

ENGLISH PHARMACY BOARD – PUBLIC BUSINESS

Minutes of the meeting held on Tuesday 9th February 2010 from 9.00-15.40, in Committee Rooms 1 and 2 (1st floor) at the RPSGB, 1 Lambeth High Street, London SE1 7JN

Present

Lindsey Gilpin
Sultan “Sid” Dajani

Chair
Vice-Chairman

Seema Agha
Martin Astbury
David Carter
Shilpa Gohil
Tristan Learoyd
Graham Phillips

Catherine Armstrong
David Branford
John Gentle
Sue Kilby
Rachael Lemon

Observers

Gemma Donovan
Lara Rose
Cathy Cooke
Charles Flynn
Gillian Hawksworth
Moiz Hameed

President, BPSA
Leeds and District Branch
Bristol and District Branch
Isle of Man
Huddersfield and District
Harrow and Hillingdon Branch

In Attendance

Howard Duff
Jeremy Holmes
Charles Willis
Heidi Wright
Amanda King
Victoria Bytel
Mary Snell
Jeff Lester
Yvonne Dennington
Tony Ashmore
Bill Rial

Director for England
Chief Executive and Registrar
Head of Public Affairs
English Practice and Policy Lead
Local Practice Forum Manager
Head of Membership
On line Manager
IT Consultant
EPB Secretary
Policy Governance Consultant
Associate Director (Pharmacy), National Clinical Assessment Service
Pharmaceutical Journal

Nicola Cree

Apologies
Graeme Stafford

10/20 Welcome and Introductions

The Country Director, Howard Duff, opened the meeting and welcomed EPB members, staff, visitors and observers to the meeting.

10/21 Adoption of National Boards Governance Handbook

The Country Director introduced paper 10.02/EPB/01 which had been circulated.

10/24 Election of Assembly Members

The Chairman introduced paper 10.02/EPB/02 which had been circulated.

The Chairman then called for nominations for Assembly members, the following nominations were received:-

Sue Kilby	Nominated by David Brandford Seconded by Rachael Lemon
John Gentle	Nominated by Martin Astbury Seconded by Tristan Learoyd
Shilpa Gohil	Nominated by Martin Astbury Seconded by Catherine Armstrong
Tristan Learoyd	Nominated by Seema Agha Seconded by David Branford
Martin Astbury	Nominated by Sultan "Sid" Dajani Seconded by John Gentle
Catherine Armstrong	Nominated by Sultan "Sid" Dajani Seconded by Shilpa Gohil

Nominations were received for both David Branford and Graham Phillips who both declined to stand for the Assembly

David Carter stated that he would abstain from voting as he was a Council Member.

Martin Astbury said that he would only use his vote as a Board Member and relinquish his vote as a Council Member.

The candidates were asked to address the board with details of their backgrounds.

A ballot was held and the following 5 Board members were elected to the Assembly:-

John Gentle, Shilpa Gohil, Tristan Learoyd, Martin Astbury and Catherine Armstrong.

10/25 Declarations of Interests

The Chairman introduced paper 10.02/EPB/03 which had been circulated.

The English Pharmacy Board **agreed**:

- (i) an appendix of the Board members' declarations of interest be attached to future agendas – see attached Appendix B
- (ii) the onus remains with the member to declare an interest to the specific item raised

John Gentle declared an interest for items 15.1 and 17.4 of the agenda.

10/26 Welcome to Guests

The Chair welcomed the observers to the meeting and said that the Board recognised the significant amount of experience held by the observers and therefore if they wished to contribute to the meeting it would be beneficial for the Board to hear their views.

Jeremy Holmes in relation to the Isle of Man made particular mention to the fact that voting in the recent Board elections had taken place under the existing regulations and

therefore the process was constrained by the current Charter, but under the new Charter facility there was the capacity for the Isle of Man and the Channel Islands to vote for one of the Boards, but that it was for the Assembly to decide upon this.

10/27 Minutes from the EPB meeting held on 13 January 2010

The new board members were re-assured that matters of accuracy had been received from the previous board members and these had been incorporated.

The Minutes of the meeting held on 13 January 2010 were received and agreed as a correct record.

10/28 Matters arising not specifically included on the Agenda

10.5/9.71 HASPS

The Country Director reported concern regarding LPCs being approached by PCTs for funding toward payments for HASPS. He called on Board members to report back if they had any information on this practice.

