

ROYAL PHARMACEUTICAL SOCIETY

Minutes of the meeting of the Scottish Pharmacy Board - Open business

**Minutes of the meeting held at 11.20 am (delayed start 11.50am) on
22 June 2021 by Zoom**

Present

Brian Addison
Iain Bishop
Tamara Cairney
Andrew Carruthers
Kathleen Cowle

Omolola (Lola) Dabiri
Lucy Dixon
John McAnaw
Jacqueline Sneddon
Audrey Thompson

Staff

Clare Morrison
Robbie Turner
Paul Bennett
Alison Douglas
Amandeep Doll
John Lunny
Corrine Burns
Carolyn Rattray

Director for Scotland
Director for Pharmacy and Member Experience
Chief Executive
Governance Manager and Company Secretary
Head of Professional Belonging
Public Affairs Lead for England
RPS Correspondent, Pharmaceutical Journal
Business Manager, Scotland

There were no RPS members registered
for the meeting.

21/01 Welcome and Introductions

Clare Morrison (CM), Director for Scotland) apologised for the late start (11.50am) of the elections' meeting; this was due to the Welsh Pharmacy Board election taking longer than expected. CM then went on to welcome SPB members and staff to the elections' meeting extending a particular welcome to the five new Board members: William (Iain) Bishop, Omolola (Lola) Dabiri, Lucy Dixon, Jacqueline Sneddon and Audrey Thompson.

21/02 Apologies Apologies were received from Catriona Sinclair.

21/03 Declarations of Interest

The English Pharmacy Board noted paper 21.06/SPB/03. Board members were reminded to send in any amendments to their declarations to Yvonne Dennington and were also asked to state, in the interests of best practice, any declared interest at the start of the discussion to which it relates. Lucy Dixon submitted updates to her declarations of interest.

21/04 Election of Chair

Clare Morrison, took the chair for this item and informed those present of the procedure that would be followed for the voting. Alison Douglas (Governance Manager) was present to oversee the voting process conducted by the online platform provider, Mi-Voice. All board members confirmed receipt of an email from Mi-Voice in advance of the voting containing their unique number and a link to the voting site.

The Board was informed that one nomination had been received for the position of Chair after following due process as set out in (Amended) Appendix E of the Regulations, calling for nominations in advance of the meeting. The following nomination was received:

Andrew Carruthers	Nominated by Tamara Cairney Seconded by Lucy Dixon
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Andrew's address (supporting his nomination) is attached as Appendix A.

Andrew Carruthers accepted his nomination and, because there were no other nominations, the Scottish Pharmacy Board (SPB) was asked to affirm Andrew as Chair of the SPB.

The Scottish Pharmacy Board

affirmed

Andrew Carruthers as Chair of the Scottish Pharmacy Board.

Andrew thanked his fellow board members for their affirmation and went on to make a brief statement:

Andrew thanked everyone for their support; although he felt that he might not be the most obvious choice but the fact that his career sits just outside the early years' bracket sends a very strong message to the membership and organisation, that the SPB is an inclusive and dynamic Board which is determined to increase engagement with early years members; 'another example of the SPB being at the forefront of the organisation and the profession.

Andrew formally thanked Jonathan Burton as outgoing Chair; Jonathan was ‘a fantastic chair and a true pioneer in pharmacy’. Andrew also passed on his condolences, and those of the entire SPB, to Jonathan and his sons.

Andrew acknowledged and thanked those other Board members who had stood down at the last election: Ewan Black, Anne Boyter, Alasdair Macintyre, Ailsa Power and Debbie Stafford; their commitment to the maximum term and not standing again to allow fresh perspectives, is to their credit.

New Board members were also welcomed along with returning Board members.

Andrew Carruthers, the Chair of the Scottish Pharmacy Board, took the Chair for the election of Vice Chair.

21/05 Election of Vice Chair

Andrew Carruthers, as the newly elected Chair, took the chair for this item. Andrew then asked Clare Morrison to lead on this item.

The Chair explained the process for the nomination of Vice-Chair in accordance with (Amended) Appendix E of the Regulations and informed the Board that two nominations had been received in advance of the meeting from:

Nomination	Proposer	Secunder
Kathleen Cowle	Self	John McAnaw
Omolola Dabiri	Self	Audrey Thompson
Jacqueline Sneddon	Self	Iain Bishop

There were no further nominations.

Alison Douglas explained the voting system and also reminded Board members that in accordance with the (amended) Regulations E that “in the event that no candidate receives a **majority of all votes cast**” then the procedure will need to be repeated.

