

WELSH PHARMACY BOARD

Minutes of the meeting held Thursday 15th October 2015 at 2 Ash Tree Court, Cardiff Gate Business Park, Cardiff, CF23 8RW

OPEN BUSINESS

Present

Suzanne Scott-Thomas (Chair)	Paul Harris(Vice Chair)
Mike Curzon	Richard Evans
Gareth Holyfield	Fiona Jones
Phil Parry	Cheryl Way
Jodie Williamson	

In attendance

Helen Gordon, CEO (from 10.25am); Mair Davies, Director for Wales; Yvonne Dennington, Secretary to the EPB (minute taker); Ross Gregory, Health Policy Analyst; Elen Jones, Principal Policy Advisor; Julia Robinson, PJ RPS correspondent, Iwan Hughes. Public Affairs/Public Relations intern, Hannah Wilton, Head of Faculty (from 11.30), Rachel Joynes, Head of Research (from 11.30); Nicola King, Governance Review consultant (observing)

Apologies Ash Soni, President, Rob Davies, Board member, Angela Grant, Business Manager

15/92 **Welcome & Introduction**

The new Director for Wales, Mair Davies welcomed everyone to the meeting. She informed the meeting that Helen Gordon, Hannah Wilton and Rachel Joynes will be joining the meeting later on in the day and also welcomed Julia Robinson the new PJ RPS correspondent. Mair also welcomed Nicola King who is the Governance Review consultant who was attending the meeting as an observer. Nicola has attended the Scottish and English Board meetings and will be attending the Assembly meeting in November as an observer.

15/93 **Apologies for absence,**

Apologies were received from Ash Soni, Rob Davies and Angela Grant.

15/94 **Declaration of Interest**

Item 15.10/WPB/03 was circulated for the Board to note. Board members were reminded that as part of the governance process, each member should notify the Director and/or in the absences of a Director to the Welsh Office of any amendments to their register of interest. It was highlighted that this paper needs updating and Board members are to submit their amendments to Angela.

Action

15/95 **WPB Election of Chair**

The WPB were advised by Mair Davies that one nomination had been received for the position of Chair for WPB, namely:-

Nomination: Suzanne Scott-Thomas
Proposed: Gareth Holyfield
Seconded: Paul Harris

The WPB **affirmed** that Suzanne Scott-Thomas was duly elected as Chair of the Welsh Pharmacy Board. Suzanne's nomination address is attached as Appendix A.

Suzanne took the Chair for the remainder of the meeting and addressed the Board thanking Mair for her five years as Chair and congratulating her on her appointment to Director for Wales. Suzanne also said that she would continue to work hard with the Board and that it was an exciting time for pharmacy and that there was lots of work to be done.

15/96 **Election of Vice-Chair**

The Chair advised that one nomination had been received for Vice-Chair in advance of the meeting and called for further nominations for the role of Vice Chair from those in attendance in accordance with Appendix I of the Governance Handbook. No further nominations were forthcoming. The nomination received is as follows:-

Nomination: Paul Harris
Proposed: Gareth Holyfield
Seconded: Mike Curson

The Chair **affirmed** that Paul Harris has been nominated as Vice Chair of the Welsh Pharmacy Board.

The Chair congratulated Paul on his appointment and asked him to say a few words. Paul thanked the Board for their vote of confidence saying that he would work hard as there was lots to do and everyone had a part to play.

A further discussion took place as to whether Paul Harris should continue to be the Welsh Board's representative on the Assembly. The Board were unanimous in their support for Paul to continue in this role saying that it was important for a vice chair to have experience at Assembly level. The Welsh Board **agreed** that Paul would continue the year as the Assembly representative.

