

Minutes of the Assembly Meeting held on Wednesday, 20th July, 2016, 66-68 East Smithfield

OPEN BUSINESS

Present: Martin Astbury (AS) – President, Claire Anderson (CAnd), Catherine Armstrong (CArm), Sibby Buckle (SB), David Carter (DCar), Duncan Craig (DCra), Sid Dajani (SD), Sandra Gidley (SG), Linda Hakes (LH) , Paul Harris (PH), John McAnaw (JM), David Thomson (DT) and Hamish Wilson (HW)

In attendance: Mair Davies (MD), Alison Douglas (AD), Catherine Duggan (CD), Helen Gordon (HG), Julia Kettlewell (JK), Alina Lourie (AL), Alex MacKinnon (AM), Jo Mills (JM), Julia Robinson (JR) – Item 11 onwards, Simon Redman (SR)

Apologies: Sid Dajani (SD), Suzanne Scott-Thomas (SST)

Item	Related Paper	Minute	Action by
16/07/ASB/01 Welcome & apologies		<p>Apologies were received from Sid Dajani and Suzanne Scott-Thomas.</p> <p>Julia Kettlewell was welcomed as interim Head of Marketing. Catherine Duggan was welcomed as Interim Director for England.</p> <p>Sid Dajani was thanked in his absence for all his work as RPS Treasurer over the last four years.</p> <p>Members were asked to note the sad news that Kirit Patel MBE, founder and CEO of DayLewis, former RPSGB Council member and Treasurer, member of Transcom and founder member of the RPS as a professional body, has passed away suddenly earlier in the week and a moment of reflection was held as a mark of respect. HG will represent RPS at a memorial celebration event arranged by his family.</p>	
16/07/ASB/02 Declarations of Interest	16/07/ASB/02	<p>The Declaration of Interests for members was noted.</p> <p>SG asked whether all expenses paid conferences should be listed on the Declarations of Interest. HG noted this information would better be captured on a Register of Gifts and Hospitality which the Society did not currently keep. She would therefore arrange for one to be created and details circulated to both members and staff.</p> <p>ACTION - HG</p>	HG

<p>16/07/ASB/03 Minutes of the Open Business of 6th April</p>	<p>16/07/ASB/03</p>	<p>a) Item 16/04/ASB/04(b) – Publication of Members’ Expenses MA proposed that the format for publication of members’ expenses as agreed at the meeting in April be amended slightly so that a line for ‘other expenses’ be included as a separate category – AGREED.</p> <p>ACTION - SR</p> <p>AD clarified that the sentence that read ‘some form of wording will be included to explain that overall expenses figures were not necessarily indicative of an individual’s work for the RPS’ was an acknowledgement that some members undertake work for the Society that they do not claim expenses for.</p> <p>SB questioned whether the decision to publish members expenses had in fact been approved by the Boards. HG said that members of Boards had not yet been formally consulted and SR will therefore draft a note to be circulated to the Boards.</p> <p>ACTION – SR</p> <p>The minutes of the open business of the Assembly meeting held on 6th April were then AGREED as a true and accurate record.</p>	<p>SR</p> <p>SR</p>
<p>16/07/ASB/04 Matters Arising</p>	<p>16/07/ASB/04</p>	<p>a) Item 16/04/ASB/04(d) - Museum exhibits and National Museum Policy The paper providing an update on plans for rotation of museum exhibits to the Scottish and Welsh offices and the creation of a National Museum Policy was noted.</p>	
<p>16/07/ASB/05 Any other business</p>	<p>16/07/ASB/05</p>	<p>In additional to the existing AOB item on the UK Referendum on EU membership, MA noted that three items of other business had been notified to him: Pharmacy Support, IM&T update and a proposal relating to the Governance Review. The Pharmacy Support item could be taken now, the Governance Review item would be taken under Item 11b below and the IM&T update would be taken under Confidential Business.</p> <p>a) Pharmacy Support DT informed members about the Pharmacy Support (formerly the Pharmacy Benevolent Fund) celebrations to mark the organisation’s 175th anniversary. PS members were being asked to raise funds for this worthy cause which carries out a huge amount of good work, mostly un-sung and behind the scenes (including giving talks to undergraduate and even RPS staff on wellbeing etc) and DT therefore asked members for support for the RPS to</p>	

		contribute in some way to this good cause. MA noted he would be happy to declare Pharmacy Support as his President's Charity for the coming year and will explore ways of increasing formal links between RPS and PS with DT outside the meeting.	
16/07/ASB/06 Scheduled of meeting dates	16/07/ASB/06	<p>After discussion the list of meeting dates for Assembly and National Boards in 2017 was AGREED.</p> <p>SG questioned why there was such a long gap between the June and October Board meeting dates. HG explained the cycle fitted with renewals, elections and holiday periods. She added if any Board Chair felt there was a need to change the current cycle they should discuss the possibility with their relevant Director outside the meeting. Chairs should also ensure they were happy with the reports provided to Boards both for and between Board meetings and, again, if they were not happy with the information currently provided should discuss with her and the relevant Director.</p> <p>SG noted that she would like to consider moving the Spring EPB meeting but would discuss this with the EPB Board administrator outside the meeting.</p>	
16/07/ASB/07 Election Scheme	16/07/ASB/07	With the noting of one typographical correction, the National Boards Election Scheme for 2017 was AGREED.	
16/07/ASB/08 Updates from the Boards	16/07/ASB/08	<p>The reports from the three Board Chairs were noted.</p> <p>JMc added that Heather Harrison had recently been appointed into a jointly funded secondment post with NHS Scotland to try and develop a clinical career framework for pharmacists.</p>	
16/07/ASB/09 Date of next meeting		The next Assembly Working Day will be held on 15 th November and the Assembly Meeting will be held on 16 th November.	

OPEN BUSINESS ACTION SHEET 20th July 2016

Item	Action	Who by	When
Item 02	Register of Gifts & Hospitality to be created	HG	As soon as possible
Item 03	'Other Expenses' to be added as a category to published details of members' expenses	SR	2017 Annual Report
	Briefing note for National Boards re publication of members' expenses to be drafted and issued	SR	As soon as possible