase understanding of the Board of the political environment in Wales and options for influencing change.

Other work

Members of the Stakeholder and Policy group have also been involved in supporting the other workstreams. This includes:

- Answering member queries coming in via social media and via the support team
- Responding to GB press enquiries
- Developing content for Facebook lives, Prezcasts, webinars, evening meetings and parliamentary briefings
- Active participation in project teams supporting the ECP workstream and Community Pharmacist Consultation Service CPD delivery.
- Sharing the importance of RPS Policy and Stakeholder work with local universities and foundation pharmacists

Next steps

As we start to embed new ways of working our policy work will continue alongside improved engagement with members. One of the main focuses is on how pharmacy will settle into new ways of working as the pandemic is controlled and what this will mean for

pharmacy in the future. We will continue to review our engagement with members and explore how this can be further enhanced.

Thorrún Govind, Chair, English Pharmacy Board

Andrew Carruthers, Chair, Scottish Pharmacy Board

Cheryl Way, Chair, Welsh Pharmacy Board

Claire Anderson - President's report- November 2021- February 2022

One of the highlights was a lovely day I spent online with the retired pharmacists at their annual conference. I spoke to them about my role as president.

Paul Bennett, Robbie Turner, Ravi Sharma, Thorrun Govind and I met David Webb the new Chief Pharmacist for England during his first few days in office and welcomed him to his new post. Paul Bennett and I met the CEO and Chair of NPA. I met Keith Ridge, the previous Chief Pharmacist for England. Paul Bennett, Elen Jones and I met Andrew Evans, Chief Pharmaceutical Officer for Wales.

I spoke at the successful RPS Women's event- Driving Equality for women in Pharmacy (recording on RPS website).

Conferences and external events

I attended a post registration practice meeting convened by GPhC.

I attended three meetings of the short life working group on Clinical Academic Careers.

I Joined two HEE workforce future workshops.

I took part in an Academy of Medical Sciences, Department of Health and Social Care and National Institute for Health Research joint virtual workshop, *Antimicrobial resistance research: learning lessons from the COVID-19 pandemic*.

I attended several meetings regarding appointing an external chair for the community pharmacy supervision practice group. (Dr Mark Timoney has now been appointed). The actual meetings have yet to start.

I attended the MHRA pregnancy and breastfeeding group, along with representatives from Pharmaceutical Press.

I gave an invited talk on antidepressants and joined a panel discussion where I shared the PRS work on wellbeing for Lucy Rayner foundation.

Meeting with University of Kent about their research on NHS health checks.

Took part in closed King's fund roundtable on community pharmacy.

Internal meetings

Internal meetings have included board meetings, as well as joint meetings and EPB. I attended evening meetings of the SBP. I also attended National Board Chairs' Forum, Appointments Committee, Remuneration Committee, Finance and Investment Committee, Audit and Risk Committee, Education Standards Committee, Science and Research Committee and Pharmaceutical Press Board.



**ROYAL
PHARMACEUTICAL
SOCIETY**

22/03/ASB/07 - Open

I have regular meetings with Paul Bennett, Robbie Turner, Gail Fleming, Amandeep Doll and the three country directors. Elen Jones regularly briefs me on the Sustainability work.

I have tried to attend RPS webinars and focus groups wherever possible including those on ABCD, prescribing, sustainability, wellbeing, and workforce.

Claire Anderson

February 2022

TREASURER'S REPORT

Dear Assembly Colleagues,

This is my March 2022 statement as Treasurer of the Royal Pharmaceutical Society (RPS). The below text, extracted from the RPS Regulations, outlines the role of the Treasurer.

The Treasurer monitors the implementation of the Society's financial policies and accounts to the membership for that, including:

allocation of resources against strategic priorities
financial performance against budget
asset strategy
reserves and investment policies

Looking back at 2021

As Treasurer looking back, it is yet another opportunity for me to highlight some very strong financial performance at the Royal Pharmaceutical Society in 2021. Overall, we delivered a fantastic operating surplus ahead of budget for 2021 and had revenues significantly exceeding budgets mainly as a result of strong performance in Publishing however all major revenue lines at the RPS performed well and this even included things like 'fee revenues', despite numbers declining overall, and 'print media'. We delivered strong performance from our investments throughout the year and the executive team did a fantastic job of managing costs across the organisation. The cumulative effect has been a solid financial result which allows us to continue to invest in our membership offer and publishing products and services.

Looking forward in 2022

As we all look forward into 2022, I believe that the budget we have set for the year will support the achievement of our objectives under the leadership of our Chief Executive but will also challenge our teams to deliver even better products and services for members and customers. Although my opinion is that the organisation is positioned well, the year ahead may be extremely challenging because of the continued economic fallout from COVID, general volatility in the markets, high levels of inflation and the events currently unfolding in Eastern Europe so the good controls we have in place, and have demonstrated, will help us continue to manage costs and to react quickly to any new challenges as they emerge.

Our commitment to Environmental, Social and Governance factors (ESG)

I mentioned in my last November statement that it is absolutely right that we prioritise and program ESG factors into our financial decision-making processes at FIC and Assembly because the RPS is a professional leadership body and must therefore set an example for others within pharmacy. I also mentioned that whilst we use our position to 'do good' for the environment and society, we must also carry out our fiduciary duty as governors to ensure the best possible financial performance of the organisation. I am very pleased with the work undertaken to deliver on our commitment to invest in portfolios that are responsible and avoid harmful activities, such as coal mining and tobacco. This work will continue in 2022, with the support and oversight of FIC, so that by the end of the year we will have ceased all remaining financial investments in fossil fuels.

Strengthening our Finance Investment Committee

As Chair, I'm extremely pleased to update that we have recently appointed two external experts to our Finance and Investment Committee. These two colleagues went through a robust recruitment process and were selected based on their exceptional experience in finance, investments and financial

governance. We have subsequently had our first FIC meeting with these two colleagues in post, as well as a new Assembly member, and the meeting went extremely well in terms of the level of support and challenge that was provided. I have no doubt that this new structure and membership will sustainably improve our governance here at the RPS. In turn, I believe that this will have knock on benefits for the longer term RPS performance.

Improving our governance effectiveness

In my last Treasurer's update I mentioned my belief that we should be constantly reviewing our governance effectiveness here at the RPS. A presentation from Grant Thornton, our outsourced internal auditors, at a recent Audit and Risk Committee reinforced that belief by talking about the work done at the Royal Institute of Chartered Surveyors (RICS) when they undertook a review of their own governance arrangements. The output of the RICS work seeks to address issues relating to the confidence of non-executives, improving internal governance controls, improving non-executive teamwork, leadership and relationships, adequate frequency of meetings and setting up a system that regularly assesses the performance of non-executives. I'm therefore very pleased that RPS will be bringing a paper for the next Assembly meeting that will focus on an RPS Governance Effectiveness Audit.

Investment Strategy

The Assembly has the fiduciary responsibility to appropriately manage the assets of the Royal Pharmaceutical Society (RPS) to ensure that the operations and activities of the organisation continue and achieve the RPS's mission. Finance and Investment Committee has a delegated role to maintain oversight of financial performance and RPS short and long-term investments. As Treasurer I'm pleased by our work in this area in 2021/22 and by creating an Investment Strategy and an Operating Reserves Policy we now have two important controls which will evolve over time but will ensure we deliver maximum value from our assets including RPS property, the museum and library, and RPS investments.

RPS Dashboard Update

All Assembly colleagues will now be seeing a version of the RPS Dashboard each month as it comes out. RPS colleagues have worked really hard on its production so hopefully as governors we will use this dashboard to improve our understanding of the performance of the different parts of the organisation and to ask questions, challenge and support as required.

Summary

In closing I would like to congratulate once again the Chief Executive and RPS teams for delivering a really fantastic performance throughout 2021. I look forward to seeing how we take on the challenges of 2022 whilst maintaining our prudent cost control, mitigating risk and maximising the value from opportunities. I know that we at Assembly have an important part to play by offering appropriate oversight and challenge but also encouragement, support and advice where we are able.