15/97 **Minutes of the Open Business of the Welsh Pharmacy Board meeting held on 1 July 2015**

The Welsh Pharmacy Board received and **approved** the minutes of the open business meeting (item 15.10/WPB/06) held on 1 July 2015 and confirmed it as a true record of the meeting subject to the following amendments:-

15/66 – Patience Records to read *Patient* Records.
15/70 - between IM&T and summary care in Wales to read between *IHR* and summary care *record* in Wales.
Ridian Hall to read Ridian *Hurle*
MedTee to read *MTed*
Secondary care system to read secondary care *pharmacy* system

15/98 Matters arising from the Open Business of the Welsh Pharmacy board meeting held on 1st July 2015

Item 15/66 - Nomination and voting of Casual Vacancy Place

The Chair said that an AOB had been submitted regarding the casual vacancy that has arisen on the Board due to Mair's appointment to the role of Director for Wales and that she felt this would be a good time to discuss this matter, with the Board's agreement.

As Mair had two and a half year's of her tenure remaining when she accepted the role of Director this has left a casual vacancy in her place on the board in the "any sector" position. Mair's links with education were highlighted as a possible concern for the Board going forwards. In view of this the Chair put the following questions to the Board:-

- (i) Does the Welsh Board wish to co-opt a person onto the board for the next two meetings until the 2016 elections are held, when the place will up for election for a two year tenure?

The Welsh Board **agreed** that there should be a co-option for the next two meetings.

- (ii) Does the Welsh Board wish to target a person with educational links for the "any sector" pharmacist position on the Board?

The Welsh Board **agreed** to target a pharmacist with educational links.

The Chair requested that names of possible candidates for the co-option be sent to her via email by the end of October for consideration and appointment before the next Board meeting in January. The Board were reminded that nominations should only be put forward once the consent of the person concerned was obtained.

Action

15/68 BPSA

Jodie Williamson to contact BPSA regarding setting up a meeting and will keep the Board appraised.

Action

15/68 b) NHS111

Mair Davies informed the Board that she had met with the Director of NHS111 and Dorothy Edwards (project manager 111). Concerns were raised that there has been no pharmacy input into meetings. RPS Wales has now been invited to attend workshops. Alexandra Gibbins will be the RPS representative. Alex will report back to the Board on activity. Mair to act as the link with Alex, therefore if the Board had anything to feed in please email Mair in the first instance. Mair also reported that NHS 111 is also talking about possibly referring urinary tract and respiratory tract infections to community pharmacy under PGDs

Action

Concerns were raised that there did not appear to be a national steer for NHS 111 but there was a lot of work going on locally.

Cheryl Way added that she has been invited onto the project board for emergency medicines supply and said that they were interested in having pharmacists in the call centre and being able to direct to community pharmacy.

It was **agreed** that this should be discussed in more detail at a working day in 2016.

Action

15/68 c) RPS conference update

The Chair said how well the RPS conference had gone and thanked everyone who attended. Welsh input was high profile and feedback had been good and the impact was not to be underestimated. Richard Evans reported that reports back had been very good and planning was already going on for next year's conference which will be held on 3rd and 4th September 2016.

15/68 d) (ii) Consultation update

Elen Jones reported that Wing Tang (PSD) was currently doing some work on this and that the Welsh document had been passed onto Wing.

15/68 d) (iii) Consultation update

It was reported that due to staff shortages some of the work on communications had not been achieved.

15/69 Your care your medicines (YCYM)

Nothing has progressed to date – the Chair will pick this work up.

Action

15/70 IM&T in Wales

It was **agreed** that this needs to be a regular agenda item.

Action

Cheryl Way reported that she had given the Chair a letter which has been circulated by the BMA to GPs regarding wider access to the GP record. This letter calls for comments by 30 October and talks about allowing pharmacists to have access to the GP record and how access will be audited. Cheryl reported that she had met with the Government finance section to put forward a case for capital funding to replace the all Wales pharmacy system. A business case is currently being prepared and to date everyone is very supportive. Cheryl asked that the BMA letter was not circulated further until after the closing date of 30 October for comments to be received. Cheryl added that pharmacy had taken a huge step forward and that everything was heading in the right direction although some concerns were raised that access was currently only for specific services. Cheryl replied that the Welsh Government sees this access as a platform for other services to be added in the future.