The English Pharmacy agreed:-

- (i) to investigate this incident further.
- (ii) Report back any additional information to the Country Director.

10.06 Devolution of the Global Sum

The Country Director informed the Board that the letter to the Secretary of State had not yet been drafted.

The English Pharmacy Board **agreed:**

- (i) the Vice Chair would gather content for the letter and circulate to the Board for comment.
- (ii) The Global Sum presentation would be loaded onto the new Virtual Network when it goes live – week commencing 15 February 2010.

10.07 EPB Business Plan 2010

Prioritisation of this plan was still outstanding. See item 10/30 for further information

10/08 Public Affairs and Communication Plan 2010

The Board discussed having a two way approach with the membership regarding communication particularly in relation to public relations and public affairs and suggested that a direct link to public relations and public affairs should be advertised to allow members to contact the PLB with issues. Howard Duff to discuss this further with Neal Patel, Head of Corporate Communications.

10/09 Attitude Tracker Questions

New questions have been included into the tracker as recommended by the EPB. A request had been made at the EPB induction day (8 Feb 2010) for more detailed data to be extracted from the tracker in relation to sectors. This information should be available at the next Board meeting on 24 March 2010.

Jeremy Holmes cautioned that the attitude tracker was not a stratified sample, it was a random sample, therefore open to bias regarding sector.

The Board asked if it was possible to take a stratified sample through the attitude tracker. The Country Director to discuss this with the Head of Membership Services.

10/10 How Science and Research can interact with the PLB

Items (i) and (ii) - these updated papers will be recirculated for comments/approval.

Item (v) gave a clear mandate for the EPB to formalise discussion with the Pharmaceutical Scientists.

A lengthy debate continued around the merits of including Pharmaceutical Scientists and other categories of membership as soon as possible after the demerger, by a special resolution under the Charter.

Under item (iv) the Board felt it was important to get this statement out to the Pharmaceutical Scientists in addition to the fact it was reported in the minutes.

The English Pharmacy Board **agreed:-**

- (i) the issue of additional categories of membership should be an agenda item for the next meeting.
- (ii) The selection of a designated Board member to attend the Pharmaceutical Science Expert Advisory Panel (item (iii)) should be kept under advisement as the formation this panel was in its infancy
- (iii) Graham Phillips to circulate a statement in line with item 10/10 (iv) in the previous minutes to the Board members for comment.
- (iv) The Board wanted the matter of new categories to be handled with sensitivity and forethought by the new Assembly.

10/11 IT Strategy for Pharmacy

The Country Director informed the Board that Stephen Goundrey-Smith was no longer in post although he was still involved with the Summary Care Record in a consultancy capacity. This position is now under review with the Director of Professional Services and Support.

A lengthy debate continued around the IT strategy for pharmacy and for the PLB and how they were linked. There is a need to involve members across the profession, across all sectors and actively engage with them on this issue. The setting of professional standards within the IT strategy was discussed and it was proposed that the PLB took ownership of this initiative working closely with the General Pharmaceutical Council. Technological training issues for the membership were also discussed in relation to members participating in webinars, networks, etc., generally being able to make the best use of technological advances on offer by the PLB.

Rachael Lemon volunteered to input into the IT strategy from a hospital perspective.

The English Pharmacy Board **agreed:**

- (i) to take the IT strategy item forward to the next meeting to work on developing a strategy for the PLB

10/16.4 OLR Research

The Country Director informed the Board that Council had agreed that the OLR research into members' views on the RPSGB and its services should be made available to National Pharmacy Board members.

10/16.5 NPSA

This meeting on anti-coagulants will be taking place on 25th February 2010.

10/29 Ambition for Pharmacy

The Country Director contextualised paper 10.02/EPB.06, informing the Board that there had been a number of iterations and its purpose was to set a vision for the membership. It had been a difficult task to set the context of the ambition between being too aspirational and not aspirational enough.

The Country Director called for comments on the paper and a lengthy discussion took place on its current content, with mixed views. It was felt that the focus was directed towards community pharmacy and there was a need to include other sectors. Some members felt it lacked ambition, as much of its content was happening currently, and they would like to see it aligned to “A spoonful of Sugar – medicines management in NHS hospitals” (Audit Commission, 2001). Other suggestions were to take cognisance of government policy regarding putting patients at the centre of health care; it was felt this paper did not reflect this policy. Others said that it adequately described where pharmacy would be in 2020. It was suggested that members’ views should be canvassed before finalising this paper. Jeremy Holmes suggested canvassing views of the membership, patients and public through the channel of LPFs, perhaps by seeding a champion into each active LPF.

