

Minutes of Welsh Pharmacy Board Meeting held on Wednesday 20th June 2018 – Open Business

Present Welsh Pharmacy Board:- Suzanne Scott-Thomas (Chair); Paul Harris (PH), Vice 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)

In Attendance Mair Davies (MD), Director for Wales; Cath Ward (CW) Business Manager; Elen Jones (EJ), Interim Director for Wales and Principal Policy Lead; Ross Gregory (RG), Head of External Relations and Public Affairs; Jodie Williamson (JW), Membership Engagement and Communications Managers; Corrine Burns (CB) PJ Correspondent, Paul Bennett Chief Executive (PB);

Apologies: Rob Davies (RD);

Item number and heading	Related paper/s	Notes and actions	Action by
01 Welcome & Introduction		The Chair welcomed WPB members, the CEO and staff to the meeting. Special thanks were given to Phil Parry and Fiona Jones previous board members, and the Chair asked for an official letter of thanks from the board to be issued to them both. New board members Jodie Gwenter and Dylan Thomas were welcomed to their first Welsh Pharmacy Board meeting. The Chair also advised that Suha Alluka PhD student from Nottingham would be observing the work of the WPB	CW
02 Apologies for absence		Apologies were received from RD and the Board congratulated him on his amazing efforts in South Africa.	
03 Declaration of Interest (DoI)		The WPB noted and were reminded that they should send any amendments to their Declarations of Interest to CW. New board members requested that the form be sent to them. A1 Declarations of Interest form to be sent to new board members via Friday email.	CW

<p>04 New Regulations</p>		<p>The Welsh Pharmacy Board noted for the record of the minutes the new regulations, which replace the old regulations and accompanying schedules and governance handbook.</p>	
<p>05 Minutes of the Open Business meeting held on 18th April 2018</p>	<p>20.06WPB01</p>	<p>The Welsh Pharmacy Board received and approved the minutes of the open business meeting held on 18th April as a true record of proceedings, save for the following amendment of accuracy noted on Page 7 – Piloting 11 sites one in each health board for the emergency medicine supply (EMS) module with access to Welsh General Practice Records (WGPR).</p> <p>A2 – Amend minutes of the 18th April meeting to reflect - Piloting 11 sites one in each health board for the emergency medicine supply (EMS) module with access to WGPR.</p>	<p>CW</p>
<p>06 Matters Arising</p>	<p>20.06WPB01</p>	<p>Cannabis update - PB advised that a short policy statement had been issued to stakeholders from RPS in support of rescheduling cannabis from schedule 1 to schedule 2 of the Misuse of Drugs Regulations 2001. The policy statement explains that the step is necessary to further enable research for medicinal and therapeutic uses.</p> <p>Team to explore options for communications to members –progress has been stopped due to GDPR</p> <p>Election debrief Welsh issues - Election debrief has not been held yet- JG, DJ and CW to provide feedback on the process in readiness for the meeting.</p> <p>Board to examine OPP ahead of next meeting - The board discussed the merit of looking at board papers, enabling them to formulate responses and make decisions ahead of meetings. Board agreed that it would be beneficial to move the scheduled</p>	

		<p>WPB working day from 12th Sept to just before board meeting on 9th and 10th Oct. This day could be spent running through the papers for the board meeting.</p> <p>Letter of thanks to be sent to Alan Hughes North Wales - Completed</p> <p>Education and Workforce update - MD to provide an update as an agenda item</p> <p>GDPR Guidance – guidance training had been completed by all board members at the WPB working day.</p> <p>WPB raised the following questions in discussion:-</p> <ul style="list-style-type: none"> - WPB asked for a progress report on the backfill Policy post – EJ advised that the post had been filled but that there was no update on start date as yet. It has been agreed that initial working hours had been extended to allow for catch up on backlog of work. - WPB noted the announcement that Gail Fleming, the new Director for Education starts on September 11th and that there would be a hand over period. MD would return to Director Wales at that time. 	
<p>07 Welsh Directorate Update</p> <p>OPP Q2</p> <p>Director’s remarks</p>	<p>20.06WPB02</p>	<p>Board noted the Welsh Directorate Update and the operation plan Q2 progress. It was also noted that the progress report reflected 7 weeks activity since the April meeting.</p> <p>Issues arising in discussion were:-</p> <ul style="list-style-type: none"> - Board noted that as JG was successful in the WPB election there is a vacancy in Morgannwg LPF which needs to be filled. Also North Wales have decided they would like to use the same model as the rest of Wales. Team will be recruiting, 	