Cheryl informed the Board that she had a future meeting with the Medical Director and would report back to the Board after that meeting. It was suggested that an announcement could be made at the Patient Safety conference and Ross Gregory was asked to consider this.

Action

15/71 Pharmacist Support

It was reported that there was currently no capacity in the team to pick up this work. Once recruitment has taken place this will be addressed.

Action

15/72 Modernising Pharmacy Careers (MPC) in Wales

It was reported that Janet Gilbertson was no longer in post. Michele Sehrawat has taken up the post of Education and Training lead at MPC Wales.

15/99 Any other Business

There were two items of any other business to be noted to be discussed later in the meeting:-

- (i) Casual vacancy – which has already been discussed under minute 15/98
- (ii) Yellow card reporting.

15/100 Governance Handbook 2015-2016

The Welsh Pharmacy Board noted the Governance Handbook 2015-2016 as approved by the Assembly at their meeting in July 2015. The Handbook was not circulated to the Board as a hard copy due to size, but the Board were encouraged by the Chair to familiarise themselves with the Handbook at the link provided.

15/101 Leadership in Wales

a) Welsh Directorate Update

It was reported that since the last meeting there had been two resignations from the Welsh office, namely:- Jocelyn Parkes and Cynthia Langeveldt. Mair Davies has been appointed as the Director for Wales on a two year fixed term contract. A new post is currently being advertised for a member development and communications manager – currently advertising for a pharmacist for this post. A new administrator is starting on 2 November. Iwan the new public affairs and public relations intern is in post and already making a difference.

There was some discussion about the lack of support Wales was receiving from England. Mair reported that she had spent time in England developing this relationship. The Board asked if there was any MOU between Wales and England.

Ongoing IT issues are a problem. It was reported that this is a high priority for the whole of the RPS.

Wales has been given the go ahead for a refurbishment of the offices.

Business Plan 2016

The Welsh Pharmacy Board **agreed** paper 15.10/WPB/10a (Appendix 2). The reporting format for the workstreams will be discussed by the Chair and Mair and a suitable format with smart objectives and a reporting mechanism will be devised, building on the formats used by England and Scotland.

Action

It was recognised that the plan contained an enormous amount of work which will be monitored and deprioritised accordingly if all the work could not be delivered. It was reported that Chronic Conditions in Wales had not been discussed at the previous working day - Mair agreed that as this is a GB issue it must be kept in. Other large pieces of work will be supervision and the falsified medicines directive.

It was **agreed** that the Welsh Board will take the campaign approach suggested and that only two or three campaigns will be tackled in any one year and that the business plan will be revisited at the next working day in 17 March 2016

Action

Mair reported that the care home campaign has grown and is the biggest piece of work that has come out of RPS Wales. Questions were asked as to the types of care settings that will form part of this work. Elen Jones will look at the new models of care linked to this campaign.

Action

The Chair reported that a workstream has emerged from the Rebalancing Programme Board around patient safety culture and error reporting and will need to be considered as a major piece of work for next year. Each country is requested to set up a task and finish group with the tenure of one year to take the leadership role on error reporting and a learning culture. The draft terms of reference have been issued. This will be a high level and strategic group but at the moment it is not clear how much support will be offered in terms of human and financial resource. Clearly some of the workstreams in the terms of reference are GB so duplication of work should be avoided. Currently the only identifiable resource is the RPS and there is concern in Wales that there is not the capacity to deliver this. Mair reported that she would be speaking on this issue with the other directors from England and Wales at a teleconference on 16th October. The Chair said that the Board need to be clear on what the role is for RPS Wales. Once the task and finish group is established the Board will be asked for their input.

Discussion continued and board members asked whether Datix would be used for error reporting as it is a system currently in use, others said this was a clumsy system and a better IT solution needs to be developed.

