

Minutes of the Open Meeting 10th October 2018

Board Members : Suzanne Scott-Thomas (Chair); Richard Evans (RE); Cheryl Way (ChW); Sudhir Sehrawat (SS); Jamie Hayes (JH); Ruth Mitchell (RM); Mike Curson (MC); Dylan Jones (DJ); Jodie Gwenter (JG); Rob Davies (RD);

In Attendance: Paul Bennett RPS Chief Executive (PB); Ash Soni RPS Director (AS); Mair Davies (MD), Director for Wales; Cath Ward (CW) Business Manager (minute taker); Elen Jones EJ) Principal Policy Lead; Jodie Williamson Professional Development and Engagement Lead (JW) Corrine Burns (CB) RPS Correspondence;

Observer: Helen Gray (HG) Head of People;

Apologies: Paul Harris (PH) Vice Chair;

Item number and heading	Related paper/s	Notes and actions	Action by	Status
01 Welcome, Apologies		The Chair welcomed WPB members, the CEO and President, guests Harvey Sondh Director of Innovation and Enterprise, Jeremy Macdonald, Director of Technology; Dr Mahendra Patel (MP) RPS Treasurer and Helen Gray Head of People, to the meeting.		
02 Apologies		To note apologies from Paul Harris.		

03 Declarations of Interest	10.10WPB01	The WPB noted the Declarations of Interest and were reminded that they should send any amendments to CW.		
04 Minutes of the Open Business Meeting held on 20th June 2018	10.10WPB02	The WPB received and approved the minutes of the Open Business meeting held on 20 th June 2018 as a true record of proceedings.		
05 Matters Arising Form Open Business Meeting held on 20th June 2018		<p>A1 - Declarations of Interest template to be sent to WPB members – Action completed.</p> <p>A2 – Minutes of 18th April 2018 amended – Action completed.</p> <p>A3 – Share minutes of WPP meetings – Action completed</p> <p>A4 –Explore the acceleration of timeframe for WPB to use Box – Action completed, Box is now up and running and CW will send an email inviting board members to collaborate.</p> <p>A5 –Some member’s still not receiving communications from RPS as a result of GDPR compliance and request to change their preference settings. WPB sought assurances that this issue is rectified.</p> <p>A6 – Role of Pharmacists report WPB decision back to Christopher John – Action completed.</p>		

		<p>A7 - NWIS Paper to be forwarded to WPB – Action completed.</p> <p>A8 - Key messages – Action completed.</p> <p>There was a general discussion around cannabis and it was noted that a response from RPS would be issued to the public. It was noted that PJ previously provided useful information and WPB asked that guidance be issued on the law on cannabis using appropriate language.</p> <p>Action 1 - Response going out to public on behalf of RPS – Is there an offer for members - when the change in legislation has taken place, ensure that RPS Wales’s social media platforms promote the PJ’s information notices to pharmacists.</p>	EJ	
06 Call for AOB		None		
07 Welsh Directorate update OPP 2018 Quarter 3 progress Directors report	10.10WPB03(A) 10.10WPB03	<p><u>OPP and Directors Report</u></p> <p>MD advised that at quarter 3 stage some work programmes were noted as amber and red category. It was noted that there has been a need to reprioritise work due to several new projects becoming priorities– eg Boots connect events, Revalidation events and the short timescale for the completion of Pharmacy Vision work plan. The team is small in Wales and this has had an impact on the team’s ability to deliver the original Welsh work programme.</p>		