I hope you have found this statement helpful for providing you with an update on my work to oversee the implementation of our financial strategy, the use of our resources and assuring our financial performance here at the RPS.

Yours Sincerely,

Andre Yeung
Treasurer
March 2022

Agenda for RPS Science and Research Committee

Thursday 10th February 2022 10am – 12noon

Held via [Zoom](#) platform

1: Recognition

Introductions, apologies, and declarations of interest

Present:

SRC Members:

Barrie Kellam, Christine Bond, Duncan Craig, Andy Fox, Elspeth Gray, Amira Guirguis, Mike Hannay, Gill Hawksworth, Yogini Jani, Richard Guy, Oisin Kavanagh, Jayne Lawrence, Andrew Teasdale, Simon White.

RPS Staff:

Claire Anderson, Paul Bennett, Sarah Crawshaw, Gail Fleming, Hanna Jenvey, Elen Jones, Ravi Sharma, Rachael Taylor, Robbie Turner, Anna Qazi.

Apologies:

Cathy McKenzie

No new Dols were noted for the meeting

Title	Developments' review (Chair)	
Description	Significant developments since last meeting: <ul style="list-style-type: none">• Review of Terms of Reference. Any desired changes to be proposed to RPS Assembly (Document to Follow)• Update on Chief Scientist recruitment	
Purpose	To review significant developments since the last meeting	
Outcomes	Draft ToR from the last meeting was discussed. Following changes were included: <ul style="list-style-type: none">• 3 main areas of interest : New medicines and Emerging Technologies, Research Across the Profession and Safer Medicines and Safer Medicines Usage• Expert Advisory Groups now report directly to the PMEX directorate with one exception for AmEAG that still needs a review. Key activities of EAGs to be reported at SRC going forward so that evidence can inform practice but also practice can identify areas that may require further research evidence.• In person update to Assembly possibly once a year would be welcome – to be taken offline and discussed with the President• expectation of members attendance at meetings to be altered from 75% to 66.7% Actions: Full abbreviations list to be added as an appendix – Barrie Final draft changes to the document to be implemented and taken to Assembly for approval – Robbie Chief Scientist update	

	<ul style="list-style-type: none"> We run a competitive recruitment round last year but regrettably didn't appoint a successful candidate. We have now engaged executive search agency to help us recruit. <p>Action: Share executive search agency's documentation with SRC – Robbie</p>
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2: Relevance

Title	Item 1. Introduction to the RPS Pharmacogenomics Project work led by Ravi Sharma	
Description	Introduction to a new workstream at the RPS. Please see recent webinar introducing work here .	
Purpose	<ul style="list-style-type: none"> Provide an overview of pharmacogenomics and the work planned by RPS in 2022 Gain views from the group on 1) How do we see this affecting pharmacy and pharmaceutical science communities 2) Gain an understanding of the SRC expertise in this area 3) Discuss options for SRC Member involvement? 	
Outcomes	<p>SRC was asked to provide any recommendations for an industrial pharmacist to join the stakeholder group.</p> <p>Action: Andy T to put forward potential contacts from his network</p> <p>SRC asked about plans to share publications and literature on this project. It was confirmed we are currently drafting an informal policy and will be publishing it in the future. They highlighted the knowledge base of how pharmacists interact with pharmacogenomics isn't that well developed at the moment. They would hope for PhSC to work with RPS on ATMPs to improve it. Would be good if RPS could provide guidance on spiral undergraduate curricula. As Pharmacokinetics culture is strong at universities its' about emphasising more the repurposing of older programmes that are specific to pharmacy.</p> <p>Action: Barrie and Ravi to discuss the critical path and support for the project including involvement of the SRC members in the external stakeholders group</p>	

Title	Item 2. RPS/NIHR e-Learning Project led by Sarah Crawshaw	
Description	Introduction to an e-learning series aimed at increasing research capacity and capability in pharmacy professionals funded by NIHR.	
Purpose	<ul style="list-style-type: none"> Provide an overview of the aims and objectives of the project Give an update of development so far including snapshots of the modules Understand future development plans Discuss opportunities for SRC member involvement 	
Outcomes	<p>Sarah provided update on the project. main points were noted:</p> <p>Background:</p> <ul style="list-style-type: none"> RPS applied to NIHR e-learning for Clinicians Research Programme competition in April 2021 Successfully awarded unconditional funding for our proposal <p>Proposal:</p> <ul style="list-style-type: none"> To develop a series of nine e-learning modules to develop knowledge and insight into research methodologies and issues for pharmacy professionals <p>Audience:</p>	

	<ul style="list-style-type: none"> All pharmacists and pharmacy technicians new to research, across all sectors and stages of practice <p>Purpose:</p> <ul style="list-style-type: none"> To support more pharmacy professionals to engage in research To support pharmacists to develop the necessary skills for the research domain of the RPS post-registration credentialling pathways <p>Project Update</p> <ul style="list-style-type: none"> First module to be completed by 21st March, currently 5 modules are underway. <p>It was noted there is an open opportunity for SRC to get involved in the project by getting involved in peer review and suitability for target audience.</p> <p>SRC asked if there are any resources to ensure people interested in research have mentors? Once this project is completed, we'll look to link it with RPS mentoring platform and RPS connect. Expert mentors within the platform would be the people to go to, especially the consultant pharmacists. It was stressed that anyone who is interested in mentoring in this area would be very welcome as there is shortage of mentors with such expertise. Exposure to research is as important as mentoring and e-learning. SRC members are encouraged to share mentoring opportunities in Research area with their networks</p> <p>Action: SRC members who would like to get involved with the project are asked to get in touch post meeting.</p>
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Title	Item 3. Introduction to RPS Sustainability Work Pertaining to AMR led by Elen Jones	
Description	Overview of the RPS work on environmental sustainability with a focus on areas that the SRC could input into	
Purpose	<p>Provide an overview of our work to date and identify areas that the SRC could support in turning the recommendations in our climate change policies into reality.</p> <p>We would also welcome insights from SRC about other relevant work in this area that would be useful for us to be aware of and/or engage with.</p>	
Outcomes	<p>Elen gave an update on the RPS sustainability work. Environmental sustainability started 12 months ago. To date we have committed to divest any remaining funds away from fossil fuels as an organisation and have set out 4 policies in time for COP26:</p> <ol style="list-style-type: none"> 1. Improving prescribing and medicines use 2. Tackling medicines waste 3. Preventing ill health 4. Improving infrastructure and ways of working <p>We have also provided recommendations around:</p> <ul style="list-style-type: none"> Antimicrobial resistance and effect the antibiotics are having on the water waste. Inhaler recycling and impact of medicines on the environment. <p>Comments from SRC were noted:</p> <p>Is any working being done with BGMA? >80% of medicines prescribed are generics. Oisín is currently applying for a grant at Newcastle university for removing solvents from a waste water, there is a potential opportunity to work together with RPS on this project.</p> <p>Action: Elen to pick up offline with Oisín regarding detailed insights of the project.</p> <p>It was suggested to get in touch with Kendal Pitt former SRB member who worked on carbon pellets project.</p>	

	<p>Should we work with government on policy changes around some of the barriers – there is a more pragmatic line around recycling solvents within a synthesis or stage of synthesis - does this serve to mitigate some of the issue?</p> <p>Medical gasses and nitrous oxide are also linked with RPS work</p> <p>Generic medicines pollution, great opportunity with safety regulations.</p> <p>Action: set up a SLWG to address this subject and help creating position statements around short and medium term goals (SLWG to include Andy T, Elspeth, Gill and Elen)</p>
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Title	Item 4. Science and Research Conference led by Hanna Jenvey	
Description	An update on the upcoming RPS Science and Research Conference	
Purpose	<ul style="list-style-type: none"> Engage wider impact from SRC on creating an exciting and vibrant programme Volunteers to support programme development in the absence of a Chief Scientist Sponsorship proposals RPS Annual Conference – showcasing research/posters 	
Outcomes	<p>Update on the Science & Research Summit</p> <ul style="list-style-type: none"> Date and place of the Summit are confirmed: Friday 24th June, County Hall Planned number of in person events It will be run as a hybrid event – choice of attendance in person or remotely at a point of registration for the event ensuring high quality experience for both Theme of the conference focuses on precision medicine and digital health Keynote speaker is now confirmed bookings to open in late Feb/early March, this will be shared with SRC Posters are being presented at the annual conference due to lack of Chief Scientist in post and the duration of selection process <p>Thanks to the engagement from SRC and EAGs we now have a wide pool of potential speakers. Help is needed with shortlisting to finalise speakers and the programme. Yogini, Andy T and Amira volunteered to support programme development. It was also suggested to involve David Webb the new Chief Pharmacist as a speaker.</p> <p>We are looking for sponsorships and therefore we are inviting any relevant contacts that might be suitable as exhibitors in person or remotely.</p>	

