

ROYAL PHARMACEUTICAL SOCIETY

Welsh Pharmacy Board meeting 22 June 2021

OPEN BUSINESS

This meeting will be held virtually by using ZOOM.

OPEN BUSINESS AGENDA 22 June 2021 at– 9.20

| Item (approx. start time) | Subject | Purpose | Related papers/slides | Objective | Chair |
|---------------------------|---------------------------|--------------|---|--|--|
| 1 (9.00am) | Welcome | For noting | No paper/Verbal address | Welcome and introductions | Director for Wales |
| | Apologies | For noting | No paper/Verbal address | To note apologies | Director for Wales |
| 2 | Declarations of Interests | For noting | 21.06.WPB.02 | To note declarations of interest for Board members | Director for Wales |
| 3 | Election of Chair | For decision | Refer to amended Regulations Appendix E | To elect chair in accordance with the amended Regulations appendix E | Director for Wales / Alison Douglas/Mi Voice |
| 4. | Election of Vice Chair | For decision | Refer to amended Regulations | To elect vice chair in accordance amended Regulations appendix E | Alison Douglas/Mi |

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|--|--|--------------|---|--|-------|
| | | | Appendix E | | Voice |
| 5. | Appointment of 1 Welsh Pharmacy Board member to the Assembly | For decision | Refer to amended Regulations Appendix C | To appoint 1 Member of the WPB in accordance the amended Regulations Appendix C (NB Chair and Vice Chair will automatically be members of the Assembly) | Chair |
| 6. | Co-option of Hospital Vacancy unfilled at Election | For decision | | | Chair |
| | | | | • | Chair |
| RPS observers to leave the Zoom meeting | | | | | |

Welsh Pharmacy Board - Declarations of Interest

Ruth Mitchell

- Community Pharmacist, Pharmacy Operations and Leadership Manager Boots UK
- WCPPE trainer for advanced inhaler techniques
- Volunteer for Macmillan and Alzheimer's Society
- Member of Welsh Pharmacy Board, RPS
- Dementia Volunteer

Jamie Hayes

- Cardiff and Vale University Health Board
- Member of Welsh Pharmacy Board, RPS
- Honorary Senior Lecturer, fees from various academic institutions - Cardiff University and Keele University
- Director, Welsh Medicines Resource Centre (WeMeReC) and all Wales Therapeutic and Toxicology
- Centre (AWTTC) Director of JMH Collaborations Ltd
- All Wales Medicines Strategy Group, Steering Committee
- All Wales Prescribing Advisory Group (AWPAG)
- Steering Group, MSc in Therapeutics, School of Medicine, Cardiff University
- Consultancy fees for speaking, coaching, seminars and workshops and Business Development Sessions eg Walgreen Boots Alliance
- Consultancy fees for Business Development sessions
- Wife is Medical Director for Palliative Care at Marie Curie Hospice

Sudhir Sehrawat

- Pharmacist, Director and Superintendent Pharmacist at Clifton Ltd
- Director of Pharmacy Ltd
- Director of Medinote Limited
- Director of Pharmacity
- Member of Welsh Pharmacy Board, RPS
- Michelle Sehrawat (Spouse) –HEIW

Cheryl Way

- NHS Wales Informatics Service
- Chair, National Association of Women Pharmacists, Cardiff Branch since 2007

ROYAL PHARMACEUTICAL SOCIETY

- Member RPS Digital Forum
- Member Welsh Pharmacy Board, RPS
- Member, Pharmacy: Delivering a Healthier Wales Delivery Board

- Member, Welsh Government e-prescribing Expert Panel
- United Kingdom Clinical Pharmacy Association
- International Pharmaceutical Federation
- Guild of Healthcare Pharmacists
- UK Faculty of Clinical Informatics
- RPS Wales Board
- MRPSII

Richard Evans

- Self Employed Pharmacist
- Director of Llandysul and Pont Tyweli Ymlaen Cyf
- Member of Pharmacist Defence Association (RDA)
- Occasional Media work
- Member of PDA Union
- Member of PDA Union Executive Group

Dylan Jones

- Employed by Dudley Taylor Pharmacies Ltd – Welsh Contractual Manager.
- Pharmacy Manager DL and CV Jones (Agricultural business).
- Vice Chair of Governors Ysgol Trebomen.
- Governor at Ysgol Calon Cymru
- Independent CPW representative for Powys AWPAG.
- Deputy Member AWMSG.
- Member of Wales Board RPS.

