

## Minutes of WPB Board Meeting held on Friday 19<sup>th</sup> January 2018

**Board Members :** Suzanne Scott-Thomas (Chair) (SST); Paul Harris (Vice Chair) (PH) Richard Evans (RE); Fiona Jones (FJ); Cheryl Way (CW); Sudhir Sehrawat (SS); Ruth Mitchell (RM); Rob Davies (RD); Mike Curson (MC); Jamie Hayes (JH);

**In Attendance:** Paul Bennett RPS Chief Executive (PB); Mair Davies (MD), Director for Wales; Cath Ward (CW) Business Manager (minute taker); Elen Jones Principal Policy Lead (EJ), ; Ross Gregory (RG), Head of External Relations; Corrine Burns (CB) RPS Correspondent; Jo Kember (JK) Gogledd Cymru LPF; Julie Davies Coordinator Cwm Taff, Jodie Gwenter Local Coordinator for Morgannwg (JG);

**Apologies:** Phil Parry (PP);

Item number and heading	Related paper/s	Notes and actions	Action by	Status
01 <b>Welcome &amp; Introduction</b>		The Chair welcomed Board Members, guests and staff to the meeting.		
02 <b>Apologies for absence</b>		Apologies were noted from- Phil Parry (PP), Ash Soni (AS) President and Dr Catherine Duggan (CD).		
03 <b>Declaration of Interest (DoI)</b>	<b>19.01.18 WPB.01</b>	The Chair reminded Board members to update their declaration of interest information in accordance with Governance for 2018. <b>Action 1- Board to send updated DoI to CW</b>	All	
04 <b>Minutes of the Open Business Meeting held on 12<sup>th</sup> October</b>	<b>19.01.18 WPB.02</b>	The Welsh Pharmacy Board received and <b>approved</b> the minutes of the open business meeting held on 12 <sup>th</sup> Oct 2017 as a true record - subject to the following amendment:- <ul style="list-style-type: none"> <li>• Page 1 a typing error should read RPS not ROPS</li> <li>• <b>Action 2 - CW to amend accordingly</b></li> </ul>	CW	

<p><b>05</b> <b>Matters Arising</b></p>		<p>Matters arising from Thursday 12<sup>th</sup> October meeting were recorded as follows:-</p> <ul style="list-style-type: none"> <li>• Page 2 – SST arrange AM visit – still in progress</li> <li>• Page 3 - Investigate alternative date for WPB weekly teleconference – ongoing</li> <li>• Page 3 – Governance reviewed by the Assembly – no meetings have been held to date</li> <li>• Page 6 - Arrange a meeting with new CEO of HEIW. Taking Dr Chris Jones, Chair HEIW to North Wales in February for more pharmacy visits. RG coordinating</li> <li>• Page 9 – Set up a meeting of the Public Affairs Group – ongoing</li> <li>• Page 10 - To encourage Welsh Pharmacist to the Panel of fellows – 2 names have been submitted</li> <li>• SST congratulated Cheryl Way on becoming a Fellow of RPS</li> </ul>	<p>SST  RG RG</p>	
<p><b>06</b> <b>Call for AOB</b></p>		<p>The following items had been notified to the Chair in advance of the meeting for discussion:-</p> <ul style="list-style-type: none"> <li>• WPB to discuss mechanism for engagement on position statements</li> <li>• Update on some of the actions being taken by HEIW</li> </ul>		
<p><b>07. Update on the Election Process 2018</b></p>	<p><b>19.01.18 WPB.03</b></p>	<p>The Board noted 4 vacancies on the WPB for the forthcoming 2018 elections as follows– Community (FJ), Hospital (CW), Primary Care (MC) and Any Sector (PP).</p> <p>The Board noted the dates for the new term of office as 3 years. Board also noted that the Election process had been improved in response to feedback and hoped that this would encourage people to stand for Board election.</p> <p>CW updated the Board on timings and confirmed dates. <b>Action 3 - Send the paper with updated timings</b></p> <p>SST – Reiterated the need for Board members to be more proactive and talk to members to encourage them to stand</p>	<p>CW</p>	