Title	Item 5. RPS Connect led by Rachael Taylor	Time of item: 11.25
Description	Update on RPS Connect, both in terms of providing information for SRC and disseminating the work of the SRC.	
Purpose	<ul style="list-style-type: none"> What is RPS Connect and what are the benefits for members What have our members told us How will RPS Connect support the work of SRC and the engagement of members with Science and Research 	
Outcomes	<p>Main points noted by Rachael on RPS Connect:</p> <ul style="list-style-type: none"> It is a member only online community accessed via RPS website Safe place for RPS members to connect with each other and the staff to provide a channel for conversation Offering high quality professional networking in a safe environment with good governance in place. Offer for members to join the community, meeting pharmacists and RPs members, influence national policy development and connect with pharmacists to support professional development 	

	<p>How will RPS Connect support the work of SRC and the engagement of members with Science and Research:</p> <ul style="list-style-type: none"> • Share update to showcase work of the SRC • Gain feedback on SRC workstreams • Create working group of any SRC members to discuss any ongoing tasks • Reach out to members for research purposes, seek out those with specific expertise. <p>It was raised that the messaging around RPS connect should include Pharmaceutical Scientists</p> <p>Action: Call for SRC members to join RPS Connect testing phase – volunteers to email Rachael at rachael.taylor@rpharms.com</p>
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Title	Item 6. Future areas of interest. (Chair)	Time of item: 11.35
Description	A key role for the group is to identify areas of interest that RPS should be aware of, in this agenda item for the next six-month period and longer.	
Purpose	<p>To identify areas of interest for the next six months to ensure RPS is informed about developments and areas of work, so that RPS is relevant for members.</p> <p>To provide advice to RPS on these areas of interest.</p>	
Outcomes	<ul style="list-style-type: none"> • Suggestion to speak to Amira who works on a range of issues that could be important for SRC to consider getting involved with. • Opportunities to contribute to the European medicines agenda launched for research needs and regulatory science. • Development of Covid vaccines (include digital technology) • Titanium Dioxide and possibility of its substitution, particularly of interest to industrial pharmacists • MHRA's toolkits in innovatory licensing processes. new flexibilities instruments and point of care – innovating licensing pathways • Sourcing medicines, testing. • Sustainability • Pharmacogenomics 	

3: Communication

Title	Messages for RPS members led by Robbie Turner and Neal Patel	Time of item: 11.45
Description	Sharing information with RPS members is an essential role for RPS, and the SRC's advice on what information is useful and relevant to communicate is vital.	
Purpose	<p>To decide what aspects of the SRC's work should be shared with members, and how best to share them.</p> <p>To make recommendations to RPS on other communication with members needed in the SRC's subject area.</p>	
Outcomes	<p>Call for any SRC members who are media trained or would like to be expert faces of the RPS. and their topic areas of expertise they would be happy to talk about</p> <p>Call for SRC members to write blogs that would elevate the work of SRC to the wider audience.</p>	

AOB

- a) It was flagged that IJPP would welcome Editorials on these emerging topics-as per above all RPS members can access this.

b) Harrison memorial medal update – there was a slight delay in setting this year's award as we wanted to get a proper panel in place. This has now been set up and the panel will be meeting up shortly.

c) Use of pharmacokinetics in clinical practice consultation

<https://www.gov.uk/government/consultations/consultation-on-proposal-to-make-gina-10-microgram-vaginal-tablets-estradiol-available-from-pharmacies/proposal-to-make-gina-10-microgram-vaginal-tablets-estradiol-available-from-pharmacies>

It was raised the pharmacist checklist is beyond community pharmacists to make the right clinical decisions. There is lack of information around pharmacokinetics and patient history. It was suggested to look at these issues and potentially establish SLWG – to be shared by Barrie urgently as responses are being formed shortly.

Action: Elspeth to follow up with colleagues at MHRA to review and reply back to SRC on this issues.

d) Gill who was involved in the industrial pharmacy career fair recently raised an issue of nobody directing to the pharmacy fair. Do we still have links to Sense About Science?

Action: Robbie to follow this up with IPAG chair.

Title	2022 Events
Open, confidential or restricted	Open
Author (include email/phone) Position Director responsible	Hanna Jenvey Head of Event Operations Robbie Turner
Purpose of item (for noting/discussion/ decision/approval)	Noting
Item Summary	To note the calendar of dates for events planned for the coming year
Related Risk Register item (where applicable)	
Related RPS Strategy item (where applicable)	
Actions/decisions required of the Assembly	n/a

2022 RPS Events Programme

Our aim in 2022 is to deliver a more vibrant, sustainable and accessible Member facing events programme than ever before. Alongside our ambitious digital events programme, Members will see and participate in the return of in-person events.

There are tangible changes and improvements to our 2022 events programme, including but not limited to:

- We've improved access to many of our events by letting Members choose how they want to participate when booking their place.
 - For a webinar that means the option of joining live, or being notified when a recording is available.
 - For some of our conferences that means being able to choose whether you want to attend in-person or remotely – we call this hybrid events. For 2022 this will be available for the RPS Science and Research Summit and RPS Annual Conference.
- We're celebrating and encouraging diverse voices across pharmacy - it's at the heart of everything we do.
- Our cross organisational content development and quality assurance processes led by the Education team ensure that our content is relevant, high quality and delivered in a way that best supports practice.
- We're collaborating with other Royal Colleges, Societies, and national organisations to bring relevant, high-quality content to you, delivered by leading experts in a way that best supports your practice.
- We're working to reduce the environmental impact of all our events:
 - Choosing venues and suppliers wisely so their policies and values complement ours
 - Making some of our key calendar events hybrid so they can be accessed remotely
 - Providing tips to delegates to help them attend our events with the environment in mind
 - Continuing to deliver our ambitious digital events programme so Members can access high-quality content without the travel
- We're working with venues and suppliers to create safe event environments. Measures will be clear at the point of registration, so Members can book with peace of mind.

In-person and/or hybrid events calendar:

- **Tabletting Technology for the Pharmaceutical Industry:** Monday 28 – Wednesday 30 March 2022 – bookings now open
- **15th Annual Fellows Dinner** – Thursday 12 May 2022 – by invite only
- **Joint Professional Bodies QP Symposium** – Wednesday 11 May 2022 – bookings now open
- **RPS Science and Research Summit** – Friday 24 June 2022 – attend in-person or online – bookings open in March
- **RPS Annual Conference** – Friday 11 November 2022 – attend in-person or online – bookings open in June

Digital events calendar:

In 2021 we delivered 166 online events, reaching just shy of 15,000 attendees (excluding CPCS). 2022 will see the continued delivery of RPS Live webinars, collaborating with colleagues across the organisation and external stakeholders. So far in 2022 we've delivered 15 RPS Live webinars covering careers, clinical updates and news and views.

Highlights will include:

- Continued delivery of NHS CPCS CPD Courses until 31 March 2022.
- Delivery of the Revision Course and Mock Exam for Foundation Trainees. Delivery of this will span March – June through a series of live webinars and an online mock exam. Although in 2021 96% of attendees said they would recommend the Course to a colleague – working with the Education Team the 2022 offer provides a number of

improvements in our products through the recruitment of new clinical experts, new exam question writers, new QA processes, and also a new exam platform.

