

SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Wednesday 24 April 2019, at Holyrood Park House, 106 Holyrood Road, Edinburgh EH8 8AS.

Present

Mr Ewan Black (EB)
Dr Anne Boyter (ACB)
Mr Jonathan Burton (JB) (Vice-Chair)
Miss Tamara Cairney (TC)
Mr Andrew Carruthers (AC)

Mrs Kathleen Cowle (KC)
Mr Johnathan Laird (JL)
Mr Alasdair Macintyre (AM) (morning only)
Dr John McAnaw (Chair)

In attendance:

Aileen Bryson (ABr), Deputy Director and Scottish Practice and Policy Lead, Dr Colin Cable (CC), Assistant Chief Scientist, Alex MacKinnon (AMK), Director for Scotland, Annamarie McGregor (AMcG), Practice Development Lead, Helen Reilly (HR), Head of External Relations, Boyana Atanasova (BA), Digital Communications Executive, Carolyn Rattray (CR), Business Manager, Dawn Ferguson (DF), Business Support Assistant, Paul Bennett (PB), Chief Executive, Karen Baxter (KB), Managing Director, Editorial Team, Nic Potter (NP), Sales & Marketing Director, Sales Team, Ashok Soni (AS), RPS President, Robbie Turner (RT), Director of Pharmacy and Membership Experience and Corrinne Burns (CB), Reporter (Pharmaceutical Journal team).

Steve Field (SF), Project Manager, Property, who joined the meeting via Skype for the agenda item on the property (19.04.11) and Gail Fleming (GF), Director of Education and Professional Development for the item on Apprenticeships (19.04.12)

Guests:

Jordan McAffery (JMA) and David Hodgkinson (DH), HKDS, Laura McElroy (LMcE), Clinical Fellow, Community Pharmacy.

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| 19/04/01. | <p>Welcome and introductions</p> <p>The Chair welcomed everyone, extending a special welcome to the Chief Executive, RPS President and RPS Directors who had recently been appointed to their posts within the new RPS structure.</p> <p>Board Members were advised that Jordan McAffery and David Hodgkinson would join the meeting to update the SPB on matters around the property. Steve Field would also join the meeting for this item (via Skype).</p> <p>Laura McElroy would join the meeting for her agenda item and then for lunch.</p> <p>Gail Fleming (GF) will skype into the meeting to talk about Pharmacy Apprentices; this item would replace the Clinical Fellowship – Integration item, as Pamela Mills is no longer available. Pamela Mills to be invited to the July SPB meeting.</p> <p>The Chair reminded BMs that voting for the SPB elections opens on 29 April 2019.</p> <p>JL, who is retiring from the SPB, was thanked for his contribution over the last 3 years.</p> <p>Action: CR to invite Pamela Mills to the July SPB meeting to update the Board on her work, as a Clinical Fellow, on integration.</p> | CR |
| 19/04/02. | <p>Apologies</p> <p>Apologies were received from Dr Ailsa Power (AP), Deborah Stafford (DS) and Pamela Mills (PM). It had been hoped that the new BPSA President would attend but wasn't able to this time but would be invited to the July meeting. The president indicated that the intention is for a BPSA rep to attend all future NPB meetings. CR to invite the new BPSA President to the July SPB meeting.</p> | |

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| | Action: CR to invite the BPSA President to the July SPB meeting. | CR |
| 19/04/03. | <p>Declarations of interest</p> <p>Amendments to Board Members' (BM) Declarations of Interest:</p> <p><u>Alasdair Macintyre.</u></p> <ul style="list-style-type: none"> • Change Secretary to Chair of CP Glasgow and Edinburgh • Delete Member, GGC PPC • Delete Shortages, Short Life Working Group <p><u>Andrew Carruthers.</u></p> <ul style="list-style-type: none"> • Delete Medicines Information Pharmacist at NHSGGC • Add Regional Pharmacist Advisor at NHS 24 <p>There were no other changes to Board Members' declarations of interest.</p> <p>Action: CR to update the declarations of interest.</p> | CR |
| 19/04/04. | <p>Minutes of the SPB Public Business meeting held on Wednesday 23 January 2019</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">accepted as a true and accurate record</p> <p>the minutes of the Scottish Pharmacy Board Public Business meeting, held on Wednesday 23 January 2019 (19.04/SPB/04(i)).</p> <p>Approved by Kathleen Cowle and seconded by Dr Anne Boyter.</p> <p>Minutes of the SPB Confidential Business meeting held on Wednesday 23 January 2019.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">accepted as a true and accurate record</p> | |