Declarations of Interests for those nominated are as set out in paper 21.06.SPB.03.

The two nominees were invited to make a speech of no more than two minutes. All nominees were present and made a two minute speech.

First ballot: Jacqueline Sneddon was eliminated. A second ballot was held with Kathleen Cowle and Omolola Dabiri.

Second ballot: The successful candidate for the position of Vice Chair is **Kathleen Cowle**.

21/06 Appointment of one Scottish Pharmacy Board member to the RPS Assembly

Alison Douglas, Governance Manager, explained the process for voting.

As **Andrew Carruthers** has been voted as Chair, he has an automatic place on the Assembly; there is one additional place on the Assembly, totalling **two** places. All places are for a two year tenure.

The nominations were called in accordance with (Amended) Appendix C of the Regulations. No nominations were received in advance of the meeting.

Nomination	Proposer	Seconder
Omolola Dabiri	Self	Lucy Dixon
Kathleen Cowle	Self	Tamara Cairney

Declarations of Interests for those nominated are as set out in paper 21.06.SPB.03.

As the two nominees had already made short statements (when standing for Vice-Chair), no further statements were forthcoming.

A secret ballot was held as per (Amended) Appendix E of the Regulations and in line with the process set out by the on-line voting provider, Mi-Voice.

Kathleen Cowle was appointed to the Assembly for a two year tenure.

Andrew took over the Chair at this point and congratulated Kathleen.

21/07 Close of meeting (22 June 2021)

The meeting closed at 1.10 pm

21/08 Dates of next meetings

NPB meeting – 23 September 2021

Dates for 2022 meetings will be available after approval by the Assembly at their July meeting.

Board Members please note: All of the above dates are to be diarised across all SPB members. Board meeting dates are firm dates but Working Days will only be used at the discretion of the Chair and the Director for Scotland.

Appendix A.

Andrew Carruthers – Address for the Position of Chair of RPS Scottish Pharmacy Board

I initially got involved with the Royal Pharmaceutical Society (RPS) after recognising the need for change when several friends left the profession due to their expectations of pharmacy not being fully met. I started as a contributor to Medicines Ethics and Practice.

(MEP) and I was the RPS Local Co-ordinator for Greater Glasgow and Clyde for 3 years – where I organised and developed multiple events based on the needs of local pharmacists. I ensured these events provided networking opportunities and support. I was then co-opted on to the Scottish Pharmacy Board (SPB) in 2018 and I have been an active and effective member of the board. I was re-elected to the board in 2021.

Inclusivity and the engagement and support of early years pharmacists is a current key priority of the Royal Pharmaceutical Society. In order to drive membership numbers of early-years pharmacists and ensure they feel heard – my election as an early-years pharmacist to the position of SPB Chair would demonstrate this. I have the advantage of not being too far-removed from university and pre-registration training, and now have the added insight and experience of a term on the SPB and working as a senior pharmacist with an independent prescribing qualification across different sectors. My election as Chair of the SPB would send a message to the membership and the rest of the organisation that we are a dynamic, supportive and inclusive board – truly determined to increase engagement with early years members.

Throughout my experience with the RPS I have developed my knowledge of the profession, and healthcare politics. I completely appreciate that no one pharmacist can truly understand all aspects of the profession, as Chair - I would work hard to utilise the experience and knowledge of the other fantastic board members. I would lead the move towards a “one system” approach to pharmacy representation, rather than a focus on different sectors. Where I attend meetings on behalf of the SPB, I’d ensure that I represent the views of the Board and encourage collaboration and co-production of workstreams and statements. I’d ensure the SPB remain up to date with key discussions and outcomes.

As SPB Chair, I’d want to see an increase in membership engagement at RPS meetings as a strategy to increase the membership numbers of the RPS. I have advocated for members being able to attend and observe RPS Board meetings for quite some time. During the coronavirus pandemic the SPB have utilised

technology to meet remotely, and the Board have embraced this fully. In the future, I would like to see a blend of face-to-face and remote meetings of the Board and invite members to observe and participate. By utilising technology more it will make it easier for members to participate and engage with the RPS which will encourage membership renewal and drive-up membership numbers. Some of the recent observers are now SPB members or have become key contacts for the Board – which proves the value. Our membership also contains many specialists, and we should make use of their expertise more when developing policy and support documents, and these new ways of working are the ideal time to do this and identify these members.

I would support the re-introduction of RPS Local and the creation of an online RPS community. As a previous RPS local co-ordinator, I've seen first-hand that RPS Local events are a great forum to formally support the training and development of local pharmacists.