Board members asked how the work on Fit to Lead currently being undertaken by the Assembly will fit in with the Welsh Business plans.

Helen Gordon said this work was about long term strategy with the organisation setting short/medium/long term goals and ensuring that the structure of the organisation is in place to deliver these goals. She said the strategy day on 15th September had been very helpful and following on from that a smaller group will consider the outputs and develop a paper to go to the Assembly to agree the goals of the organisation. The Executive team will then do the planning around these goals. A high level strategy needs to be in place by March 2016 to coincide with the renewal cycle. The strategic objectives will be tested with key stakeholders. The governance review being undertaken by Nicola King will fit into this work.

Mair added that the Welsh business plan was doable but that the board had to be pragmatic in engaging others to do work on behalf of the RPS as this proved to be working very well.

The campaign on pharmacists in care homes will take around six months to deliver but experience from the EPB campaigns indicates that campaigns do not stop, they keep rolling on.

The Chair summarised that the Welsh Board were in agreement with recommendations 1,2 and 3 given in paper 15.10.WPB/10a Appendix 2 but that a watching brief will be given to recommendation 3.

Helen Gordon added that the lead for the work on error reporting (recommendation 3 in paper) came from the Rebalancing Programme Board and the Chief Pharmaceutical Officers and that it was an opportunity for the RPS to play a leadership role in setting the standards. It is an opportunity for the RPS to host the national strategic leadership groups. The RPS will not be expected to put in a national reporting system.

b) Chair's Update

Due to the recent changes with Chair and Director for Wales, Mair gave a verbal update to the Board:-

- i. A visit to North Wales along with Hannah Wilton from the faculty had been productive. It included a visit to the Chief Pharmacist, faculty workshops and an LPF meeting hosted by WCPPE. This worked well and it is hoped to continue with outreach visits.
- ii. Meeting with Sarah Rochira commissioner for older people and the Royal College of Psychiatrists.
- iii. 3 face to face meeting with Roger Walker, Chief Pharmaceutical Officer in Wales.
- iv. 2 meeting with Russell Goodway and Mark Ireland – Chair of Community Pharmacy Wales
- v. Meetings with WCPPE looking at setting up an MOU
- vi. Meeting with RCN – Tina Donnelly – introduced RPS into the Care Home steering group in Government – RPS now sit on two workstreams (there was no mention of medicines before)
- vii. Met with Director and programme manager at NHS Wales.
- viii. Meeting with GPhC postponed – handed over to new Chair.
- ix. Arrange a meeting with WIGB (information board) – this is an important board of IT projects (Cheryl Way is the link into NWIS)
- x. RPS has been invited to sit on the board for the emergency medicines supply – meeting is in November – The Chair to discuss with Cheryl Way

Action

- xi. The chair attended the faculty board meeting by teleconference.
- xii. Will request attendance at the NPC workshop for both the Chair and the Director for Wales.

c) RPS Wales Member Communications

The Chair thanked Jodie Williamson for her support with the LPFs in the absence of staff members. It was hoped that by January a new person will be in post to continue with this role. England had been unable to offer much support due to their own workload.

Mair reported that she had had a productive meeting with Neal Patel on Welsh communications. Wales will get a strategy supported by an MOU with the corporate communications team.

Action

d) Local Practice Forum Update

Jodie Williamson tabled an update paper on the LPFs. Allocation of board members to LPFs was raised and the update contained proposed allocations. Richard Evans and Jodie Williamson agreed to jointly cover Morgannwg. It was agreed that more consideration is to be given to allocations. Conversations regarding Powys were around splitting this group in half and joining with other LPFs as there is not much activity in this LPF at present. Suggestions were made around rebranding such as RPS in Aneurin Bevan instead of using LPF.

It was reported that the Research Event in South Wales was successful and Rachel Joynes was thanked for her collaborative approach to this event. Elen Jones reported that she is endeavouring to develop a working group taking a research lead from the LPFs in south wales.