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| | <p>the minutes of the Scottish Pharmacy Board Public Business meeting, held on Wednesday 23 January 2019 (19.04/SPB/04(ii)).</p> <p>Approved by Kathleen Cowle and seconded by Andrew Carruthers.</p> | |
| 19/04/05. | <p>Actions Log (19.04/SPB/05)</p> <p><u>Matters arising.</u></p> <ul style="list-style-type: none"> • NAPs group to be invited to SPB meeting. Closed. • Andrew Kerr blog article on high performing pharmacies. Closed. • RPS Local 'gaps'. Closed. • Paul Forsyth – ABr is liaising with Paul Forsyth with a view to him attending the July SPB meeting. Closed. • BMs to forward case studies to support the PPI campaign to BA. Closed. • Education and Professional Development. Closed. • Business Plan. Closed • Online Pharmacy Services. This is to be considered at the meeting. Closed. <p>There were no other matters to be considered from the Actions Log.</p> | |
| 19/04/06. | <p>Overview from the Chief Executive</p> <p>Paul Bennett (PB), Chief Executive, provided a brief summary of RPS activities since the January 2019 SPB meeting.</p> | |

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| | <p><u>The Annual General Meeting (AGM).</u> The AGM, in its new style and form, was held on 10 April. The recently audited accounts for 2018 were presented by the RPS Treasurer and both the Chief Executive and President provided reports. Originally, five motions were submitted but only two were presented as the members who had submitted the other three were unable to attend or provide representation. Of the motions that were presented the first referred to terms of office and the second to consultations; neither of the motions were supported 'but the spirit was understood' and the outcomes will be considered as part of the overall governance review and by the RPS Assembly. The AGM was an opportunity for Members to feel that they can connect with their RPS as well as with the National Pharmacy Boards (NPBs).</p> <p><u>Governance Review.</u> BMs were advised that the Chair of the Governance Review, Professor Hamish Wilson (HW) will be demitting office from the Assembly in the summer of 2019, it has been agreed that he, and any other members of the group, who might be standing down from an NPB, will be allowed to complete the process to ensure continuity.</p> <p><u>Risk Register.</u> The Risk Register was reviewed at length by the RPS Assembly, as were the processes of the Finance and Risk Committee. The determination of the RPS Assembly was that it should be a standing item at future meetings and that it should reflect risk appropriately with mitigations in place accordingly. BMs were advised that the Chair of the Finance and Risk Committee is to stand down and that a replacement will be appointed forthwith.</p> <p><u>Social Media and elections.</u> As a consequence of some of the behaviours exhibited on social media during the 2018 NPB elections, discussions have taken place to consider how these can be addressed. The RPS has been very clear on expectations around the use of social media and NPB elections; updated guidance has been produced and close vigilance will be maintained throughout the elections' process.</p> <p><u>Pharmacy professions.</u> PB reported on discussions at RPS Assembly around pharmacy professions. The CEO undertook to keep BMs updated on developments.</p> | |
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| | <p><u>Inclusion and Diversity Group.</u> Gareth Kitson (GK), who leads the internal Inclusion and Diversity Group (I&D), gave a presentation to the RPS Assembly on the work to date of the I&D group; the presentation was well received and the Assembly is supportive of this initiative.</p> <p>The RPS is seeking ways of engaging better and so has engaged the professional support of an academic to consider unconscious and conscious bias. The aim is to work with the regulator to look at pharmacy as a whole. It will also be considered in relation to governance, i.e. our elected membership.</p> <p>Action: Inclusion and Diversity to be included on the agenda for the next strategy day.</p> | CR |
| 19/04/07. | <p>SPB Business Plan 2019</p> <p>Alex MacKinnon (AMK) provided an update on activities pertaining to the SPB Business Plan 2019, Quarter One.</p> <p>Highlights included:</p> <p><u>Care Homes 'call to action' campaign.</u> The Care Homes 'call to action' document: <i>Putting residents at the centre of pharmacy care home services</i> was launched at the meeting; this will be followed by a reception at the Scottish Parliament. The reception is being sponsored by Sandra White MSP; several speakers have been invited including the Chief Pharmaceutical Officer (CPhO) for Scotland and Irene Oldfather, from the Health and Social Care Alliance. This objective was carried over from the 2018 Business plan and has been delivered.</p> <p><u>Mental Health Campaign.</u> The intention is to revise the English Pharmacy Board (EPB) mental health report to make it relevant to Scotland. The National Board Chairs' Forum (NBCF) will be asked to consider whether a Mental Health Campaign should be country specific or GB wide; the hope is that it will be a GB campaign to be launched across the three countries simultaneously.</p> <p><u>Scottish Parliament activities.</u> BMs were updated on activities pertaining to the Scottish Parliament and other advocacy. The RPS has been represented at a number of cross-party groups, events and, increasingly, being invited to give evidence to the various committees; it was noted that the RPS was the only pharmacy body to be invited to give evidence to the Justice Committee on the budget.</p> | |