		<p>Questions raised in discussion by WPB were:-</p> <ul style="list-style-type: none"> - Board noted that last quarter team were under pressure and some work plan has fallen behind due to the additional work priorities and interim staffing arrangements, due to inability to recruit backfill role immediately - The WPB board asked if any assistance could be given to the Welsh Team through the GB workflow. Eg a defined piece of work. - Concerns were raised that the Welsh input into GB work was on hold due to EJ taking forward the Vision work. - New members have been recruited from the palliative care and vision engagement events and this has increased membership by 1.5% in one week in Wales. - Is there any flexibility within budget as things need to get back on track? No block on request for funding use any underspend on staffing. - Volume of GB work has increased across the organisation but we need to think what is deliverable at local level. - Wales’s team will deliver what is feasible and possible. - Backfill position did cause concern for the board as a risk – and if this was to happen again we will need to be mindful. There also appears to be a recruitment issue for pharmacist staff in Wales. IT was noted however, that there is benefit and it is a valuable experience working in a different office. - Welsh Vision could inform the RPS across GB – patient elements are the same and the quality of care is the same. 		
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<p>FIP Glasgow</p>		<p><u>FIP Glasgow</u></p> <p>MD advised that FIP was a successful conference with 72 new members signed up and noted that this was a well-run event and thanks should be given to the events team and staff who attended all worked really hard – There were 3250 delegates from 110 countries.</p> <p>WPB felt it is important to capture how much other countries value RPS and pharmacy on a global scene.</p> <p>The board discussed ways of assisting and attracting the younger pharmacist to attend and discussion was held around scholarships and bursaries for assistance with funding. It was also felt that there should be greater opportunity from Universities at early careers stage to send more students to this type of event. As RPS is one of the top contributors to FIP – should FIP make it free to students to attend?</p>		
<p>08 Chair's update</p>	<p>10.10WPB04</p>	<p>The Chair reiterated the success of FIP conference and commended its content and value. Video clips of the Finnish Community Pharmacy are available to share on Friday email.</p> <p>Other updates included:-</p> <ul style="list-style-type: none"> - Attended a Brexit NHS Confederation round table event as Chair of RPS Wales – FAQ summary is being developed – are there questions that RPS want to ask? 	<p>SST/ RG</p>	

		<p>Action 2. Develop questions from RPS to contribute towards the Brexit FAQ</p> <ul style="list-style-type: none"> - RPS and RCGP workgroup – front line staff were invited to look at how we better support in a MTD support and the report from the day will be shared when available. Other meetings attended:- - NCBF – Identifying where we can work better together across GB - WPP - a key meeting in Wales and where the Pharmacy Vision is being driven from. The Chair shared with the group the work of the Welsh Chief Pharmacy Group and Superintendents and board discussed if we could we do something similar on a Welsh basis 		
<p>09 Local Engagement</p>	<p>10.10WPB05</p>	<p><u>Local engagement update</u></p> <p>JW advised that the RPS local agenda had been refocussed due to the priority of National, Projects – eg Boots connect events, Revalidation events, wellbeing focus groups and meetings taking forward the Pharmacy Vision work plan.</p> <p>JW advised that the local coordinator vacancies had been advertised and the board noted the following:-</p> <ul style="list-style-type: none"> - Elen Haf Jones has been appointed as local co-ordinator for Goggled Cymru. 		

		<p>- Catherine Murray has been appointed as local coordinator for Cardiff and Vale</p> <p>- It was noted that there were no applications for Hywel Dda, and this vacancy would be re advertised – there is also a vacancy in Aneurin Bevan.</p> <p>In discussion the board expressed the following:-</p> <ul style="list-style-type: none"> - View that there is a common perception that RPS members don't feel that they are getting value for money and that we need to communicate more effectively. - Board discussed at the working day that it would be beneficial to conduct a review of the 1st year of local coordinators. JH agreed to undertake a review conducting exit interview with candidates' not in position now and interview those currently in post to see if there are lessons to be learned. - In terms of recruiting local coordinators it was noted that there are still issues around the processes and GDP and legal processes adding to the complexity. In Wales it is difficult finding venues for local events working within the RPS financial procedures. These risks need to be alleviated. <p><u>Wellbeing</u></p> <ul style="list-style-type: none"> - Wellbeing Survey Report was discussed and the board agreed that the survey results should be published. Next steps from the focus groups members are keen that we signpost to the appropriate body and there is a need to brand and use appropriate language. 		
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		<ul style="list-style-type: none"> - Board agreed that RPS should issue information for wellbeing Wednesdays - Can RPS learn from other professional organisations use Wales as a pilot? - Focus group will further explore ways to support members to improve their wellbeing - Wellbeing means different things to different people – good start need to let our members know – should this work plan be taken forward as a GB wide plan? - Is there scope to tap into our local connections for utilising the media for RPS wellbeing (eg along the lines of the week in week out programme around happiness which Mark Hodder presented). <p>Action 3– Undertake 1st year review of local co-ordinator and processes</p> <p>Action 4– Develop a communications plan for signposting information through a wellbeing Wednesdays and develop “what we did this month campaign” via social media.</p>	JH JM	
10. Policy Consultations Update	10.10WPB06	<p><u>Policy and Consultations update</u></p> <p>The board noted the update on consultation responses submitted by RPS since the June meeting. It was noted that the response to the role of the Consultant Pharmacist was not included in this update. This can be circulated through Friday email</p>		

