

Minutes of Assembly Meeting held on 16th March 2022 – via VC

Present: Claire Anderson (CA) - Chair, Martin Astbury (MA), Sibby Buckle (SB), Andrew Carruthers (AC), Kathleen Cowle (CW), Thorrhun Govind (TG), Mike Hannay (MH), Alisdair Jones (AJ), John Marriott (JM), Tase Oputu (TO), Lynne Smith (LS), Cheryl Way (CW), Andre Yeung (AY)

In attendance: Paul Bennett (PB), Karen Baxter (KB), Helen Gray (HG), Rick Russell (RR), Vicky Taylor (VT), Ravi Sharma (RS), Elen Jones (EJ), Clare Morrison (CM), Alison Douglas (AD), Corrinne Burns (CB), Aman Doll (ADoll) – Item 13 only

Observers: 10 Members registered to observe the meeting

Apologies: None

Item	Paper	Notes and actions	Action by
Item 01 Welcome & Apologies		CA welcomed all to the meeting. There were no apologies. Noted that Ruth Mitchell was having technical issues and would join the meeting as soon as possible.	
Item 02 Code of Conduct & Remit of Assembly	22/03/ASB/02	The Code of Conduct and remit of Assembly were noted.	
Item 03 Declarations of Interest	22/03/ASB/03	Declarations from all members were noted. CW advised that she was no longer a member of UKCPA.	

Item 04 Minutes of last meeting	22/03/ASB/04	The minutes of the meetings held on 16 th & 17 th November were agreed as a true and accurate record.	
Item 05 Matters Arising		<p>a) ESG Following the decision taken at the last Assembly meeting RR reported on progress to divest from investment in fossil fuels. The segregated Ruffer fund has already enabled the Society to apply criteria to immediately disinvest from these areas but the smaller fund held with L&G, which is not as segregated, doesn't allow for this level of specification. L&G are, however, currently moving to create two new funds (bonds and equities) which will be disinvested and the Finance & Investment Committee agreed the Society should move its funds into these.</p> <p>b) Panel of Fellows Following the change in membership of both the Panel of Fellows and the Membership Committee, all members of both bodies were asked to provide voluntary EDI data. This exercise has not yet concluded but once it has the data will be circulated to Assembly.</p> <p>ACTION – ADoll</p>	ADoll
Item 06 National Boards	22/03/ASB/06	The latest update was noted.	
Item 07 President's Report	22/03/ASB/07	The latest report from the President was noted.	
Item 08 Treasurer's Report	22/03/ASB/08	The latest report from the Treasurer was noted.	
Item 09 Chief Executive's Report		<p>a) Executive Team PB noted that there had been commentary recently on various social media channels referencing the possible re-structure of the Executive Team within the Society. This speculation would have been harmful to the individuals involved in what is a private and confidential matter and also to the wider RPS staff who were working extremely hard to deliver on the RPS mission, vision and strategy. The commentary had also not been accurate and, consequently, the Society had made two public statements to clarify the situation. It would not possible to comment further on the matter as the consultation process with the individuals</p>	

		<p>concerned must remain private and confidential. Once any final decision was reached an announcement would be made as appropriate.</p> <p>In the interim, PB strongly re-affirmed the RPS's commitment to its education agenda and he noted the Society would be further investing into this area which was a primary strand of the 2021-26 Strategy.</p> <p>b) 66ES Following a significant gas leak at 66ES recently, the road outside the building had to be closed by Transport for London to allow the gas company to carry out extensive repairs. PB confirmed there had been no harm caused to staff or the building thanks to the prompt action taken by the on-site Facilities Team who were thanked for their swift response. He also confirmed there had been minimum disruption to operations.</p> <p>The Executive team are currently considering options to best re-configure and rejuvenate the ground, 3rd and 4th floors at East Smithfield and were looking forward to being able to re-open fully to members and the public once any necessary on-site work had been completed.</p> <p>c) Ukraine Following the devastating events in Ukraine, the Society had made a public statement on supporting the efforts of health professionals there by making Medicines Complete and other Society publications free for them to use. In addition, the Society was also working with other organisations to support their efforts and further details were available on the website along with additional information on the work of Medicines Sans Frontier and Research4Life.</p> <p>d) FIC Following the adoption of amended terms of reference at the November Assembly meeting, two new external financial experts have now been appointed to the Finance & Investment Committee and the team were now looking to appoint an additional external expert to the Audit & Risk Committee.</p> <p>e) Chief Technology Officer Recruitment to the CTO role has been ongoing following the departure of Jeremy MacDonald and PB hoped to be able to make a more public statement on this as early as next week.</p> <p>f) Chief Scientist Recruitment to this role is also ongoing with a closing date for applications of 21st March. Any individuals interested in potentially applying were encouraged to visit the Saxton Bampfylde website for details.</p> <p>The Society continued to work in partnership with the newly appointed CPhO in England, PSNC Chief Executive and GPhC Chair, with meetings scheduled with all three.</p>	
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<p>Item 10 Education &</p>		<p>[Secretary’s Note: the narrative for this item on the agenda should read ‘to note the minutes of the Education & Standards Committee meeting held on 3rd March’. The minutes of the meeting on 3rd March</p>	