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| | <p><u>Local engagement:</u> Local engagement is vibrant; there were four 'live' events in March, with further events planned for April and May. The most successful events are those that support Members in their clinical practice. Currently, there are vacancies in Tayside and Borders which are being recruited for. A vibrant RPS Local model will ensure better engagement with the membership.</p> <p><u>Primary Care Professions Collaborative Group.</u> The Group held a conference at the end of January which was well attended; it established the influence of the group with Scottish Government (Scot Govt). The BMA has now joined the partnership and all 17 professional bodies are working together in an integrated way. Going forward, plans include access to records and better sharing of information.</p> <p><u>Patient and Public Involvement (PPI).</u> – The Quality Improvement Pharmacy Practice (QIPP) work is continuing. Whilst working with this group, RPS still retains its own PPI work stream which will link more with patient groups going forward.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>The SPB Business Plan 2019 update for Quarter One (19.04/SPB/07).</p> | |
| 19/01/08. | <p>Pharmaceutical Press (PhP) presentation</p> <p>Karen Baxter (KB), Interim Managing Director, provided a brief presentation explaining PhPs journey to date and plans for the future. This is a 12 year view, split into three year blocks: Process, Profit, Grow and Lead. BMs considered the strategy, themes and the direction that PhP is 'headed'. There were no questions.</p> <p>Nic Potter (NP), Sales and Marketing Director (Sales Team – PhP) presented on the Marketing strategy, focussing on print, digital and licensing. He then went on to present on the RPS sales strategy both within the UK and also international, focussing on challenges and opportunities.</p> <p>There were a number of questions around the Scottish National Formulary (SNF) and British National Formulary (BNF) which were addressed. KB confirmed that there are no intentions to discontinue printing BNFs.</p> | |