Helen Gordon said she recognised the hard work that was going on in Wales and across the Society with LPFs but she felt the RPS could get more out of local engagement. Those who really engage with the RPS are a small percentage of the membership. LPFs are not having the reach that is required. The LPFs currently take a lot of resource and the return on investment is not as it should be. Now is an opportunity to look at what works and what doesn't and to see what is needed for the future. There was some discussion on new ways of networking such as social media facebook whilst others were happy with a physical network. Helen Gordon stressed that a fresh look needs to be taken regarding local engagement.

e. Consultation updates and key policy statements formed by consultation responses

The Welsh Pharmacy Board noted paper 15.10/WPB.10e.

Elen Jones introduced the paper referring to the two main Welsh consultations in Appendix 1. Draft responses will be circulated.

Action

Care Home Policy Development plan

Elen asked for agreement on the actions highlighted in blue.

- It was agreed that Tim Banner would be part of the steering group

- The Chair will speak to WCW about being members of the Steering Group. It was agreed that Paul Harris would also be a member of the steering group along with Fiona Jones. Regular updates to be given to the Board at the weekly teleconferences in addition to regular drafts being circulated.

Action

There will also be an advisory group underpinning the steering group. Suggestions were made that there should be a GP on the steering group. Board members were encouraged to submit names for the advisory group.

- The WPB agreed that the policy should be co-badged with the Older People's commissioner and endorsement by the Royal College of Psychiatrists should be sought. It was noted that the RCP have a Welsh Committee.

Elen advised that the campaign will be launched in line with the England campaign and the policy team will be developing an overarching document.

Helen Gordon advised that patient/social/family views should be sought ahead of consultation as this resulted in better outcomes.

Pharmacist access to the Patient Health Record

There was much discussion around this item in light of Cheryl Way's report under minute 15/98 (15/70). It was suggested that no decisions were taken on this until after Cheryl's meeting with the Medical Director on 28th October. Further discussion will take place on this item at a future teleconference. Concerns were raised regarding the change of name of the record from HIR to a GP record. Cheryl asked for the Board not to make too much of the name but to view the move as gaining access for direct patient care. She said this is a first step which will open up other opportunities for wider access in time.

Helen Gordon added that the meeting with the Medical Director will give the WPB the opportunity to present the RPS forward view.

Discussion continued around arrangements for the launch of the policy on Pharmacist working with Primary Care Clusters and GPs and there was a suggestion to have a joint launch with the Prudent Health prescribing group. The WPB **agreed** to a joint launch and Elen Jones is to progress this and set up a meeting with Brian Hawkins

Action

Gareth Holyfield informed the WPB of a lecture on how pharmacy can help prudent health care. He agreed to circulate the link to the lecture.

Action

Homeopathy

There was a good debate on homeopathy at the RPS Conference and the debate highlighted mixed views. This has been followed up with a consultation to members seeking their views. A recent TV programme on homeopathy highlighted that pharmacists were not giving the right advice on homeopathic remedies.

Improving Yellow Card Reporting

Elen Jones tabled a paper on improving yellow card reporting in community pharmacy – a project proposal.

The Chair gave a summary of all actions:-

- i. Circulate drafts of green paper and mental health responses
- ii. Chair to speak to Chair of CPW regarding a representative for the steering group
- iii. Access to records – hold off launching until after meeting with Medical Directors
- iv. Agreed joint launch of working with GPs.

f. **RPS Public Affairs Update**

The Welsh Pharmacy Board noted paper 15.10/WPB.10f and agreed to the recommendations within the paper.

The manifesto document has been completed although it has not been badged as a manifesto it is titled “RPS policy vision for Wales” giving the document greater longevity. This document has been circulated to the political parties and key stakeholders.

A lobbying toolkit is being developed for LPFs.

The team attended political training events – lots of knowledge was obtained on engagement.