- The Annual General Meeting will again be held online on Wednesday 25 May 2022.
- We're giving Members the opportunity to be observers at many of our key meetings including Assembly, National Pharmacy Board and Digital Expert Advisory Group.
- The continuation of:
 - Our highly engaged with Careers webinar series
 - Webinar series in collaboration with NICE
 - Regular online events exploring wellbeing, inclusion and diversity
 - Policy updates and focus groups, giving Members the chance to feed into our work
 - Prescribing webinars and events
 - New collaborations with external stakeholders

Assembly Meeting 16th March 2022

22/03/ASB/13a - Open

Title	Inclusion and Diversity update for Assembly
Open, confidential or restricted	Open
Author (include email/phone)	Amandeep Doll amandeep.doll@rpharms.com 0207 572 2353
Position	Head of Professional Belonging
Purpose of item	Inclusion and Diversity update to Assembly to ensure accountability of delivery.
Item Summary	This paper provides an update on the Inclusion and Diversity Strategy and programme delivery workstream to date and upcoming activity for 2022
Related Risk Register item (where applicable)	<ul style="list-style-type: none"> • RPS to continue delivering their commitment to the 5-year RPS Inclusion and Diversity strategy • Engagement with key stakeholders and pharmacy organisations to create change and long-term commitment to pledge • Staff absence and sickness All risks have been mitigated against
Related RPS Strategy item (where applicable)	All
Actions/decisions required of the Assembly	None

Inclusion and Diversity Update

Background

[RPS Improving Inclusion and Diversity across our profession: our strategy for pharmacy 2020 – 2025](#) was launched in June 2020, with a commitment to improving inclusion, diversity and creating a sense of belonging for the whole profession.

We are committed to continue to deliver against our strategy and ensure there is an improved sense of belonging across the profession.

We must have a fair profession where everyone feels they belong for us to best deliver on all our professional responsibilities.

Summary of activity/achievements to date

In addition to the activity highlighted below; appendix 1 is a roundup of Inclusion and Diversity activity we had committed to deliver and additional activity. It also demonstrates membership engagement since the launch of our strategy in June 2020 to December 2021.

1. Action in Belonging, Culture and Diversity (ABCD) Group

An inclusive, intersectional action group open to all that work in pharmacy and pharmaceutical scientists, both members and non-members of RPS across Great Britain. The aim of the ABCD group is to work collaboratively with individuals and existing networks across the pharmacy profession to enable networking and to support the delivery of the RPS Inclusion and Diversity strategy, capturing individual group needs and ensuring intersectionality. Where individuals will come together to help us shape ideas, to create and build networks across the profession and help deliver actions:

<https://www.rpharms.com/recognition/inclusion-and-diversity/abcd>

To date 530 members across the profession have joined, demographic data of the group:

- 81% pharmacists, 3.5% pre-registration students, 6% pharmacy students, 1.9% pharmacy techs, 0.4% pharmacy support staff, 0.8% pharmaceutical scientist and 3.2% other
- Predominantly from hospital (27%), community (20%) and academic (15%) areas of practice
- 72% women and 27% men 2.9% preferred to not say
- 11% have stated they have a disability; 4% preferred not to say
- 60% are from a Black, Asian and Minority Ethnic community
- 9% are from the LGBTQIA+ community; 14% preferred not to say

We have held 9 meetings to date since the launch of the group in 2020. On average we have 20-30 people attend each meeting.

Several actions have been undertaken and are under progress with volunteers from the ABCD group, including:

- a. Development of a series of [microaggression references](#) to support members of the profession to identify what microaggressions are and the implications of such actions and what to do if you have been a victim or witnessed such behaviour. We have developed the following references to date:
 1. [Disability Related Microaggressions Reference](#) accompanied by a [workshop](#).
 2. [Race Related Microaggressions Reference](#)
 3. [Gender Related Microaggressions Reference](#)
 4. [LGBTQIA+ Related Microaggressions Reference](#)

An Age related microaggression reference is due in May 2022.

We continue to work with our ABCD reference groups who share their experiences of working in pharmacy and inform us how we can shape our resources, events and celebrations for particular groups. These include:

- **Ability Reference Group:** we have met to discuss attitudes to disability in pharmacy and have helped to shape our [disability awareness campaign](#) which we have recently launched.
 - **LGBTQIA+ Reference Group:** we have met to discuss attitudes to sexual orientation and the importance of inclusive language and not making assumptions. The group also helped to shape PRIDE celebrations and LGBTQIA+ History Month.
 - **Women in Pharmacy Design Group:** volunteers have helped to design the Achieving Gender Equality for Women event held in November 2021.
- b. Following each of the ABCD meetings, a number of individuals have been inspired to share their experiences of working in pharmacy. We have produced 46 Inclusion and Diversity blogs so far; examples include individuals sharing their experiences of having a [visible and non-visible disability](#), the [importance of flexible working within the profession](#) and [the role of men as allies](#).
 - c. The group have provided feedback to help shape the delivery of our Inclusion & Diversity strategy outcome impact evaluation; to establish what good looks like, how we can measure the positive impact of the RPS Inclusion & Diversity workstream on the profession and areas of improvement.
 - d. We will continue to promote the ABCD group, to ensure broad representation across the profession and allyship.

2. RPS Inclusion and Wellbeing Pledge

The [RPS Inclusion and Wellbeing Pledge](#) launched in June 2021 has been created with members of our profession, we engaged with 81 individuals through focus groups for RPS members and non-members and we engaged with more than 20 organisations across the profession.

So far, the RPS Inclusion & Wellbeing Pledge has been signed up to by a total of 1176 members of the profession. 1096 members have made individual pledges, 21 team pledges and 60 organisational pledges including unions, employees, the NHS, regulators & pharmacy schools. With organisational pledges these result in a large number of individuals being positively impacted by the RPS Inclusion & Wellbeing Pledge.

We have received positive engagement with the pledge across our social media channels, 315 individuals shared the pledge tweet from the button on our website.

We are working on producing resources and guidance that underpin the RPS Inclusion and Wellbeing Pledge to create fair and transparent processes and support visibility, representation, and progression across groups. We have recently launched the [Pledge Actions Resource](#) which supports pledgees to put their pledge into action.

We held an event in October to showcase good practice and inspire actions of implementing the pledge attended by 20 people. We showcased Superdrug, Kings College University and Robert Gordon University. We will continue to run these events quarterly to inspire individuals to sign the pledge and inspire others.

Pledge emails have high engagement levels, average open rates for RPS member emails (Pharmacy newsletter) are around 25%, pledge emails open rates range from 45% to 62%. An average click through rate for RPS member emails are 1-2%, pledge emails average 11%.

3. Equality Impact Assessments (EQIA)

We have developed an Equality Impact Assessment template and have run EQIA workshops on the following RPS products with volunteers from our ABCD group:

- RPS Consultant Pharmacist Credentialing Process.
- [RPS Post-registration Foundation Pharmacist curriculum](#)
- RPS Live Content Digital Delivery
- RPS core advanced curriculum

EQIA reports on RPS products are shared in the public domain once the product has been launched.

We have also facilitated an EQIA workshop with Health Education England for the foundation trainee National Recruitment Scheme (ORIEL) with volunteers from our ABCD group.

A formal template and process has been developed which will be discussed in a separate paper at Assembly and RPS Executive to be signed off to undertake EQIAs on membership products and external policies.

4. Address Black students' awarding gap at both undergraduate and post graduate level.

We have raised with the Pharmacy Schools Council (PhSC) how we can work together to improve undergraduate and registration assessment pass rates for Black students, particularly to ensure pharmacy students are exposed to a diversity of personal backgrounds, skills and areas of practice through their pharmacy degree. These conversations are ongoing.

We are engaging with student groups; Black Pharmacist Collective, Black Pharmacist Initiative and African & Caribbean Preregistration Pharmacy Network (ACPN) to scope RPS hosting a Black Pharmacist Network to support diversifying School of Pharmacy faculties.

We are also ensuring we are showcasing and supporting the sharing of good practices of decolonising the pharmacy curriculum and embedding inclusion and diversity.

We worked with BPSA and Black Pharmacist Collective to support the delivery of the Student Voice workshop at the Health Education England and PhSC EDI summit.