The outcome of this debate pointed towards a re-think of the ambition and the paper.

The English Pharmacy Board **agreed**:-

- (i) to use the LPFs as a channel to gather the views of the membership, public and patients.
- (ii) to re-write the paper to be more inclusive of the patient/public dynamics
- (iii) all comments will be submitted to Paul Gimson and Howard Duff

10/30 Business Plan – Priorities for the English Pharmacy Board work programme

The Country Director tabled paper 10.02/EPB.05 and explained that the EPB business plan would form part of the overall business plan which would be ratified by the Assembly.

Debate followed as to whether a prioritisation process should take place. It was suggested that this should be the subject of the next strategy day and that the current document would suffice until then, this would enable new Board members to familiarise themselves with the business plan. Jeremy Holmes explained that the monitoring process for the overall business plan for the organisation would be carried out by the Professional Leadership Group and Executive and any issues that may arise, for example around resource, would be reported back to the Board, for discussion and possible reprioritisation.

10/30.1 Manifesto – The Head of Public Affairs, Charles Willis, called for points to populate the manifesto document for pharmacy he is currently working on for the next parliament, for example on issues such as sexual health and minor ailments. He will be taking this document to all political parties. Charles Flynn commented on how important it is to understand the public/patient perspective for political messaging.

10/30.2 APPG – The Board members asked for a strategy to deal with the APPG, in relation to managing the process of who attends and reports back on these meetings. It was agreed that Charles Willis would devise an initial draft strategy for comments/input by Board members. Discussion continued around the many pharmacy specialists who already attended some of these groups and how all this feedback could be harnessed. A RPSGB contact list of specialist groups is already in existence. Charles Willis is to gain access to this list.

10/30.3 OPD campaign - The Practice and Policy Lead, Heidi Wright, tabled the draft OPD campaign policy document. A stakeholder meeting was held on 29th January 2010. This document will be circulated to all attendees of the stakeholder meeting, inviting their comments. The comments of the Board Members are also welcome. The outputs of the meeting will be taken to the Department of Health.

10/30.4 Joint enquiry RCGP/RPSGB – (item 10/08.1 minutes of 13 Jan 10) This report is to be completed before the end of February in order to influence the pharmacy manifesto referred to above – item 10/30.1. Discussion continued around evidence of good practice when working with GPs. Charles Willis called for details on good practice to be sent to him. Some Board members asked for the issue of original pack dispensing/prescribing to be raised as part of this enquiry and suggested that negotiations be opened with the MHRA to influence the licensing of pack sizes. It was suggested that discussions should be opened with IT user groups to influence suppliers. The point was raised that GPs may not have an understanding of the problems associated with pack sizes and pharmacy. Consideration should be given to the role pharmacists could play in relation to GPs and their “out of hours” issues.

The English Pharmacy Board **agreed**:-

- (i) to adopt paper 10.02/EPB.05 subject to reprioritisation to take place at the next strategy day.
- (ii) To hold the next EPB strategy day on 20 May 2010, the day after the AGM. Yvonne Dennington to arrange and inform Board members.
- (iii) To circulate paper 10.02/EPB.05 electronically.
- (iv) To share the EPB business plan with Scotland and Wales and invite them to do the same in the interests of collaborative working.
- (v) To submit content for the manifesto for pharmacy to Charles Willis by 20 February 2010
- (vi) Charles Willis to circulate a draft strategy for APPG and circulate to Board members by 13 February 2010.
- (vii) Charles Willis to gain access to existing RPSGB list of specialist groups currently held by Carol Evans.
- (viii) Agreed to take the outputs of the OPD stakeholder day to the Department of Health
- (ix) Catherine Armstrong to feed back to Charles Willis on issues relating to the lack of understanding amongst GPs in relation to pack sizes and pharmacy.

10/31 National Clinical Assessment Service (NCAS)

The Chair welcomed Bill Rial, Associate Director (Pharmacy) for NCAS, to the meeting and thanked him for giving up his time to attend and give a presentation.