		<b>Action 4 – Video blog to be produced to convey what it is like to be a Board Member</b>	JM	
08 <b>Welsh Directorate Update OPP Business Plan Business Plan 2018 Directors report</b>	<b>19.01.18 WPB 04</b>	<p><b>OPP – final quarter</b></p> <p>WPB noted the report tabled and the following points were raised in discussion:-</p> <ul style="list-style-type: none"> <li>• Noted the Parliamentary Review – wellbeing is high on PR and WPB agenda</li> <li>• Long term conditions rag rated yellow – this is due to new priorities coming on line. There will be an opportunity to promote the recommendations in 2018 through other projects</li> <li>• Need to embrace every opportunity to participate on any Welsh Government working groups to affect change in order to raise the profile of pharmacy issues</li> <li>• Revalidation is WPB number one priority for 2018</li> </ul> <p><b>Action 5 - Look at how RPS engage with WG to enable change, utilising the NHS action plan and WG official contacts</b></p> <p>WPB thanked team Wales for all the work completed in year 2017</p> <p><b>BP 2018</b></p> <p>Board noted the following in discussion:-</p> <ul style="list-style-type: none"> <li>• GB objectives, RPS goals and people and TRIBE is a very challenging agenda</li> <li>• Main priority should be Revalidation</li> <li>• Wellbeing is a key priority for WPB this year</li> <li>• WPB are ahead of the game need to make sure we have a good offer and good programme throughout the year</li> </ul>	RG	

		<ul style="list-style-type: none"> <li>• Noted a recent survey monkey issued by CPW– questions around wellbeing in workplace, good to pick out the findings which could be analysed to see what the status of pharmacy is</li> <li>• Board would like feedback in place for reporting; Board suggested keep it simple, as they need assurance that progress is being made and highlighted where not being progressed. Any report needs to be flexible to other work streams coming on board and there needs to be capacity in the team. RAG rated is useful.</li> <li>• Board noted that business as usual is not included in the BP for example FMD and long term conditions</li> <li>• Noted that there needs to be a consistent approach to TRIBE and to the Executive Board, but ultimately is down to individual boards to determine the best model of reporting</li> <li>• Local coordinators expressed a view that the local coordinator role should reflect what’s happening in the local area. Noted that it will be challenging to strike a balance between RPS priorities and local needs. Information needs to be a simplified vision so that they can achieve and a 12 month plan would be very valuable to coordinate at local level.</li> <li>• Local coordinators requested if targeted information could be communicated on a regular basis</li> </ul> <p><b>Action 6 - Consider issuing a targeted Friday email to local coordinators</b></p> <p><b>Directors Report</b>  The Board noted the Directors report.  MD and Chair thanked all the team for their work on the Medicine Safety Conference and the work plan throughout the year.</p>	JW	
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09 <b>Chair's Update</b>	<b>19.01.18 WPB.05</b>	The key areas of the Chairs report were noted by the Board SST reiterated the success of the Medicine Safety Conference		
10 <b>Local Engagement</b>	<b>19.01.18 WPB.06</b>	Board noted a verbal update provided by EJ as follows:- <ul style="list-style-type: none"> <li>• There has been a busy programme of Engagement and events have been well attended</li> <li>• Very positive feedback received at all events averaging 8/10 in the evaluation forms</li> <li>• Best practice needs to be shared amongst coordinators and how communication can be improved</li> <li>• Team are arranging roadshows – revalidation the main focus – dates will be issued soon</li> <li>• Packs linked to toolkits for local coordinators - not yet circulated.</li> <li>• WPB have noticed a marked improvement in the messages coming through social media– looks professional and is more aligned. Board reiterated that JM should have the correct equipment to maximise communication - A business case has been submitted and was fully supported by WPB.</li> </ul>	RG	
11 <b>Policy Update</b>	<b>19.01.18 WPB.07</b>	The Board noted that Andy Cooke will now be dealing with Policy in RPS England. Feedback from Board on the paper presented by EJ as follows:- <ul style="list-style-type: none"> <li>• Clarity sought on LMC standards – this was led centrally</li> <li>• Process: WPB is happy with input into consultations</li> <li>• Inter colligate safeguarding – slightly amended response was put in by WPB pitched at L2 and EPB agreed L3. GB agreed a statement that everyone was content with.</li> </ul> <b>Oral update Palliative care Project Plan</b>		