Impact and availability – A survey of Assembly Members in Wales was carried out to establish a baseline for RPS Wales on impact and availability. The WPB were asked to sanction the undertaking of a follow up survey in 2016 at a cost of £1000 (+ vat). Mair agreed that the costs could be managed within the budget. The WPB **agreed** to the running of a repeat survey in 2016. It was highlighted that the GPhC has issued guidance saying that all candidates need to have equal opportunities with pharmacy visits. Ross to circulate the information from GPhC via a link.

Action

It was **agreed** that a list of perspective candidates for the Welsh elections is to be circulated to the WPB.

Action

15/102 Medicines Safety Conference

Ross Gregory introduced this item saying that the conference will be taking place on 18th November 2015. There are currently 70 attendees registered. There are still a couple of speaker slots available and work is ongoing trying to fill these. The conference is being held in partnership with 1000 lives. The reach of the conference will be wider as it is multi-disciplinary. The focus of the conference is on medicines safety in multi-disciplinary teams. Tweeting is very active regarding the conference and there are articles on the RPS website as well as the 1000 lives website. There are a number of exhibitors including RCGP, RCN, yellow card scheme and 3rd sector organisations. There will be a post conference reception by invitation only. VIP invites are currently being sent out.

Board members were asked to register on line for this event and a link and the flyer will be circulated in the Friday email.

Action

The Chair thanked the team for all their hard work.

15/103 Matters to Report

The Welsh Pharmacy Board noted paper 15.10/WPB.12. Hannah Wilton and Rachel Joynes introduced this item.

Science and Research Update

It was reported that a webinar had been held on Homeopathy where 460 people attended. Hannah will confirm when the webinar is available on the website for viewing and will send out the supporting documents.

Action

Rachel highlighted that at the LPF development day there will be a focus on research practice. The team is currently redeveloping the map of evidence. The team are also developing evidence synopses, the first one will be on care homes to support pharmacy activity. Practice Research UK made over a £100 000 of research awards in the last quarter. Rachel highlighted that there was funding available in Wales for master degrees in community pharmacy. PRUK are also currently looking at their research strategy.

Workforce

The Pharmacy workforce in Great Britain document was launched at the RPS conference. The Global pharmacy workforce observatory project was reported on at FIP. Rachel will circulate links to these reports.

Action

Faculty

It was reported that Iceland has signed an agreement for the faculty for all 300 of their pharmacists, using the RPS faculty model rather than developing their own model.

There has been 101 submissions for this year, 13 of which are from Wales. Of the 19 community pharmacists who have made submissions, none are from Wales. This is an area that needs to be explored. The RPS is working closely with Avicenna and Boots and Day Lewis links performance related pay to faculty membership.

Assessments in the future could be undertaken by using webinar technology.

Foundation

Rowlands has been accredited as a foundation school – this is the 2nd accredited provider.

The team are currently developing tutor guidance. Hannah will circulate this to the WPB.

Action

Museum and Library

The museum is now open for tours. It was also reported that an “app” is currently in development for the museum. There were some suggestions of developing a virtual tour of the museum and having museum artefacts on display in different locations. Helen Gordon acknowledged the suggestions and said that now the RPS is officially a museum there are stringent rules on the contents and where they can be transported and displayed.

Mentoring

The team are currently working on redeveloping the mentoring programme by improving the current system and refining the guidance, as currently the system is up and running but it is not being used. Feedback from Board members on suggested improvements is encouraged.

The Chair thanked Hannah and Rachel for attending the WPB meeting.

15/104 Key Messages from the Meeting

The Welsh Pharmacy Board confirmed the following key messages for publication in Pharmaceutical Journal and the RPS website.

- (i) Election of new Chair and Vice Chair.
- (ii) Medicines Safety Conference
- (iii) Launch of Manifesto/vision document
- (iv) Care Homes campaign

The Open part of the business meeting closed at 13.00pm

Next meeting:

Welsh Pharmacy Board meeting - Thursday 4th February 2016
Welsh Pharmacy Board working day – Thursday 17th March 2015