Bill Rial gave a presentation on “NCAS and pharmacy” (this presentation will be loaded on to the EPB networks site week commencing 15 February). He reported that the uptake of the service from pharmacy had been good and that research was starting to emerge.

Bill Rial answered a number of questions on

- Relationships between NCAS and other professional bodies - NCAS currently has good relationships with the professional bodies for doctors and nurses and hopes to establish a good relationship with the PLB. Currently most referrals came from NHS organisations.
- Code of Ethics – Bill Rial reported that currently NCAS benchmarks against the Code of Ethics but in the future a new PLB code of conduct could be used. NCAS could help to facilitate this.

- How the Board could help – Bill Rial explained that he would welcome the Board's buy-in as NCAS was a development organisation which was service led and would welcome feedback.
- Standards – Bill Rial explained that the challenge for NCAS was that as an organisation it was not concerned with aspirational standards it was about "OK" practice.
- Locums – currently there had not been a significant number of Locum referrals to NCAS.
- Technician inclusion into the service concurrent with GPhC regulation – Bill Rial replied that this was a possibility.
- NCAS would work with organisations that had a critical mass of members and it was important to focus standards on quality of delivery rather than quantity of members – Bill Rial agreed that both organisations had to work together on standards to ensure prevention of poor performance as it was better than cure.

The English Pharmacy Board **agreed**:-

- (i) to give further consideration to the nomination of a Board Member to lead on NCAS.

10/32 Policy Governance Structure for the Professional Leadership Body

The Chair welcomed Tony Ashmore to the meeting.

Tony Ashmore, Policy Governance Consultant, introduced paper 10.02/EPB.07 saying that this formed the background for discussion and for decisions to be made. This paper had been presented to Council and they had agreed to a change of title, it should now read "Governance Policy of the Professional Leadership Body". A discussion followed, it was agreed that overall it was an excellent document but there were a number of issues with the paper and it was agreed to report the following points back to Michele Savage, Policy Governance Adviser for the PLB, for inclusion into the next iteration:-

- Item 2 – 1st sentence should be amended to say the RPSGB governance will be based on the "Carver" model.
- Page 2 – 3rd bullet point – (not instructs) should be removed.
- Page 2 – paragraph "The Model ...". – should state that staff have the right to speak but under the constraint of the Chair of the meeting – this paragraph needs wordsmithing.
- Page 3 – item 3.1 paragraph "The Assembly has fiduciary...." – the remit of the assembly should oversee membership critical issues.
- Page 3 – item 3.2.2 – Tony Ashmore advised that this was the subject of another paper.
- Page 6 - Item 3.2.7 – take out last 2 sentences – as these are restrictive.
- Page 7 – Paragraph "The Panel comprises... " should include "or appropriately skilled persons". There should be the ability to appoint an external adviser if required
- Page 8 – The right of dissent was the subject of discussion and the Board felt it could not support item 5, as it feels disempowering and non democratic.

The English Pharmacy Board **agreed**:-

- (i) That the above points should be reported back to Michele Savage for inclusion into the next iteration of the paper.

10/33 Alignment of Board member to Local Practice Forums (LPFs) and an LPF verbal update

Amanda King, Local Practice Forum Manager, gave out a briefing pack to each Board member, introduced the three LPF facilitators and gave an update on the progress and issues in relation with LPFs which included the following points:-

- mapping and boundaries for LPFs is almost complete
- London has not yet been fully agreed and work needs to be done to make this happen
- Virtual network pilot is running well but moderators will be needed for these LPF networks going forward
- there is increasing awareness amongst the membership of LPFs
- building on the learning from the pilots in Sunderland and Yorkshire
- entering Phase 2 of the programme – hoping to have 15+ LPFs up and running by the demerger
- how best to encourage utilisation of existing funds held by branches and how to ensure good value from the funding
- continuing reliance on the goodwill of local members
- risks in maintaining the pace of change
- scenarios have been added to the toolkit but more are needed
- information needs to be disseminated to branches that are willing to dissolve, on matters of funding and historical paperwork
- allocation of Board members to LPFs
- nomination of a lead person for LPFs from the EPB

The Board discussed the importance of getting the message across to members that LPFs were an enhancement of the current branch system, offering much more, and how technology could help with networking and accessibility issues alongside face to face meetings in localities. Gillian Hawksworth informed the Board on how well the Huddersfield pilot was going; how enthusiasm was gathering for LPFs; and the meeting held on 7 February had been attended by almost 100 members. She stated how important it was to have an activity plan.