<p><b>12. Cannabis Next Steps</b></p>	<p><b>19.01.18 WPB.08</b></p>	<p>WPB noted the project plan containing key dates and project time lines to progress - RM is on the task group and the gap in knowledge was identified as Primary care. MC agreed to assist the group in this area.</p> <p>Survey monkey being issued to all members and then focus groups will be arranged.</p> <p>WPB discussed options and dates for launching the policy in North Wales where the Care Home Policy was launched which was successful event.</p> <p>Key dates to note – “Dying matters” week 14-20 May: 14<sup>th</sup> Oct World hospice, National Hospice in Liverpool.</p> <p>EJ asked for volunteers for a short life working group for Independent Prescribing.</p> <p><b>RM, RD, FJ, and MC agreed to become part of the group.</b></p> <p>EJ asked for volunteers for a short life working group for Wellbeing - to help give the local coordinators a steer translating the BP 2018 into local ideas.</p> <p><b>SS JH RD RE agreed to become part of the group</b></p> <p>EJ presented the paper submitted for approval on Cannabis the next steps.</p> <p>The Board noted the recent coverage, in which the National Assembly for Wales supported the use of Cannabis for medical use and also noted that the MS society would be happy to work in partnership with RPS to take this issue forward.</p> <p>Paper submitted contained the policy statement which was agreed at the 12<sup>th</sup> Oct 17 Board meeting as follows:-</p>	
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<p><b>13. Board Update</b></p>		<p><b>Faculty Board - RD</b></p> <ul style="list-style-type: none"> <li>• Nothing to report since the last Board meeting</li> </ul>		

		<p><b>NWIS - CW</b></p> <ul style="list-style-type: none"> <li>• MTEd rolling out in 5 Health Boards and outcross Wales getting well established.</li> <li>• Choose Pharmacy system is going well - ahead of schedule</li> <li>• Piloting access to records through Choose Pharmacy – accessing GP records progressing</li> <li>• Board noted that Choose Pharmacy won an award – share the successes.</li> <li>• Funding is available to support test and treat for sore throat in community pharmacies</li> <li>• E prescribing (WHepma) project is. Not yet agreed by WG and RPS needs to support this in their engagement with WG.</li> </ul> <p><b>FIP - CW</b></p> <p>30<sup>th</sup> Jan booking available at a discounted rate to members <b>Finance and Investment Group - RE</b></p> <ul style="list-style-type: none"> <li>• Finance and Investment Group had yet to meet.</li> </ul> <p>JH reported that the Technician work was just starting to take place.</p>		
15. <b>AOB</b>		<p>HEIW –Board expressed concerns about the published structure of the executive and noted views that the structure should include a Director of Education and Improvement. RPS will continue to raise these concerns.</p> <p>Issue raised in discussion</p> <ul style="list-style-type: none"> <li>• How Board participate in terms of providing position statements and concerns raised concern that messages are going out before the Board have had chance to comment</li> </ul>		



		<ul style="list-style-type: none"> <li>• Good time to review how WPB conduct business as weekly teleconference</li> </ul>		
16. Key Messages		<ol style="list-style-type: none"> <li>1. Improving and addressing engagement with members – two way</li> <li>2. Revalidation</li> <li>3. Wellbeing agenda – supporting Pharmacists</li> <li>4. Election timetable and how to nominate</li> </ol>	RG JW JM CW	
17. Medicine Safety		<p>Board noted that 2017 was the most successful conference event to date :-</p> <ul style="list-style-type: none"> <li>• Good line up of speakers</li> <li>• 230 delegates, 15 exhibitors and a headline sponsor</li> <li>• Increased social media engagement ie nearly 50,000 twitter impressions on the day of the conference</li> <li>• 67% of the evaluation respondents rating the event as excellent</li> <li>• 98% of the evaluation respondents rating the event speakers as either excellent or good</li> </ul>		

## Action list for WPB – Meeting 19<sup>th</sup> January 2018

Agenda Item	Action	Action By	Status
03 Declarations of Interest	Action 1- Board to send updated DoI	WPB	Completed
04 Minutes of the Open Business Meeting held on 12 <sup>th</sup> October	Action 2 - Amend typing error on page 1	CW	Completed
07 Update on Election Process 2018	Action 3 - Send updated timings Action 4 - What it is like to be a Board Member – to produce a video blog.	CW WBP/JM	Completed
08 Welsh Directorate Update OPP Business Plan Business Plan 2018 Directors report	Action 5 - Look at how RPS engage with WG to enable change, utilising the NHS action plan and WG official contacts  Action 6 - Consider issuing Friday email to local coordinators	RG  JW	Completed
09 Cannabis next steps	Action7 - Board to have sight of the submission to ACND, revised or limited in its current format	EJ	
16 Key Messages	Action 8 – Key messages to be issued	EJ/RG/CW	Completed