<p>Palliative Care Update</p>	<p>10.10WPB06(A)</p>	<p><u>Palliative Care update on progress</u></p> <p>The board noted the significant meetings and events that had been held gathering information for the Palliative care end of life care document.</p> <p>The Swansea event which was a locally organised event was very successful. A good example of local engagement working really well.</p> <p>The board had seen the draft report at the working day and suggested some minor amendments.</p> <p>WPB approved signed off the Palliative Care recommendations in principle – taking account of the comments made during the working day.</p> <p>EJ advised that the Palliative Care Launch is scheduled at the Medicine Safety Conference on 22nd November 2018. The Event team are planning a reception and we will be inviting those who have contributed and shared their experiences to the event.</p> <p>The board discussed developing a patient friendly toolkit which is a valuable member resource – can this feed into internal support and engage with our local coordinators.</p>		
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<p>11. Board member updates</p>		<p><u>RD – Faculty and Education Board</u></p> <ul style="list-style-type: none"> - Progress of the work with UK Chief Pharmacists on the foundation programme - Consultant Pharmacist role – developing a paper - RPS support for Pharmacists revalidation - Education and Governance and Oversight Board set up and ToR agreed. This is the precursor to the UK Postgraduate Pharmacy Training Board 		

		<p>RD advised that he would circulate the full set of papers from the meeting to WPB.</p> <p>Further issues raised in discussion:-</p> <ul style="list-style-type: none"> - AS asked if any discussion was held at EGOB about Chief Pharmaceutical Officers in Wales’s offer of financial support - item was not raised or discussed. - Governance of projects RPS want to undertake – need to evaluate the cost to RPS and benefit to members. - <u>ChW - NWIS update</u> - Choose pharmacy (CP) has now been rolled out 92% of pharmacies across wales. - Medicine Transcribing Electronic Discharge (MTED) is being used in 5 organisations – 266 wards across Wales. - All pharmacies will be able to administer the influenza vaccination through CP. - A rich source of data is emerging and this could be captured for use in RPS advocacy work and is a good reference for the Vision work. <p><u>FMD</u></p> <ul style="list-style-type: none"> - Hospital system in wales – issue with the robots needs resolving. - Separate work stream invited Northern Ireland and Scotland – Planning another session in Wales 		
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		<p><u>RE – Finance and Remuneration</u></p> <p>Meeting next week.</p>		
<p>12. Key messages</p>		<p>Board discussed the key messages and that it would be good to get a new board member to convey the messages from the board meetings.</p> <p>Action 6 – Blog from a new board member conveying the key messages - JG agreed to write a blog –</p> <p>Palliative Care recommendations approved in principle and will be launching in November</p> <p>Vision work staff undertaking</p> <p>Wellbeing Survey and look out for wellbeing Wednesday</p>		

Action list for WPB Open Business Meeting 10.10.18

Action	Action By	Status
Action 1 - Response going out to public on behalf of RPS on cannabis update – Is there an offer for members - when the change in legislation has taken place, ensure that RPS Wales’s social media platforms promote the PJ’s information notices to pharmacists.	EJ	Pending and under review
Action 2. Develop questions from RPS to contribute towards the Brexit FAQ	MD/RG	Completed
Action 3 – Undertake 1st year review of local co-ordinator and the processes.	JH /JW	Ongoing
Action 4 – Develop communications plan for signposting for Wellbeing Wednesdays to include “what we did this month” via social media.	JM	Work has been refocussed due to the priority of National, Projects – eg Boots

		connect events, Revalidation events
Action 5 –Video clips be made to support the Palliative Care Document.	JM	Completed
Action 6 - Blog from a new board member conveying the key messages - JG agreed to write a blog:- Palliative Care recommendations approved and we will launching in November Pharmacy Vision work staff undertaking Wellbeing Survey and look out for wellbeing Wednesdays	JG	JG completed blogg Launched at the Medicine Safety Conference on 22 November 18