

SCOTTISH PHARMACY BOARD MEETING

Minutes of the meeting held on Wednesday 24 June 2020, by Zoom.

Present

Mr Brian Addison (BAd)	Mrs Kathleen Cowle (KC)
Mr Ewan Black (EB)	Alasdair Macintyre (AM)
Dr Anne Boyter (ACB)	Dr John McAnaw
Mr Jonathan Burton (JB) (Chair)	Dr Ailsa Power (AP)
Miss Tamara Cairney (TC)	Mrs Deborah Stafford (DS)
Mr Andrew Carruthers (AC)	

In attendance:

Aileen Bryson (ABr), Deputy Director and Scottish Practice and Policy Lead, Alex MacKinnon (AMK), Director for Scotland, Annamarie McGregor (AMcG), Head of RPS Local (GB), Helen Reilly (HR), Head of External Relations, Carolyn Rattray (CR), Business Manager, Paul Bennett (PB), Chief Executive, Hanna Jenvey, CRT Programme Lead, Gail Fleming (GF), Director of Education and Professional Development, Ravi Sharma (RS), Director for England and Sandra Gidley (SG), RPS President

20/06/01.	Welcome and introductions	
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	The Chair welcomed everyone to the meeting extending a special welcome to RPS President, Sandra Gidley (SG), Paul Bennett (PB), Chief Executive, Robbie Turner, (RT), Director of Pharmacy & Member Experience and Corrinne Burns (CB) PJ Publisher.	
20/06/02.	Apologies Apologies were received from Anne Boyter (ACB); ACB indicated that she would try to join the meeting later.	
20/06/03.	Declarations of interest Amendments to declarations of interest were received prior to the meeting from Kathleen Cowle and Andrew Carruthers, John McAnaw and Alasdair Macintyre. CR to update the SPB declarations of interests document.	CR
20/06/04.	Minutes of the SPB Formal Business meeting held on Wednesday 29 April 2020. The Scottish Pharmacy Board accepted as a true and accurate record the minutes of the formal SPB meeting held on Wednesday 29 April 2020. approved by Ewan Black and seconded by Ailsa Power.	
20/06/05.	Actions Log (20.06/SPB/05) There were no outstanding actions from the minutes of the SPB Formal Business meeting held on Wednesday 29 April 2020.	
20/06/06C.	P&ME Membership Update Robbie Turner (RT), Director of Pharmacy and Member Experience, provided an update on activities pertaining to Membership recruitment and retention. It was noted that all activities had been paused	

	<p>during the pandemic to allow focus to be on supporting pharmacists (both members and non-members) to provide the best possible care for patients.</p> <p>The original COVID Programme has now been wound down; it has been replaced by the COVID-19 Response Team which has been established to take forward this work stream and to be able to respond appropriately and dynamically to the evolving COVID-19 environment.</p> <p>Business critical activities have now resumed and a particular focus, for the next three months, will be to develop an offer for Early Careers Pharmacists, pre-registration trainees and provisionally registered pharmacists. Hanna Jenvey will be leading this workstream, which is 'moving at pace', NPBs will be sent weekly email updates which BMs are invited to feedback on. This is a new more agile way of working which will promote a more dynamic approach. A discussion took place around membership.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>The Pharmacy & Member Experience Membership update. (Paper: 20/06/SPBC/06(i)).</p> <p><u>Science and Research Report.</u></p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>The Science and Research Report. (20.06/SPBC/06(ii)).</p>	
20/06/07.	<p>RPS Summit</p> <p>Robbie Turner (RT) provided a verbal report on the recent RPS Summit: "Moving Pharmacy Forward with Purpose and Pace", held on 9 June 2020. The RPS President (SG) chaired the event, the purpose of which was to explore and plan, with key stakeholders in pharmacy, how best to represent the profession of pharmacy as a result of COVID-19. In order to inform the Summit, a Facebook Live event was held on 22 May; this was led by SG and the NPB Chairs and was followed by a survey to</p>	