Elanor Thomas

- Pharmacist Partner / Senior Practice Pharmacist (8C) The Ashgrove Surgery.
- Director Prescribing Matters Ltd
- Honorary Lecturer / IP tutor (Part time on a consultancy basis) Welsh School of Pharmacy, Cardiff University,
- Prescribing Adviser for Rhondda Cynon Taff Local Health Board (now trading as Cwm Taf Morgannwg UHB), Royal Glamorgan Hospital

Eleri Schiavone

ROYAL PHARMACEUTICAL SOCIETY

- Principle Pharmacist Patient Services: Princess of Wales Hospital, Cwm Taf Morgannwg
- Executive Board Member: Pharmacy Delivering a Healthier Wales
- Board Member: All Wales Quality & Patient Safety Board

Helen Davies

- Pharmacist Team Leader: Education, Training and Workforce Development, Primary Care Cwm Taf Morgannwg University Health Board, Royal Glamorgan hospital.
- Primary care representative on HEIW foundation work stream 2019 onwards
- Deputy CTM UHB representative for All Wales Prescribing Advisory Group (AWPAG) 2020 onwards

Gareth Hughes

- Superintendent Pharmacist A & JM Sheppard Ltd
- Member of the Royal Pharmaceutical Society
- Member of the Faculty of Clinical Informatics
- Primary Care Cluster Community Pharmacy Lead for Rhondda
- Member of Choose Pharmacy Clinical Reference Group
- Member of Digital Medicines Management Group
- Member of Community Pharmacy Microsoft Office 365 Project Board m
- Member of ePrescribing Expert Panel
- Member of Antimicrobial Stewardship Primary Care Work Stream (Cwm Taf Morgannwg UHB)
- Member of Medicines Support at Home (MS@H) Review Panel (Cwm Taf Morgannwg UHB)
- Member of Help Me Quit Task and Finish Group

APPENDIX E – PROCEDURE FOR THE ELECTION OF CHAIR AND VICE-CHAIR OF THE NATIONAL PHARMACY BOARDS – AMENDED PROCEDURE DURING COVID REMOTE MEETINGS 2021

The election of the Chair and Vice-Chair will be held biennially, entirely in public business, with the voting recorded, at the start of business at the first formal meeting of the Board following the annual election of members to fill vacant places in the requisite Chair/Vice Chair election year.

Each candidate standing for election as Chair or Vice-Chair shall make a declaration of interests at the time of her/his nomination.

The nomination and election procedures are set out below.

In the event that there is only one candidate nominated for any post, the Board will be asked to confirm that the person is duly elected.

The confirmation process shall be as per the process for confirming the second year of a term of office outlined at 7.5.4 in the Regulations.

The voting shall be reported to the Board and recorded in the minutes.

Once the elections have been completed, the names of the candidates, the names of the newly-elected Chair and Vice-Chair and the address submitted by the newly-elected Chair will be published.

Nominees do not need to be personally present at the meeting.