5. RPS Fellow Panel and Membership Committee

The RPS Fellowship nomination and appointment process has been reviewed to ensure any barriers to eligibility are removed and to ensure there is consistency in assessing how members have made an exceptional contribution to pharmacy and embed inclusion and diversity, fairness, and equality in the procedures.

We are working with the RPS Panel of Fellow chair to ensure we are embedding Inclusion and Diversity through the process. We will routinely be collecting EDI data for our panel of fellows.

All RPS Fellow panel members, National Board Members and Expert Advisory Group chair will be expected to attend unconscious bias training and asked to join our ABCD group.

6. Regular, network-led events supporting belonging

We have held a total of 11 virtual webinars over the last year with an average of 35 attendees.

The webinars include White Privilege and Allyship, Women's Health Strategy Workshop and Diversity and Representation in the Leadership of the Pharmacy professions.

Our most recent event held in November was 'Driving Equality for Women in Pharmacy' which had a range of speakers covering a range of topics including women's health and men as allies. It was positively received as we broaden the discussion of gender equality from an intersectional perspective.

7. Professional Collaboration

CPPE

We are working with CPPE to contribute to their cultural competence strategy design groups which consists of three areas.

1. Development of a health inequalities e-learning programme
<https://www.cppe.ac.uk/programmes/l/health-e-01>
2. Development of a cultural competence awareness campaign for pharmacy professionals: *Seeing you better- Culturally competent person-centred care*. This ran for four weeks from 13 September – 08 October 2021. [Seeing you better: Culturally competent person-centred care \(cppe.ac.uk\)](https://www.cppe.ac.uk/programmes/l/health-e-01)
3. Development of a cultural competence e-learning programme. This will facilitate application of learning from stages 1 and 2 and build on skills for communicating and interacting effectively with people regardless of difference. (currently under design)

RPS Inclusion and Diversity resources as well as the Inclusion and Wellbeing Pledge have been referenced within each of the programmes.

LGBT Foundation

We are working on a Pride in Practice resource which is being developed for community pharmacies to support LGBT people accessing pharmacies as well as pharmacists working with LGBT people.

We will be asking ABCD for volunteers to review this resource.

GPhC

We attended a workshop to discuss an equality guidance for pharmacy owners, to support them in meeting their duties under the Equality Act and the Human Rights Act.

Inclusive Pharmacy Practice - Health Inequalities

Working with the three Chief Pharmaceutical Officers across England, Scotland and Wales to support with inclusive pharmacy practice.

England: RPS, NHSE/I & APTUK [Joint National Plan for Inclusive Pharmacy Professional Practice](#). We are working collaboratively to deliver actions under each of the themes and evaluate progress. We have delivered the following activity with NHSE/I and APTUK:

- [Diversity and Representation in the Leadership of the Pharmacy Professions](#) webinar chaired by Dr Bola Owolabi – showcasing how each organisation is addressing diversity in senior leadership
- [Training and Education resources - for those in patient care delivery roles & educators](#)
- [Using Public Health Data to deliver culturally competent care](#)
- Co-chaired the Inclusive Professional Practice Roundtable Event (July 29th 2021)
- On the CPPE design group for the Health Inequalities module launched in August and Health Inequalities awareness campaign due in September.

Wales: A statement of Inclusive Pharmacy Practice has been drafted, discussed and agreed through the Welsh Pharmacy Partnership Group.

Scotland: Scottish Government and other pharmacy organisations are committed to changing the culture to make pharmacy more inclusive and to better support workforce wellbeing. It was agreed to use the RPS pledge as a step towards this, and then for further discussions to take place about other actions needed.

8. Drumbeat Events and Celebrations

Over the last year we celebrated and engaged in important discussions on a number of drumbeat events by showcasing the diversity and intersectionality of our members sharing their experience through blogs, Facebook lives and RPS Local events in collaboration with existing networks. The most recent celebrations have been:

Trans Awareness Week

To acknowledge Trans Awareness Week Andrew Sommerville and RPS member wrote a blog on the importance of patient care by ensuring we are [providing transgender patients with best quality care](#).

International Men's Day

The theme for International Men's Day was to 'Better relations between men and women' with the aim to improve gender relations and promote gender equality. To support this Ade Williams wrote a blog to support the [important role men play as allies](#).

International Day of People with Disabilities.

We announced our launch of our Disability Awareness Campaign on 19th January.

9. Positive Engagement and Impact

We have seen an increase in engagement and diversity in applying for expert advisory group positions at the RPS.

Following our celebrations of drumbeat events, launch of resources and references and the live events and workshops, we continue to receive good engagement and feedback. Individuals have been sharing their feedback on an increased sense of belonging to the RPS as it has been positive to see an increase in diversity of visibility and representation. We have also seen an international audience engage and attend our events for Black History Month and South Asian Heritage Month.

Blogs on lived experiences receive particularly high engagement across all platforms. The I&D blog pages have consistently high page views, in November 2021 five out of the top 10 most viewed blogs on the RPS site were I&D blogs.

Our microaggression related series has the highest engagement on our I&D pages. Additionally, the Race related microaggressions reference infographics have been used by Canada School of Public Service who have developed a workshop "Advancing the Conversation on Systemic Racism and Racial Discrimination" and the International Institute of Restorative Practices Graduate School is writing a workbook for on how to help people

learn how to talk about race in a way that is educational and proactive to address some of the current racial issues we are all facing.

Upcoming Activity in Quarter 1

10. Disability Awareness Campaign

Disability was highlighted as one of the biggest barriers to career progression in pharmacy through our profession wide survey in 2019. We committed to launch a Disability Awareness Campaign to challenge barriers to working in pharmacy which has been shaped by the RPS Ability – volunteers with visible and non-visible disabilities from our ABCD group.

Through the campaign we want to start a profession-wide conversation to raise awareness on visible and non-visible disability in pharmacy. The campaign will also we'll include a specific focus on mental health and long-term conditions.

The campaign will run from January to March 2022 and through this time we will celebrate success stories and ensure people talking about their experiences in their own words, giving a voice to common but underrepresented conditions and experiences. As well as producing a knowledge hub and accessibility checklist.

We must retain talented individuals with disabilities with employers providing them with the right support.

Working with partners, we will set up a roundtable equipped with the right expertise to improve retention, recruitment, and career progression for those with disabilities.

Working with the RPS Ability reference group we have established the following advocacy points our campaign will focus on:

- Reduce barriers to entry to the profession
- Call for more accessible working environments
- Encourage employers to collect data on disability in the workplace

To start the campaign we've asked for a review of the Higher Education Occupational Practitioners (HEOPS) standards of medical fitness to train for pharmacy students.

The GPhC define the standards of fitness, and HEOPS issue occupational health advice for schools training pharmacy students. RPS has written to both organisations calling for the guidance to be updated to reduce any barriers to entry for students. We have had a positive response from both the GPhC and HEOPS in updating the standards to be more inclusive.

We want to ensure pharmacy can attract and retain talented individuals with disabilities. Those who are affected by disability should feel their needs in the workplace are recognised and acted on. Together, we can create a workplace where people with disabilities feel they truly belong.

11. LGBTQIA+ History Month

Working with the RPS LGBTQ+ reference group we have celebrated LGBTQIA+ history month through showcasing visible leaders in the profession from the LGBTQIA+ community – particularly from an intersectional point of view to ensure we have captured different experiences. At the ABCD meeting we invited Raj Pandya, Deputy Chief Pharmacist Black Country Healthcare NHS Foundation Trust and chair of the staff LGBT staff network sharing why staff networks are important for staff who identify as LGBT and allies. We were also joined by two members of the PDA LGBT Network sharing their experiences of working in Pharmacy, what steps people can take to create an inclusive environment for LGBT staff and patients. The importance of having a safe space at work to be your authentic self was also highlighted when that is not always possible in your personal life.

We have also launched our LGBTQIA+ related microaggression guide working with volunteers from our ABCD group and stakeholders across the profession including the PDA LGBT+ Network and LGBT Foundation.

12. Inclusion and Diversity Outcomes Impact Evaluation

We have been working on building on our process evaluation to establish a robust outcomes evaluation programme of the RPS Inclusion and Diversity workstream to measure the positive outcomes of the I&D strategy on the profession.