	<p>members: 'Pharmacy in a COVID-19 world'. The survey was well received with three clear themes coming out of it:</p> <ul style="list-style-type: none"> • Recognition • Efficient ways of working • Digital and Technology <p>These themes were then used to inform the discussions at the Summit. Notes from the Summit have now been circulated to participants and the next steps will be to share the outputs from the Summit and engage with members at national RPS Local Zoom events. Although the RPS Local events will be 'member only', non-members were given the opportunity to complete the survey in the early stages of this process and so will have been able to influence. Not only will the outputs inform RPS policy but will be instrumental in the development of the Scottish and Welsh Manifestos for the 2021 parliamentary elections.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>the key points from the discussions held at the RPS Summit: "Moving Pharmacy Forward with Purpose and Pace", held on 9 June 2020 and next steps.</p>	
20/06/08.	<p>COVID and the new normal</p> <p>Robbie Turner (RT) provided some context to this agenda item: 20.06/SPB/08. A review of the COVID programme has been conducted which covered the programmatic operational model adopted by the PLB to meet member needs, the key achievements and outputs of the programme and workstreams and also next steps, now that the formal programme has been closed. Although the formal programme has been closed, Board members were reassured that work would continue to support members and the profession to provide safe and effective pharmaceutical care to patients during the pandemic via a COVID Response Team (CRT). Although the CRT will be less formal in its approach and will not have the same amount of resource; it will work along similar lines as the original programme. The need to resume business critical activities has been recognised and so resource will be split between both of these areas. The CRT team will be led by Elen Jones (EJ), Director for Wales and Ravi Sharma (RS),</p>	

	<p>Director for England. It is expected that this next phase of working will run for at least the next three months.</p> <p>A discussion followed around the effectiveness and achievements of the COVID –19 programme and what had been achieved over the previous three months of the pandemic. The Chair noted that with the Society working in such a different way that it was an opportunity for the Board to do the same. JB to draft a paper which he will share with Board Members for comment and input.</p> <p>The Scottish Pharmacy Board</p> <p>noted</p> <p>The RPS response to the pandemic: the COVID-19 programme and the 'new normal'.</p> <p>Action: JB to draft a paper re: new ways of working for the Scottish Pharmacy Board. Board members will be asked to comment and input into the paper.</p>	JB/BMs
20/06/09C.	<p>The New Normal for RPS</p> <p>Robbie Turner (RT), Director of Pharmacy & Member Experience, updated the Scottish Pharmacy Board on plans for the 'new normal' for RPS. Alongside the COVID Response Team activities and the Early Careers Programme, business critical activities are to resume. Business critical activities include, but are not restricted to:</p> <ul style="list-style-type: none"> • Manifestos for the Scottish and Welsh 2021 parliamentary elections • Inclusion and Diversity deliverables • Mental Health and Wellbeing • Inclusion and Diversity • GB policy work including supervision <p>There was support for the proposed activities but Board members were mindful that COVID is still very much present and is likely to remain so for the foreseeable future.</p> <p><u>Early Careers Programme (ECP)</u></p>	

	<p>Hanna Jenvey (HJ), ECP Programme manager, updated the board on progress to date. Weekly updates are sent to Board members on the work of the programme and board member feedback is valued.</p> <p>The team are currently focussing on intelligence gathering (Stage 1) using many channels to gather this information. This work is essential in understanding the problems before trying to find solutions. The next phase of the work will be to work on key deliverables. The programme is moving at pace and the weekly updates will be the latest news. Feedback on progress from Board members will be welcomed</p> <p><u>Mental Health and Wellbeing (20.06/SPBC/09(ii)).</u> Board Members were asked to approve the development of an RPS Policy position on the professional's role in supporting the public's wellbeing and mental health during and post COVID-19. A policy position will be developed in July and would outline how the expert skills and accessibility of pharmacists can increase patient access to wellbeing support and mental health care during and post the COVID-19 pandemic. AMK noted that this workstream had always been included in the RPS business plan but that the COVID pandemic had made it even more pertinent. As with the COVID-19 programme, activities will be across teams whilst being led by the Welsh Directorate. Once a policy position has been finalised, the Society will advocate for this role to be adopted by pharmacists.</p> <p>AMK asked for two volunteers from the Board to support this workstream – Kathleen Cowle and Ailsa Power volunteered to support the mental health and wellbeing workstream.</p> <p>The Scottish Pharmacy Board</p> <p>supported</p> <p>the development of mental health and well-being policy position. (Item: 20.06/SPBC/09(ii))</p> <p><u>Manifestos for Scottish and Welsh Parliamentary elections 2021.</u> Scotland to develop its manifesto and Wales to update its existing manifesto. Both manifestos will need to reflect the changed landscape that the COVID-19 pandemic has created.</p> <p><u>Inclusion & Diversity</u> This workstream will be covered in any other competent business by Amandeep Doll, Inclusion & Diversity Coordinator. The RPS Inclusion & Diversity Strategy was launched on Monday 22 June and</p>	
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	<p>was followed by a Facebook Live event, It was noted that this workstream was included in the original Business Plan pre-COVID-19.</p> <p><u>Supervision.</u> Going forward this workstream will be progressed by the English and Welsh Policy Leads.</p> <p>Board members were advised that the development of policy asks will focus on three key themes:</p> <ul style="list-style-type: none"> • Recognition of profession • Efficient ways of working • Digital and technology <p>Board members were asked two questions:</p> <ul style="list-style-type: none"> • Do you agree with the key themes from survey and summit and what would you see as tangible asks/work around these? • Do you agree with the key areas? Have we missed any areas? What would you see as the tangible asks/work in these areas? <p>A discussion followed around priorities and Board members were invited to feedback thoughts and suggestions, taking into account the RPS COVID-19 Policy Asks document.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">noted</p> <p>the update on the new normal for RPS.</p>	
<p>20/06/10C.</p>	<p>Education and Professional Development (E&PD) update</p> <p>Conflicts of interest: Brian Addison, Anne Boyter and Ailsa Power.</p> <p>Gail Fleming (GF), Director for Education and Professional Development provided an update on activities pertaining to education and professional development. For the previous three months, the</p>	