The English Pharmacy Board agreed:-

- (i) to contact Amanda King if there were any issues with the allocation of Board members to specific boundary areas.
- (ii) To put their names forward to Amanda for selection to become the Board lead for LPFs. Shilpa Gohil was nominated as a possible lead person.
- (iii) To thank Richard Daniszewski for his enormous contribution towards the work of the LPFs as the Lead person for the EPB
- (iv) Shilpa Gohil to forward the email from Nina Barnett to Sue Kilby

10/34 Consultation Responses

Heidi Wright introduced this item and tabled a Council paper on generic substitution.

Heidi called for smaller working groups of 2 or 3 volunteers to help with each individual response.

The English Pharmacy Board **agreed**:

- (i) The lead persons for Generic Substitution would be Catherine Armstrong and Sultan "Sid" Dajani
- (ii) The lead persons for Pharmaceutical Needs Assessment would be Graham Phillips, Sultan "Sid" Dajani and Tristan Learoyd
- (iii) The lead persons for Strengthening the Medicines Supply Chain would be Shilpa Gohil and Seema Agha.

10/35 Update on member facing IT initiatives

An updated version of paper 10.02/EPB.02 will be circulated. Victoria Bytel, Mary Snell and Jeff Lester gave a joint presentation on the CRM (customer relationship management), website and virtual network/group site respectively. When setting up the post codes for LPFs, Charles Flynn from the Isle of Man pointed out that at times the postcodes for that area did not work properly. It was requested that the details of the EPB lead for the LPFs be put onto the home page of each individual LPF virtual network. Some Board members asked whether it was possible to be given an rpsgb.org email address. The Country Director will discuss this at Exec level. Tristan Learoyd indicated he was happy to have his contact details on the LPF virtual sites as the elected academic on the EPB.

The English Pharmacy Board **agreed:-**

- (i) that considerable and valuable work was being undertaken in this area.
- (ii) that due consideration be given to providing Board and Assembly members with rpsgb.org email addresses.

10/36 Any other Business**10/36.1 Circulation of all National Board minutes to each Board**

The English Pharmacy Board **agreed:-**

- (i) to receive the minutes of the Board meetings held in Scotland and Wales.

10/36.2 Locum Template

The Chair reported that there had been no reply yet from the PDA and that this item should be carried over to the next meeting.

The English Pharmacy Board **agreed:-**

- (i) Locum template should be placed on the agenda for the meeting on 24 March 2010.

10/36.3 Nomination of Pharmacist member of Council Member registered in England to the English Pharmacy Board.

The Council agreed at its meeting on 2 & 3 February to nominate David Carter as the Council Member to the English Pharmacy Board.

10/36.4 Report on Commissioning of Services for Community Pharmacy

The Country Director reported that as this report involved a series of meetings with PCTs around the country, some of the meetings had been delayed due to adverse weather conditions therefore the final report would not be ready until the end of February 2010.

The English Pharmacy Board **agreed:-**

- (i) This item will be held over until the meeting on 24 March 2010.

10/36.5 Process for appointing the lay member to the Assembly

It was reported that the person criteria for this role had been circulated to Board members in advance of this meeting.

The Board discussed the advantages and disadvantages of appointing a lay person by the beginning of March or delaying the appointment until a later date. As the views of the Board were split on this issue the Chair decided to take a vote.

In favour of complying with the timetable - 8 votes
In favour of delaying the timetable - 2 votes

The English Pharmacy Board **agreed:-**

- (i) to comply with the timetable of appointing a lay person to the Assembly to be available to meet early in March 2010.

10/36.6 Advisory Council on the Misuse of Drugs

Jeremy Holmes informed the Board that Jeremy Clitherow MBE, is putting himself forward for nomination for appointment to the Advisory Council on the Misuse of Drugs, and asked the EPB to support this nomination for appointment.

The English Pharmacy Board **agreed:-**

- (i) they were happy to support this nomination for appointment

10/37 The Chairman closed the public part of the meeting.

10/38 Next Meetings of the English Pharmacy Board

Wednesday 24 March

Thursday 20 May – EPB Strategy Day – **Please Note:** EPB members should attend the AGM on the evening of 19 May

Wednesday 23 June

Wednesday 13 October