We will be embedding measures and key performance indicators into our projects to continually measure the impact of our 2022 activities to ensure we are collecting data on impact of our operational delivery throughout the year. This includes developing an Inclusion and Diversity reporting dashboard.

13. Advocacy Asks

Our first year of strategy delivery has been focussed on raising awareness of inclusion and diversity within pharmacy and building confidence. Our second year of the strategy we will be continuing to raise awareness and celebrate drumbeat events as they create a sense of belonging across the profession.

We want to bring change and lead the charge for the profession; therefore we will be focussing on policy and advocacy asks on key priorities for each protected characteristic. We will be championing for what the profession needs to flourish and to ensure the changes we would like to see in the profession are being actioned to produce meaningful long lasting change.

They will be focused on improving the professions experience of working within the profession and reducing inequalities and removing barriers that individuals experience.

Working towards and progress of the advocacy asks will form one of the key elements of our outcomes impact evaluation throughout the year.

We will be working with key stakeholders including the ABCD group to ensure they reflect what the profession needs.

14. Equality, Diversity and Inclusion (EDI) Data Collection

We will be running our annual anonymous survey to collect EDI data from our members from February to April. We will be using the data internally to provide us with more information on the demographics of our membership.

Following on from lessons learnt from last year's we will be updating the survey and communications to increase responses and engagement.

We are continuing to collect EDI data for our national boards and assembly, and our each of our expert advisory groups as well as educational programmes.

15. Upcoming activity

The table demonstrates the key deliverables across 2022 for the Inclusion and Diversity programme.

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Disability Awareness Campaign for Pharmacy				
LGBTQIA+ Microaggressions Related Reference				
Launch of EDI Membership Survey and collating responses				
LGBTQIA+ History Month				
Working with partners, working groups and our I&D networks to develop guidelines to improve hiring panels				
Age related microaggression reference				
Continuing to explore options of building a network of diverse guest lecturing pharmacists who pharmacy schools can approach to provide lectures in their specialist areas				
Develop and launch a year long campaign to support parents and carers in pharmacy this will also include publishing and promoting family friendly policies for all employees				
Publish RPS Gender, Ethnicity and Disability Pay Gap Reports				

Appendix 1: June 2020-December 2022 Inclusion and Diversity Activity Round-up and Engagement.

Strategic Priority 1: Create a culture of belonging			
Delivered	Engagement		
Expanding existing pharmacy groups and set up an inclusive action group to enable networking across the profession and delivery of our strategy.	512 ABCD members Delivered all 9 meetings since launch in August 2020 An average of 20-30 people attend each meeting		
Regular, network – led events supporting belonging	Virtual webinars delivered	Numbers Registered	Numbers Attended
	White Privilege and Allyship	No data	30
	Antiracism Statement Live event	Live views: 15 , Total views: 814	
	Race microaggression workshop	96	75
	Disability microaggression workshop	No data	46
	Women’s Health Strategy Workshop	36	19
	GPhC Fitness to Practice consultation workshop	15	9
	GPhC EDI consultation workshop	No data	No data
	NHSE, APTUK and RPS - Diversity and Representation in the Leadership of the Pharmacy Professions	No data	90
	Putting your RPS Inclusion and Wellbeing Pledge into Action	38	20
	Driving Equality for Women in Pharmacy	135	64
	Skills Recognition Scotland – for overseas pharmacists in Scotland	10	2 anticipated not many would attend so the session was recorded for them to watch later
Stakeholder Engagement	<ul style="list-style-type: none"> Met with a key stakeholders UKBPA, Black Pharmacist Collective (BPC) and members to gain a greater understanding of racism within the profession and the role the RPS can play to eradicate it from the profession, Regular meetings with Ability and LGBTQIA+ ABCD Reference groups 		
RPS Inclusion and Wellbeing Pledge Launched in June 2020	Engaged with 81 members of the profession in focus groups and emails. 1083 individuals and 56 organisations signed the pledge. Pledge emails have high engagement levels: Average open rates for RPS member emails (Pharmacy newsletter) are around 25%, but emails to pledgers range from 45% to 62%. Average click through rates for RPS member emails are 1-2%, but emails to pledgers average 11%		

Strategic Priority 2: Champion inclusive and authentic leadership																		
Delivered		Engagement																
<p><i>Communications campaign about the importance of diverse leadership</i></p> <p>A number of blogs of lived experiences from different groups and career stages have been shared throughout the year. We have also delivered a number of live stream events and podcasts and social media campaigns such as Islamophobia month.</p>		<ul style="list-style-type: none">16 RPS I&D Blogs in 2020 30 RPS I&D Blogs in 20218 Live Streams in 2020 15 Live Streams in 2021 – across YouTube, LinkedIn and Facebook <p>For 2021:</p> <table><tr><th>Live</th><th>YouTube</th><th>Facebook</th><th>IGTV</th><th>LinkedIn</th><th>Total</th></tr><tr><td>825</td><td>790</td><td>11,454</td><td>3,279</td><td>7,779</td><td>24,127</td></tr></table> <p>For 2020 – 4 BHM lives: Total Facebook views: 7026</p> <ul style="list-style-type: none">3 Podcasts 262 downloads24 News Stories in 2020 37 News stories in 20211 video Wales Carers Trust <p><i>I&D blogs have consistently high page views and in November, five out of the top 10 most viewed blogs on the RPS site were I&D blogs.</i></p> <p><i>A quarterly Inclusion and Diversity Newsletter to both RPS members and lapsed members. The open rates for these emails are 35%, 10% higher than the average 25% for RPS emails. The click through rate is about average at 2.66%.</i></p>					Live	YouTube	Facebook	IGTV	LinkedIn	Total	825	790	11,454	3,279	7,779	24,127
Live	YouTube	Facebook	IGTV	LinkedIn	Total													
825	790	11,454	3,279	7,779	24,127													
<p>Increase visibility at key community awareness events</p> <p>With the support of ABCD volunteers and collaborating with other stakeholders such as APTUK, Pharmacy Technicians of Colour and individuals passionate about raising awareness, we have increased our visibility at key community and awareness events as well as acknowledge different religious events.</p>		<p>February:</p> <ul style="list-style-type: none">LGBTQIA+ History Month – dedicated our ABCD meeting to highlighting the importance of visibility and inclusive language.International Day of Women and Girls in Science – livestream <p>March: International Women’s Day – Celebrating women in Pharmacy across the whole month through 4 live streams and blogs</p> <p>June: Windrush Day – blog of lived experience</p> <p>July - August:</p> <ul style="list-style-type: none">South Asian Heritage Month – 4 livestream events, blogs and a social media quizPride Month – Live stream and social media quiz <p>October: Black History Month – 3 live streams, blogs and an evening webinar <i>30 profiles posted for Black History Month got an average 5% engagement on Twitter, exceeding the average of 1.8% for @rpharms in October. They also led to pharmacists contacting RPS directly to take part.</i></p> <p>November:</p> <ul style="list-style-type: none">Trans awareness Week - blog on the importance of patient careInternational Men’s Day – blog on the importance of men as allies <p>December: International Day of Disability</p>																
<p>Integrate regularly reporting our I&D progress at operational, executive, board and assembly meetings</p>		<p>Standing agenda on the RPS national board agendas and assembly both to provide an update.</p> <p>Engagement across country boards has been positive.</p>																
<p>Publication of RPS annual ethnicity, gender and disability pay gaps and action plans</p>		<p><i>published in November 2021</i></p>																