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| | <p>AMK asked how PhP publications can be promoted to Scottish Members, to demonstrate that it is a fundamental part of the RPS. This matter is under consideration.</p> <p>It was suggested that the PhP promotional slides should be used at RPS Local events as part of the RPS updates and also at BPSA events.</p> <p>KC noted that Community Pharmacy Scotland (CPS) has established a sub-group around IT to link in with PMR suppliers. AM and KC sit on this group the purpose of which is to influence what the PMR suppliers are developing for Scotland.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">noted</p> <p>the Pharmaceutical Press presentation.</p> <p>Action: CR to circulate the PhP presentation.</p> | CR |
| 19/04/09. | <p>Pharmacy and Member Experience Update</p> <p>Robbie Turner (RT), Director of Pharmacy and Member Experience (P&ME) provided an update on the work of the P&ME Directorate.</p> <p>RT confirmed that the RPS Assembly has approved an RPS Conference; the 2019 event will take place on Sunday 17 November in London; the location of the venue will be reviewed each year. It will be free to RPS Members. Plans are being progressed and the event will be promoted on the RPS website from July. RT thanked the Conference Programme Committee, which is made up of BMs from each country as well as subject matter experts. The theme will be Medicines Safety; the Welsh Board has developed a number of Welsh Medicines Safety events and it was felt that this theme should be developed at a national level. BMs were asked to help with sponsorship by providing introductions to leads.</p> <p>There was a full discussion about various aspects of the P&ME update including events (which have cascaded out through the countries) and also membership figures.</p> | |

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| | <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">noted</p> <p>The Pharmacy and Member Experience Update (19.04/SPB/09).</p> <p>Action: BMs to provide details of any potential sponsors.</p> | BMs |
| 19/04/10. | <p>Scottish Pharmacy Leadership Scheme – Community Pharmacy</p> <p>The Chair welcomed Laura McElroy (LMcE), Scottish Pharmacy Leadership Fellow (focussing on community pharmacy) to the meeting. LMcE provided a brief summary of her career to date.</p> <p>The purpose of the Scottish Pharmacy Clinical Fellows’ Scheme is to support the delivery of the five commitments within the Scot Govt’s pharmacy strategy. This is the first year of the Fellowship. As the Fellow focussing on community pharmacy, LMcE’s role is to support the delivery of Commitments one and five; having reviewed the first commitment and in light of the immense work load involved, within the given timescale, the recommendation is for commitment five to be taken forward by future Fellows. LMcE confirmed tha, as part of this scheme, the group of Fellows are provided with personal leadership development opportunities. She also noted that the Pharmacy Fellows are working inter-professionally with their peers.</p> <p><u>Commitment One:</u> Increasing access to community pharmacy as the first port of call for managing self-limiting illnesses and supporting self-management of stable long-term conditions, in-hours and out-of-hours. Focus will be on the Minor Ailment Service, Chronic Medication Service, Public Health Service, Serial Prescribing and Dispensing and Independent Prescribing and Advanced Clinical Skills.</p> <p>LMcE took BMs through the objectives set and work plans, i.e. short, medium and long-term and activities already undertaken. Initial work has been to consider ‘the Contract’, the definition of ‘first port of call’; there has also been a great deal of stakeholder engagement. Three key areas of focus are community pharmacists, patients and stakeholders.</p> <p>Each of the Fellows were asked to present their vision in pictures to the CPhO. LMcE to circulate these to the SPB.</p> | |

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| | <p>LMcE concluded her presentation with four questions for the SPB to feedback; the scheme is looking for feedback to inform how the fellowship should move forward.</p> <ul style="list-style-type: none"> • What do you think is good about this opportunity? • What concerns does it raise? • What more would you like to know? • How do you want me to keep in touch? <p>LMcE was thanked for her presentation and invited to join BMs for lunch.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">noted</p> <p>the presentation on the community pharmacy aspect of the Scottish Pharmacy Leadership Fellowship.</p> <p>Action: CR to circulate LMcE's presentation. Action: LMcE to circulate each of the Fellows' visions in pictures. Action: BMs to feedback comments on the questions asked at the end of the presentation (above).</p> | <p>CR LMcE BMs / LMcE</p> |
| 19/04/11. | <p>Property Update</p> <p>The Chair welcomed David Hodgkinson (DH), Managing Partner from HKSD and Jordan McAffery (JMCA), partner at HKSD, DH and JMCA provided a presentation of proposals for the refurbishment of the new RPS premises in Scotland. BMs were talked through the proposals room by room and floor by floor. BMs were informed that the tender package is about to go out to three contractors.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">supported</p> <p>the proposals for the design and refurbishment of the new property.</p> | |