Professional Development		were not yet completed by the time of this Assembly meeting and will therefore be included in the open papers for the July Assembly meeting.] ACTION – AD	AD
Item 11 Science & Research	22/03/ASB/11	Minutes of the meeting held on 10 th February were noted.	
Item 12 2022 Events	22/03/ASB/12	The calendar of dates for events planned for the coming year was noted.	
Item 14 Climate Change	22/03/ASB/14	<p>This item was brought forward on the agenda.</p> <p>The latest update on Climate Change activities was noted, in particular:</p> <ul style="list-style-type: none"> • RPS is now a full member of UK Health Alliance on Climate Change, joining other membership organisations and Royal Colleges and opening up the opportunity to work more closely with them in this area. EJ now attended first operational meeting and will have the ability going forward to input information on which areas the Society might want the Alliance to prioritise & will be providing regular updates to Assembly. Noted that CA also represented the Society on the Alliance’s governing Council. • working with Natural Resources Wales to discuss pharmaceutical pollution in water • Environmental Impact Policy welcomed by Science & Research Committee who want to collaborate further and prioritise going forward • working with NHS(E) on creating a pledge on climate action • collaborating with ABPI and pharmaceutical industry • meeting with government and opposition members across all three countries (eg Wales Future Generations Commissioner to discuss policy recommendations) <p>EJ was commended for her work in this area. CM added that the Society had recently met with the Green Party spokesperson in Scotland who will be raising questions on RPS’s behalf in parliament there.</p> <p>MH noted that although ABPI members made up around 10% of medicines manufactured in the UK, thought must also be given to the production of generics which, in effect, resulted in ‘exporting’ pollution to other countries.</p>	

		<p>TO felt that, with such a broad agenda, thought should potentially be given to creating a strategy to sit alongside the new policy which would better help Assembly to monitor and track progress against its objectives.</p> <p>EJ noted that teams do already have various business plans that sit behind the related workstreams for this area. These were still quite fluid at present as the Society continued to explore all opportunities but she would be happy to share with Assembly members. She confirmed that the current budget for this area was £5k and that she would be able to provide more concrete feedback on the benefits of work in this area as part of the standing item at Assembly.</p> <p>PB added that RR was looking at current reporting capabilities across the business as a whole to better create easily accessible performance monitoring resources such as the dashboards.</p>	
Item 13 Inclusion & Diversity	22/03/ASB/13	<p>ADoll joined the meeting for this item and the latest I&D update was noted, in particular:</p> <ul style="list-style-type: none"> • Equality Impact Assessments now introduced for all new products to ensure not inadvertently discriminating or putting up unnecessary barriers • ensured previous EQIA findings taken into account • products will be reviewed annually <p>ADoll was commended for her work in this area.</p> <p>AY noted the intent to develop an I&D dashboard and felt this would be quite challenging to establish. A Doll replied that she intended to use findings from a number of sources (focus groups, questionnaires etc), as well as existing data, which would then be brought together in one place. RS added that this formed part of a wider advocacy measuring exercise which would look at the impact of the organisation over all in terms of which products and services members and non-members interacted with.</p>	
Item 15 Museum Collection		This item was deferred to the July Assembly meeting.	
Item 16 Any Other Business		None.	
Dates of Next Meeting		The date of the Assembly Induction Day 19 th July and Assembly Meeting 20 th July 2022 were noted.	

ACTION SHEET – Assembly Meeting 16th March OPEN BUSINESS

Item	Action	Who by	When
Item 05(b) I&D	I&D data for new Panel of Fellows/Membership Committee to be circulated to Assembly	ADoll	When collection of data completed
Item 09(f) Governance	Possible ways to better explain structure and provide updates on organisational governance to be explored	PB	As soon as possible
Item 10 ESC	Minutes of March ESC meeting to be included in July Assembly open papers	AD	July