

Minutes of Assembly Meeting held on 27th March 2024 at 66 East Smithfield

Present: Claire Anderson (CA) - Chair, Andrew Carruthers (AC), Ciara Duffy (CD) – via vc, Ruth Edwards (RE), Thorrun Govind (TG) – via vc, Brendan Jiang (BJ) – via vc, Alisdair Jones (AJ), Sorbi Khattak (SK), Geraldine McCaffrey (GMc), Gino Martini (GM) Tase Oputu (TO), Lynne Smith (LS), Cheryl Way (CW)

In attendance: Paul Bennett (PB), Karen Baxter (KB), Avril Chester (ACh), Rick Russell (RR), James Davies (JD), Laura Wilson (LS), Alison Douglas (AD), Melissa Dear (MD), Liz North (LN)

Observers: 2 Members attended as Observers

Apologies: Audrey Thompson (AT), Elen Jones (EJ)

Item	Paper	Notes and actions	Action by
Item 01 Welcome & Apologies		CA welcomed everyone to the meeting. Apologies were received from Audrey Thompson & Elen Jones.	
Item 02 Items for Noting	24/03/ASB/02	The following items were noted: a) Code of Conduct & Remit of Assembly and COG b) Declarations of interest c) Minutes of the Open Business Assembly Meeting 22 nd November 2023 – noted and approved d) National Pharmacy Board Reports e) President’s Report f) Treasurer’s Report g) Education & Standards Committee minutes of meeting held on 14 th February	

		<p>h) Education/Professional Development/A&C Update</p> <p>i) Science & Research Committee minutes of meeting held on 4th February</p> <p>j) Inclusion & Diversity report</p> <p>k) 2024 Events</p>	
Item 03 Matters Arising		None	
Item 04 Constitution & Governance Review		<p>PB reported that good progress is being made by Firetail, the external organisation commissioned in 2023 to undertake the review. Ultimately, this will allow Assembly to consider details of the current constitution and how it might best be updated to help better address the needs of members and customers, strengthen the Society's leadership function and improve governance overall.</p> <p>Assembly members will be discussing Firetail's final recommendations further in July and the organisation will then enter a phase to engage with members and gain their views.</p>	
Item 05 Luther Pendragon Comms Review		<p>LN provided a recap on the outcomes of the Luther Pendragon review into member participation and communications undertaken in 2022 and noted how the outcomes of this review closely align with the findings from the Firetail governance review.</p> <p>Since the publication of the LP report the Society has been working to implement recommendations in a number of areas which could broadly be grouped under four main principles:</p> <ul style="list-style-type: none"> • take a proactive & considered approach • be more open & transparent • build member equity & agency • focus on collaboration & be visible <p>Work is still on-going but a significant step had been the appointment of LN herself as Head of Strategic Communications. Work under the four principles continued to progress and included:</p> <ul style="list-style-type: none"> • a planned approach for strategic comms, including looking at how the Society talks more about what it does as much work has tended to go unnoticed and visibility is now starting to increase • press office operations have stepped up and the team are now taking a more proactive approach to comms on GB-wide matters • wider and more visible comms on policy work • summaries published after each Assembly meeting 	

		<ul style="list-style-type: none"> • increasing awareness of all the collaborative work the Society does eg Workforce Wellbeing, Supervision, medicines shortages <p>TO agreed there was much the Society did that went unnoticed and asked how this might better be publicised to external stakeholders in particular. LN felt there was more that could be done to articulate the core areas of the Society’s work especially in its professional leadership body role.</p> <p>She noted that teams were hampered somewhat at present until the full review of the organisation’s technology platforms that was currently underway was completed but that could be done now on planned member comms in terms of publicising strategic work in a more proactive way and she hoped that in the next few months members would start to notice a real improvement in this area. RE noted that she had already begun to see a positive improvement even in the last couple of months and could see the difference LN had started to make in this area.</p> <p>GMc asked what was being done to attract new members and LN noted that one of projects she was currently working on was to ensure that comms elements to this work were considered at the very start of the process.</p> <p>PB thanked LN for the progress made to date and noted that it was good to see comms was now being included in projects from the very start, particularly with a number of the current major workstreams such as the Constitution & Governance Review.</p> <p>He noted that LN was also taking a lead on the Society’s strategic approach to International work and relationships, particularly with FIP and its Community Pharmacy Sector. Noted that Tracey Thornley, the Society’s current FIP CPS endorsed member, had been very active in promoting the work done here and as a consequence RPS was not only re-engaged with FIP but was increasingly working with them. Members agreed it would be helpful if TT could be invited to the Assembly meeting in July to give an update on work in this area.</p> <p>ACTION – PB</p> <p>PB added that LW was also currently working to help finalise an International Strategy for the Society which would be brought to Assembly for approval once complete.</p> <p>ACTION – LW/PB</p> <p>Noted that the LP review had also highlighted a lack of awareness at how collaborative the RPS was in much of its work and PB added that the Society had not only published a response to the recent</p>	<p>PB</p> <p>LW/PB</p>
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		Independent Commission setting out exactly how much collaborative work was already happening but was now working collaboratively to support the new Chair of the UKPPLAB.	
Item 06 UKPPLAB		CA informed members that the UKPPLAB had still to hold it's first meeting but that this was now scheduled to take place on 23 rd April and would be hosted at the RPS's East Smithfield office. In the meantime CA and PB have had a number of meetings with the Board's Chair, Sir Hugh Taylor.	
Item 07 National Honours		<p>GM noted that an updated process to allow the Society to add its support to nominations for national honours had been introduced at the last Assembly meeting in November but, as it was clear that pharmacists got less recognition in this area than other healthcare professionals, asked how the Society might better increase awareness of this and promote to the wider membership.</p> <p>He noted that most other similar bodies tended to give prominence to this on their websites and felt RPS could do more to signpost members to the appropriate section on its website. He therefore asked if it would be possible to have a link on the homepage of the site. PB agreed this was an important item to look at and will therefore ask LN and other teams to consider how best visibility of this might be improved.</p> <p>ACTION - LN</p> <p>AD added that Christine Bond had also been undertaking work with members of the Panel of Fellows to make it easier to complete the nomination form for Fellowship.</p>	LN
Item 08 Any Other Business		None	
Item 11 Date of next meeting		<p>Assembly Induction Day – 16th July</p> <p>Assembly Meeting – 17th July</p>	

ACTION SHEET – Assembly Meeting

Item	Action	Who by	When
Item 05 International	TT to be invited to July Assembly to present on work with FIP	PB	July meeting
	Draft International Strategy to be presented to Assembly once completed	LW/PB	As soon as practical
Item 07 National Honours	Visibility of information on website to be improved	LN	As soon as practical

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