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| 19/04/12. | <p>Apprenticeships</p> <p>Gail Fleming (GF), Director for Education and Professional Development, provided a summary of activity to date around pharmacy degree apprenticeships; GF took BMs through the various stages required to develop an apprenticeship scheme. A 'trail-blazer' group has been established; this group is made up of at least ten education providers and also has representation from all sectors. The Group is considering if there is an appetite to have apprenticeship scheme and also if funding from the Apprentice Levy (AL) scheme would be made available. The intention is that an apprentice would still study for the MPharm degree but that it would be funded by the ALS rather than the student; the student would be in paid employment for at least part of the time. The RPS has written to the ISA in response to the consultation. GF and PB to meet with the chair of the Trail-Blazer (TB) Group. GF confirmed that the GPhC will be represented on the TB Group and that it has 'set out its stall', i.e. the accreditation required to meet its standards. It was confirmed that the MPharm degree would be no less than five years with a maximum period of eight years. GF confirmed that, whatever is agreed would need to align with GPhC standards and accreditation.</p> <p>It is very difficult to have a view at such an early stage; in principal it could be very good but until it is known what is being set out, it is difficult to have a view. The timescale for the next stage is not yet confirmed. The TB group is to meet on 2 May and RPS is 'invited to the table'; however it was suggested that, before confirming attendance, it would be best to wait until GF and PB had met with the Chair of the Group.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the update on proposed plans around apprenticeships.</p> <p>Action: GF to update BMs on progress and invited input from BMs.</p> | GF |
| 19/04/13. | <p>External Relations</p> <p>Helen Reilly (HR), Head of External Relations, introduced the paper on External Relations (19.04/SPB/13). The paper is in three parts, the first and most substantive is the SPB Public Affairs and Media Plan for 2019. The document has already evolved since HR joined the RPS and will continue to evolve as RPS and Scot Govt priorities change; an example of this is that the Scot Govt</p> | |

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| | <p>Health & Sport Committee has announced that it is to conduct two enquiries, on primary care and medicines which the RPS will be keen to engage with. It was agreed that the SPB would consider its priorities at the induction day in July.</p> <p>The second part is a list of topics; HR is keen for BMs (and Members) to be more proactive in media work, to be spokespeople for the RPS in areas of expertise, with media training provided if required. The final part of the paper referred to cross-party groups; BMs were asked to volunteer to represent the Society on groups where there was an interest.</p> <p>JMcA asked for volunteers to represent the RPS at cross-party groups etc and also to be spokespeople in areas of expertise. BMs were also asked to submit suggested names for the team to approach to be spokespeople.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>SPB Public Affairs and Media Plan for 2019 (19.04/SPB/13).</p> <p>Action: CR to include a session on priorities at the July induction day. Action: BMs to volunteer to represent RPS on cross-party groups where they have expertise/an interest. Action: BMs to volunteer to be spokespeople on areas of expertise or to suggest Members where relevant.</p> | <p>CR BMs BMs</p> |
| <p>19/04/14.</p> | <p>Policy and Consultations</p> <p><u>CBD Oil.</u></p> <p>Aileen Bryson, Scottish Practice and Policy Lead, provided background to this issue; the SPB was asked if there should be a policy statement on the sale of CBD Oil in the same way as the Society had developed statements on homeopathy and e-cigarettes, i.e. cautionary advice.</p> <p>There was agreement that, as a healthcare organisation, the RPS should have a strong position and be able to provide information / guidance to RPS Members. It was suggested that this is a wider issue</p> | |