Strategic Priority 3: Challenge inclusion and diversity barriers	
Delivered	Engagement
<i>Continue to improve I&D in RPS events, training programmes and assessments through the regular use of Equality Impact Assessments (EqIA)</i>	<p>A RPS EqIA template has been drafted and used to consider the impact on the following RPS products:</p> <ul style="list-style-type: none"> • RPS Consultant Credentialing Curriculum • RPS Post registration Foundation Pharmacist Curriculum • Digital Delivery of Live Events • RPS Core Advanced Curriculum <p>EqIA workshops conducted with on average 7-8 ABCD volunteers attending each workshop from diverse backgrounds and roles.</p>
<i>Work with partners across the profession to develop plans to address Black students' registration assessment pass rates.</i>	<p>Ongoing</p> <p>This has been raised with Pharmacy Schools Council on how we can work with them to improve undergraduate and registration assessment pass rates for Black students; these conversations are ongoing.</p> <p>We are engaging with student groups; Black Pharmacist Collective, Black Pharmacist Initiative and African & Caribbean Preregistration Pharmacy Network (ACPN) to scope a RPS hosting a Black Pharmacist Network to support diversifying School of Pharmacy faculties.</p> <p>We are also ensuring we are showcasing and supporting the sharing of good practices of decolonising the pharmacy curriculum and embedding inclusion and diversity.</p>
<i>Plan and then launch a disability awareness campaign for pharmacy</i>	<p>Launched 17th January 2022.</p> <p>We have a number of volunteers who will be sharing their lived experiences through blogs, a webinar to discuss the importance of disability inclusivity and hosting a roundtable event in March 2022.</p>

Title	Equality Impact Assessment Process for Membership Products
Open, confidential or restricted	Open
Author (include email/phone)	Amandeep Doll amandeep.doll@rpharms.com 0207 572 2353
Position	Head of Professional Belonging
Purpose of item	To note the Equality Impact Assessment (EQIA) process to be undertaken on new membership products
Item Summary	As part our I&D strategy we committed to undertaking Equality Impact Assessments (EQIA) on our membership products, this paper will go through the process and template to undertake EQIAs
Related Risk Register item (where applicable)	<ul style="list-style-type: none"> • Commitment of undertaking an EQIA for appropriate products and the resource to undertake them. • Engagement with key stakeholders and pharmacy organisations to undertake EQIA workshops <p>All risks have been mitigated against</p>
Related RPS Strategy item (where applicable)	All
Actions/decisions required of the Assembly	To note

RPS Equality Impact Assessment Process

Background

[RPS Improving Inclusion and Diversity across our profession: our strategy for pharmacy 2020 – 2025](#) was launched in June 2020, with a commitment to improving inclusion, diversity and creating a sense of belonging for the whole profession.

In our strategy we committed to undertaking Equality Impact Assessments (EQIA) for all new education, events, training programmes and assessments to ensure all RPS products and services in this area have inclusion and diversity at their heart.

Equality Impact Assessments are a way to make sure the RPS does not inadvertently discriminate and encourages us to think carefully about the likely impact of our work on stakeholders including RPS members, members of the profession and members of the public.

We have been testing an Equality Impact Assessment process on new educational products and RPS Live content over the last year. As part of the process, we have conducted EQIA workshops with volunteers from our Action in Belonging, Culture and Diversity (ABCD) group representing the diversity of the profession. These have been invaluable in highlighting potential barriers and considerations for different groups which may prevent them from completing educational curricula and complete assessments. Each of the points highlighted have then been proactively considered in the development of new educational products, ensuring inclusion and diversity core to product design. For the RPS Core Advanced Pharmacist Curriculum an additional Inclusion and Diversity group was set up to feed into the Task and Finish group. On completion of an EQIA an action plan will need to be developed to address mitigations where appropriate and to review the product annually.

An EQIA should not be considered a separate exercise for project leads to undertake, it should be built in as an integral part of continuous service and performance review in the same way as a Data Protection Impact Assessment (DPIA) would be considered at project inception. In addition to conducting an EQIA there is still a need to ensure the projects Task and Finish groups and stakeholders are diverse and represent the diversity of the profession and the communities we serve.

As we gain trust through our Inclusion and Diversity work, we are finding more volunteers are coming forward for each of the EQIA workshops.

Below is the process.

Equality Impact Assessment (EqIA) Guidance

Background

We are committed to making inclusion and diversity central to the profession by celebrating and encouraging diverse voices across pharmacy. We aim to extend this concept to encompass all RPS products and services, ensuring inclusion and diversity is at the heart of the design and delivery of our products and services in line with our [RPS Inclusion and Diversity Strategy](#).

Equality Impact Assessments are a way to make sure the RPS does not inadvertently discriminate and encourages us to think carefully about the likely impact of our work on stakeholders including RPS members, members of the profession and members of the public.

[The Equality Act 2010](#) provides a framework on which the Equality Impact Assessment is based on to protect individuals and advance equality of opportunity for all, protecting individuals from unfair treatment and promoting a fair and more equal society.

The Equality Impact Assessment focuses on systematically assessing and recording the likely equality impact of RPS products and services. The key purposes are to:

- Identify whether certain groups are excluded from our products and services
- Identify any direct or indirect discrimination
- Assess if there is any adverse (negative) impact on particular groups
- Address identified equality issues in our products and services
- Where possible remove or minimise disadvantages experienced by people due to their protected characteristics
- Taking the steps to meet the needs of people from protected characteristics where these are different from the needs of other people

The focus of our Equality Impact Assessments will be to assess the impact of our activities on people with the 'protected characteristics' listed in the [Equality Act 2010](#), namely

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

In addition to these, we will also consider the impact on

- Carers
- Welsh Language
- Rurality impacts
- Different socio-economic groups

What is an Equality Impact Assessment (EqIA)?

An Equality Impact Assessment is an assessment to improve the work of the RPS by making sure it does not discriminate and where possible promotes equality. It focuses on systematically assessing and recording the likely impact of an activity or policy on people with 'protected characteristics'. This involves anticipating the consequences of activities on these groups and making sure that as far as possible any negative consequences are eliminated or minimised and opportunities for promoting equality are maximised.

The EqlA is carried out by drawing on available information to identify best practice with regards to equality relating to the affected product or service. This may include existing research, journal articles, direct feedback from stakeholders and internal/external data monitoring information. Once this has been completed the findings of the EqlA should inform the development or review of the assessed product or service, including action plans which will change the delivery of a product, activity or service, with clear monitoring arrangements.

Who is responsible for undertaking an Equality Impact Assessment?

The project lead holds responsibility for ensuring an EqlA has been considered and undertaken as necessary. As the lead they will have a good understanding of the subject or product being developed. Support and advice is available from the Head of Professional Belonging.

How to conduct an Equality Impact Assessment?

An Equality Impact Assessment should be carried out when developing or reviewing:

- All membership products
- External Policies
- Guidelines
- Educational frameworks and curricula

An EqlA should not be a separate exercise for project leads to undertake. It should be built in as an integral part of continuous service and performance review in the same way as a Data Protection Impact Assessment (DPIA) would be considered at project inception.

Undertaking an Equality Impact Assessment for a new product, service or policy

Using the Equality Impact Assessment reporting template (Appendix 1), the steps below should be followed:

Step 1: Initial screening

Use Part 1 of the EqlA reporting template

At the initial concept design stage for a new membership product, guideline, policy or educational framework and curricula; consideration should be given to equality, diversity and inclusion principles and whether there are likely to be any issues that need to be considered at this early stage.

Consider the following questions to assess if you need to complete an EqlA:

- Is the new membership product or service likely to affect one or more of categories included in our EqlA guidance?

- What is the likely size of the group affected and how significant is the effect on them?
- Are there EqlAs for similar products and services that have identified and resulted in actions to improve equality?
- Does the product or service relate to matters that have previously been identified as being important to a protected group?
- Does it relate to an area where there are known inequalities?
- Does it relate to a policy or activity where there is significant potential for reducing inequalities or improving outcomes for under-represented groups?

Step 2: Product and services development

Throughout the development of the new product or service, there should always be due consideration of equality which should be considered iteratively through having diverse stakeholders, user or task and finish groups. If you are struggling to ensure the group is diverse please reach out to the Head of Professional Belonging who will be able to support.

If there is a consultation on a new product or service, it should include a standard question relating to equality, diversity, and inclusion impact.

Step 3: Internal Equality Impact Assessment Review

When the new product or service is in a final or near final draft stage, the project team should undertake an internal review completing **Part 2 of the Equality Impact Assessment Reporting Template**. This review should draw upon existing relevant information such as published research, direct feedback from stakeholders and internal/external data monitoring information.