	<p>E&PD department has paused its business plan and focussed on the delivery of the COVID-19 programme. Although an element of this work will continue, business critical activities will now be prioritised.</p> <p>The Scottish Pharmacy Board (SPB) was asked its view on the proposals. Board members considered the proposals and were ‘cautiously supportive of the principles.’</p> <p>GF advised BMs that a new e-portfolio has been commissioned and will be a ‘top priority’, supporting the credentialling strategy. This is scheduled to be launched at the end of July/beginning of August 2020.</p> <p>Board Members were encouraged, in the spirit of the new way of working, to feedback to GF ‘as well as and as quickly as possible’.</p> <p>The Scottish Pharmacy Board</p> <p style="text-align: center;">noted</p> <ul style="list-style-type: none"> ▪ Education and Professional Development update (20.06/SPBC/10(i)) ▪ Pharmacy Education Reform proposal paper to the UK Pharmacy Education Governance Oversight Board (EGOB) (20.06/SPB/10(ii)) ▪ Appendix (English CPhO’s proposal) - Responding to the pandemic and its aftermath: Structured education and training reform for pharmacists. <p>Action: Feedback SPB Deliberations on proposals to Director for Education and Professional Development.</p>	<p>AMK/GF</p>
<p>20/06/11</p>	<p>Key messages</p> <ul style="list-style-type: none"> • Tribute to Alex MacKinnon, Director for Scotland and Aileen Bryson, Scottish Practice & Policy Lead • Mental Health and Wellbeing 	

	<ul style="list-style-type: none"> • Learning from the positives – ways of working during the COVID-19 pandemic. RPS Local events providing an opportunity for members to feed in re: policy asks. • Inclusion and Diversity strategy and the desire to drive this agenda forward, would welcome input from members and the sharing of their experiences. <p>Action: HR to put the key messages together and then a Board member(s) to video these to be shared on social media.</p>	
<p>20/06/12.</p>	<p>Any other competent business</p> <p><u>Inclusion and Diversity (I & D).</u></p> <p>In 2019, an internal working group was established led by an independent chair, a survey was produced for the membership, followed by events across GB to determine what was most important to members. The results of the survey showed that key priority areas for the membership were disability, age and race issues with disability and maternity issues, in particular, being highlighted as perceived barriers to employment. These priorities and barriers were established pre-COVID and have changed since as it has become clear that COVID has had a disproportionate effect on the BAME communities; also, the 'Black Lives Matter' movement has revealed systematic discrimination and so priorities have moved. The RPS I & D Strategy was launched on 22 June; it focuses on three strategic tenets:</p> <ul style="list-style-type: none"> • Creating a culture of belonging • Being a champion of inclusive leadership • Challenging inclusion and diversity barriers <p>It is a five-year strategy and the next step is to establish an action group which will be fully inclusive and will extend beyond the RPS membership. As part of the ethos of I & D, the RPS published its gender and ethnicity pay gap on Friday 19 June. Another area for consideration will be to look at the diversity of the NPBs.</p> <p>There were no questions and so JB thanked AD for her update.</p> <p>Recruitment.</p>	

	<p>The Chair reassured BMs that now that business-critical activities are starting again, recruitment for the posts of Director for Scotland and Scottish Practice and Policy Lead has resumed.</p> <p>Alex paid tribute to Aileen for her exemplary contribution to the team, the organisation and to himself personally. AMK then went on to thank the Board for its support over his tenure as Director.</p> <p>Aileen echoed Alex's sentiments; she thanked the team and the Board; expressing that it had been 'a pleasure and a privilege'.</p> <p>JB thanked both Aileen and Alex for their support of him, as Chair, and wished them well in their respective retirements.</p>	
20/06/13.	Dates of next SPB meeting SPB Board Day: Wednesday 5 October 2020	

The meeting closed at: 17:00