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| | <p>and that a core set of principles should be developed for all such items where there is no evidence base for their use. There followed a discussion on this matter and the conclusion was that a set of general principles should be developed in 'practice speak' as well as a statement being produced for the MEP. PB asked that this should be expedited and it was agreed that the matter should be considered by the NBCF.</p> <p>The Scottish Pharmacy Board</p> <p>supported</p> <p>the development of general principles in 'practice speak' and also a statement in the MEP. PB asked for this to be expedited (19.04/SPB/14(i)).</p> <p><u>Digital Capabilities Scoping Paper.</u></p> <p>This was an early draft to inform the SPB that this work will be going forward as a GB work stream from the Digital forum RT noted that a digital specialist has been appointed in Wales and will support this GB work stream.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the Digital Capabilities Scoping Paper (19.04/SPB/14(ii))</p> <p><u>Online Pharmacy Services.</u></p> <p>This matter had been discussed at the recent SPB Strategy Day. BMs were presented with the draft and asked for final questions and comments. The paper will be considered at the NBCF.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the Online Pharmacy Services paper (19.01SPB/14(iii)).</p> | |
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| 19/04/15. | <p>Science and Research Report (19.04/SPB/17)</p> <p>Dr Colin Cable (CC), Assistant Chief Scientist, provided a brief update on Dinitrophenol. It raises the metabolism and has severe side effects, including death. The drug has been taken off the market but continues to be used as a way of losing weight and has been closely associated with issues over body image. Earlier in the year the RPS President and Chief Scientist wrote to the Home Secretary to request that Dinitrophenol be re-classified and that those who profit from its sale be prosecuted. The President confirmed that most sales originate from outside of the UK.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the Science and Research Report (19.04/SPB/17).</p> <p>Action: ABr to produce a briefing (based on the Chief Scientist's paper) on Dinitrophenol to use when lobbying.</p> | ABr |
| 19/04/16. | <p>Pharmacy Technicians</p> <p>This matter was considered as part of the CEO's report (Pharmacy Professions)</p> | |
| 19.04/17. | <p>Items for noting:</p> <p><u>Social Media Report.</u></p> <p>Boyana Atanasova (BA), Digital Communications Executive, provided a brief summary. RPS social media presence in Scotland is growing at a healthy rate. Live tweeting at events is creating significant engagement.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>The Social Media Report (<u>19.04/SPB/19 (i)</u>).</p> | |

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| | <p><u>Chair and Vice-Chair's Report.</u></p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>The Chair and Vice-Chair's Report (19.04/SPB/19(ii)).</p> <p><u>Education and Professional Development Report.</u></p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>The Education and Professional Development Report (19.04/SPB/19(iii)).</p> | |
| 19/04/18. | <p>Key messages</p> <p>The Scottish Pharmacy Board</p> <p>agreed</p> <p>the following key messages:</p> <ul style="list-style-type: none"> • Launch of the Care Homes Report at the SPB meeting and the reception in the Scottish Parliament • Voting in the SPB elections • Laura McElroy, Clinical Fellow, leadership Programme attended the meeting to update on her work | |
| 19/04/19. | <p>Any other competent business</p> <p><u>Joint Research Event with Strathclyde on 18 September 2019.</u> Annamarie McGregor is to lead for the RPS and JB to be the face of the Scottish Pharmacy Board. This will be an opportunity to raise the RPS profile with students at Strathclyde.</p> | |

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| | <p>KC suggested that last year's posters should be shared on the website, to make the event seem 'more accessible'. KC confirmed that she would present to the CCA meeting on Friday.</p> <p>BA confirmed that the RPS is to take over the existing Twitter account to promote the event.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">supported</p> <p>the RPS joint Research event with Strathclyde.</p> <p>Action: Posters from 2018 to be shared on the RPS website. Action: KC to promote the Joint Research event at a CCA meeting.</p> | <p>AMcG KC</p> |
| <p>19/04/20.</p> | <p>Dates of SPB meetings - 2019</p> <p>SPB Induction Day: Tuesday, 2 July 2019 SPB Board Day: Wednesday, 3 July 2019 SPB Board Day: Wednesday, 25 September 2019</p> <p>Two further strategy days – dates TBC.</p> | |

The meeting closed at: 16:30.