If the project lead is confident there is no equality impact the screening tool can be used as the basis for the EqlA report. If any impacts have been identified, or there is a real possibility that there may be unidentified impacts, an EqlA workshop should be arranged.

Appendix 2 highlights the key points to consider when undertaking your EqlA with regard to each of the protected characteristics that should be considered when completing the assessment.

Step 4: Equality Impact Assessment workshop

The EqlA workshop attendees will be identified by the Head of Professional Belonging through the Action in Belonging, Culture and Diversity (ABCD) group in addition to other inclusion and diversity networks. In addition, the project lead/team may identify other relevant stakeholder groups dependent on the nature of the product or service.

Responsibility for the workshop administration (i.e. sending out invites and agenda setting) sits with the Head of Professional Belonging.

The workshop will be co-hosted by the project lead and Head of Professional Belonging. The product or service lead as the subject matter expert will introduce and provide appropriate detail on the product or service which is to be assessed.

The Head of Professional Belonging will run through the purpose of the EqlA workshop and facilitate the discussion working through each protected characteristic and additional groups being assessed. The actions are recorded by the service or product leads team.

In advance of the workshop, attendees will be sent the internal EqlA review (Part 2 of the EQUIA Reporting Template) which will form the basis of the workshop

discussions. Each protected characteristic will be considered in turn and impacts identified by the group alongside action plans to address these (or a rationale for not addressing them) will be recorded on **Part 3 of the EqIA Reporting Template**.

Once this has been completed the findings of the EqIA workshop should inform the development or review of the assessed product, policy or service, including action plans drawn up to inform the development of and any decisions to change the delivery of a product or service, concluding with clear monitoring arrangements.

Positive Action

Some activities are targeted at particular individuals or groups with protected characteristics, and these by definition will have a differential impact. The assessment of this impact must consider whether it is justifiable. Differential impact can be justified as part of a wider strategy of positive action in relation to particular groups, where the initiative is intended to encourage equality of opportunity for a particular group. Where this is the case it is necessary to justify actions and provide a clear rationale for them.

Step 5: Equality Impact Assessment Report and Action Planning

Action plans should be completed in **Part 4 of the EqIA Reporting Template**.

The full EQIA report should clearly express what was undertaken during the assessment, what was discovered, how evidence and consultation has informed an action plan to improve equality within the product or service. The report should establish which groups experience each type of impact or combination and draw conclusions as to possible explanations.

The report should properly evidence and recommend one of four implementation options:

- No barriers or impact identified; proceed with no change
- Stop the product or service development because the evidence shows bias towards one or more groups that cannot be addressed
- Adapt or change the product or service in a way which will eliminate or reduce impact to affected groups
- Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the product or service (e.g., in extreme cases or where positive action is taken). Therefore, you are going to proceed knowing that it may favour some people less than others, providing justification for this decision.

The recommendations should be agreed with the product or service owner and Head of Professional Belonging, presented in the form of an internal action plan and should include:

- Actions identified as necessary
- Details of who is responsible for implementation of actions
- Timescale for implementation
- Timescale and actions for review

- Details of how the effects of the actions will be evaluated to measure expected outcomes

Step 6: Ongoing monitoring and review

The EqIA must specify a system of monitoring which is reviewed on an annual basis. The monitoring system must be appropriate and properly evaluate the effect of the product or service on relevant groups.

The monitoring process will vary dependent on the nature of the product or service, it may include quantitative data on product use, user and stakeholder feedback and research findings. On many occasions it may be appropriate to undertake a follow up EqIA workshop to review this data and whether there are any new equality impacts.

The monitoring system itself should also continuously be reviewed to ensure it is still obtaining accurate and reliable measures.

Step 7: The Equality Impact Assessment report timelines

The full EqIA report should be finalised by the product or service lead using the Equality Impact Assessment Report template within 15 working days of the workshop.

The draft summary report will be reviewed by the Head of Professional Belonging providing additional comments as appropriate to the product or service lead within 10 working days.

The final summary report should be approved by the Executive Director for the product or service area. Once signed off, the report should be uploaded onto the relevant area of the website.

EqIAs should always be made available in full if requested by members of the public or stakeholder organisations, including meeting any requests for accessible versions.

Assembly Meeting 16th March 2022

22/03/ASB/14 - Open

Title	Sustainability & Climate Action Workstream
Open, confidential or restricted	Open
Author (include email/phone)	Elen Jones (020 7572 2340 / Elen.Jones@rpharms.com)
Position	Director for Wales
Purpose of item	This paper is for noting only and will not be discussed at the meeting. Questions can be submitted to the author ahead of the meeting
Item Summary	To update on the activity, specifically on our membership of the UK Health Alliance on Climate Change & 2022 plans.
Related Risk Register item (where applicable)	
Related RPS Strategy item (where applicable)	Shape the future of pharmacy and medicines use: Shaping practice, policy and education, for pharmacy, pharmaceutical science and the safe use of medicines
Actions/decisions required of the Assembly	None

1. Summary of activity /achievements to date

- Engagement with interested and expert members, NHS and other relevant stakeholders throughout 2021 in order to inform our activity.
- RPS Declaration of Climate and Ecological Emergency & online summary of sustainable business and working practices (published August 2021).
- New RPS policies on sustainability (published November 2021) with a launch event with RPS speakers and expert members from across England, Scotland and Wales.
- New sustainability 'hub webpage' developed with link to our declaration, policies, case studies and member blogs (November 2021).
- RPS Assembly agreement to cease all remaining financial investments in fossil fuels as soon as possible and by the end of 2022 at the latest (November 2021).

2. RPS Membership of the UK Health Alliance on Climate Change (UKHACC)

Following both National Boards and Assembly approval, RPS membership of the UKHACC has been processed and will be announced on Wednesday February 23.

Our activity through the Alliance will be driven forward by two means:

1. Representation by the RPS President on the Alliance's governing Council which is its principal deliberative body and meets twice each year.
2. A senior staff contact and a day-to-day contact who will work with the Alliance Secretariat on communications and policy messaging, and to support the implementation of its campaigns, media strategy, and efforts to engage with individual healthcare professionals.

Feedback shared with us by existing members of the UKHACC has indicated that it should be a useful forum to drive forward sustainability priorities and as a means to make best use of shared resources and to avoid duplication.

Updates on activity will be provided at future national board meetings throughout 2022 & the decision to renew membership in 2023 will be brought back to the national boards and Assembly at the end of 2022.

3. Summary of other activity since September NPB meeting

- RPS was a signatory of the Professional Bodies Climate Action Charter launched in October.
- Engagement with the UK Health Alliance on Climate Change in order to lead to RPS membership of the alliance.
- Ongoing engagement with Pharmacy Declares including attendance of meeting in December.
- Meeting with BPSA to explore joint working in 2022.
- Chief Executive presentation to the Healthcare Distribution Association.
- Meetings with NHS England to explore a sustainability 'charter' for pharmacy.

- Meeting with researchers from Reading University to discuss their recent research into re-use of medicines.
- Initial meetings with ABPI to explore joint working in 2022.
- Meeting with the Wales Future Generations Commissioner to discuss policy recommendations.
- Meeting with Natural Resources Wales to discuss pharmaceutical pollution in water.

4. Next steps – 2023 plans

- Complete disinvestment in fossil fuels
- Formalise membership of the UK Health Alliance on Climate Change and start to channel our work with and through this group.
- Development of a Sustainability Charter for pharmacy (simple pledges and changes that all members of the pharmacy teams can commit to make their practice more sustainable).
- Highlight RPS Connect (when launched) as resource to spread best practice and encourage collaboration.
- Exploration of an event in November 2022 to highlight best practice – to coincide with COP27.
- Develop and publish a joint statement on sustainability and undergraduate education with the BPSA.
- Arrangements in place for a joint presentation with GHP at the Clinical Pharmacy Congress focused on ‘Environmental sustainability leadership in pharmacy’.
- Collaborative work with stakeholders to encourage the implementation of the recommendations made in our policy. Key stakeholders will include:
 - the pharmaceutical industry (with link already made through the ABPI).
 - regulators
 - universities
 - government & NHS across England, Scotland and Wales.