~~The use of mobile devices and/or laptops will not be permitted at the meeting for the duration of the election process.~~

1 Chair

- 1.1 Candidates for the position of Chair should be nominated by a Board member and seconded by another Board member. All nominations must be received in writing by the Board's Secretary at least 11 calendar days before the Board meeting at which the election is to take place, with a 12 noon deadline. The specific deadline for nominations in a given year will be communicated to Board members by the Board's Secretary.
- 1.2 Candidates for the position of Chair are required to produce an address of up to 1,000 words outlining how they meet the job requirements and setting out their vision and objectives. This must be received by the deadline specified for nominations. The address must be in plain text and not include any photos, images, graphics, website addresses or urls.
- 1.3 The names of those nominated and the names of the nominators will be circulated with the text of addresses to reach Board members by one week before the Board meeting.
- 1.4 The content of the addresses will be confidential to the Board until after the election has taken place.
- 1.5 The Board's Director will take the chair for the election of the Chair. Voting will follow the procedure set out below.
- 1.6 The Society's Legal Counsel or another appropriate member of staff will be present at the meeting to provide clarity on any part of the process if necessary.
- 1.7 The newly-elected Chair may make a short statement following election.
- 1.8 The name of the newly-elected Chair, the address submitted and the names of all nominees will be circulated to the pharmacy press.

2 Voting procedure

- 2.1 ~~A blank ballot paper will be distributed to each Board member present, (English and Welsh Pharmacy Boards only: the Chair will cast an additional 'casting' vote when there are only two candidates remaining which will be used at stage 2.6 below). Only those Board members present at the meeting are entitled to vote and proxy votes are not permitted.~~

Voting will be by a secret ballot at the meeting of those members who are entitled to vote and shall be undertaken via the process and platform provided by the external scrutineer. Only those Board members present at the meeting are entitled to vote and proxy votes are not permitted.

- 2.2 The Board's Director will read the names of the candidates and invite each Board member present to ~~write the name of his/her preferred candidate on the ballot paper. The papers will then be collected.~~cast their vote.
- 2.3 If one candidate has received the majority of the total votes cast, that person will be deemed to have been elected to the position concerned.
- 2.4 In the event that no candidate receives a majority of all votes cast in the first ballot, the candidate receiving the lowest number of votes in that ballot will be eliminated and the procedure set out in 2.2 – 2.4 above will be repeated. This procedure will be repeated until one candidate receives the majority of all votes cast.
- 2.5 If, in any ballot in which one candidate does not receive a majority of all votes cast, two or more candidates tie with the lowest number of votes, a separate ballot involving only those candidates will be held under the procedure set out in 2.2 and 2.3 above to decide which of these candidates is to be eliminated.
- 2.6 ~~If, when there are only two candidates for a post, there is a tie in the ballot the Country Director will know which voting paper has been cast by the Chair as the 'casting vote' and will use this at this point. The Chair will then receive the name of the successful candidate only (no details of the number of votes will be given).~~
- 2.7 ~~Scottish Board only:~~ If there is still a tie after this second ballot, the Board meeting will be adjourned for five minutes and, on its resumption, nominations for the post concerned will again be called for. The procedure set out in paragraphs 3.2 and 3.3 above, as appropriate, will then be followed.

3 Vice-Chair

- 3.1 The newly-elected Chair, if present, will take the chair otherwise the Director of the Board will take the Chair. At the Chair's discretion, there may be a break of up to 15 minutes before nominations are invited for the position of Vice-Chair.
- 3.2 Candidates for the position of Vice-Chair may be nominated by themselves or by another Board member and should be seconded by another Board member. Nominations may be made in advance of the meeting or at the meeting. There will be no supporting speeches for this position. **(English and Welsh Pharmacy Boards only:** The Chair is not allowed to nominate or propose a vice chair).
- 3.3 Voting will follow the procedure set out for the Chair above.
- 3.4 The newly-elected Vice-Chair may make a short statement following election.

Commented [AD1]: This section will need to be looked out by EPB/WPB outwith the process for 2021 – it is actually in-operable in that it gives the Chair a casting vote in an election where there is no Chair in place! Not sure how/when this first came to have been included. We will therefore use the process in place for the SPB (this is also the process used in the President/Treasurer election)

- 3.5 The name of the newly-elected Vice-Chair and the names of all nominees will be circulated to the pharmacy press.