		<p>but there is also a need to consider how the board have more involvement with local engagement.</p> <ul style="list-style-type: none"> - Board discussed how they can support co- coordinators on Local Engagement and notably the key actions from <i>A Healthier Wales: a plan for Health and Social Care</i>. Regional Partnership Boards will be the key driver of change in health and social care at regional level, and clusters will continue to develop models of seamless local partnership working. 	
08 Chair's Report	Verbal	<p>The Chair provided a verbal update as follows:-</p> <p>Board noted that the Chair had attended National Board Chairs Forum and there were no key issues to report from that meeting. She had attended the Welsh Pharmacy Partnership on behalf of RPS with the WCPP, Chair and Vice Chair of Welsh Pharmacy Committee, All Wales Chief Pharmacists, ABTUC, Andrew Evans CPO and CEO and Chair of Community Pharmacy Wales. It was noted that the Partnership is very keen to communicate information, and issue a newsletter for all stakeholders across Wales.</p> <p>Questions raised in discussion:-</p> <ul style="list-style-type: none"> - Following discussion about GDPR and sharing information, the board asked if the timeframe for them to be able to use Box could be accelerated. - MD advised that the RPS wanted to ensure that Box works for the staff in the first instance and it was planned that board members will receive all papers via Box at the end of Q3. <p>A3 - MD to share outcomes of the WPP meeting and newsletter in Friday email.</p>	MD TEAM

		A4- Team to explore the possibility of accelerating the timeframe for board members to use Box	
09 Local Engagement Update	20.06.WPB04	<p>The board noted the local engagement paper and the position of vacancies as follows:-</p> <p>RPS Gogledd Cymru - held their AGM on Monday 9 April. During the meeting they voted to appoint a Local Coordinator for the area to bring them in line with the other RPS Locals in Wales.</p> <p>Morgannwg – Local Coordinator post vacant due to Jodie Gwenter being successful at the WPB Elections.</p> <p>Cardiff and Vale - Local Coordinator post was vacant due to current post holder leaving the area.</p> <p>WPB agreed that in those areas where Local Coordinators were still in place, arrangements should carry on. New Local Coordinators would be given a 2 year tenure of office. This would ensure that there is a rolling programme to prevent them all leaving at the same time. It was also suggested that a RAG rating system would be beneficial. This will help prioritise and ensure that support could be provided where necessary. It was also noted that if there was a co-ordinator already in place and wanted to change area that would be an option.</p> <p>Other questions raised in discussion were:-</p> <ul style="list-style-type: none"> - Board asked how feedback is gathered from delegates who attend the events – and were advised that feedback forms are used at the end of the events, and to date all events have been marked on average 8:10 	

		<ul style="list-style-type: none"> - Board commented that RPS appears to be disconnected with members and Communications do not appear to be working. Some board members expressed concerns that there were issues around updating their preferences, and even though they were correct, they are not receiving emails. PB suggested that Head of Communications should take this issue forward. <p>A5– Head of Communications to take this issue forward - link with PJ – email issue action PB</p> <p>PB commented that the board should celebrate the success of the work that the team have achieved in connecting with members in Wales. It was noted that the Welsh model is seen to be very successful in the context of the ability to engage with our members. He also expressed a view that it would be good to instil this connectivity across the rest of RPS.</p> <p>The Board were reminded that the deadline for the submission of posters the Research Symposium had been extended and that 40 people have signed up to attend.</p>	
10. Policy Update	20.06.WPB05	<p>The Board noted the update on Policy and consultations highlights as follows:-</p> <ul style="list-style-type: none"> - Care Home Policy work stream update - Independent Prescribing Policy - Palliative Care Policy update - Other notable policy issues/meetings 	

<p>11 Public Affairs Update</p>	<p>20.06.WPB06</p>	<p>RG provided an update on Public Affairs activity in Wales and asked the Board to agree proposals for influence tracking and political leadership training on three issues as follows:-</p> <ol style="list-style-type: none"> 1. Consider and agree on one further board member to join the Public Affairs Steering Group 2. Nominate four board members to attend political leadership training 3. Consider and agree a proposal for tracking the political influences of RPS Wales <p>JG expressed an interest in joining the steering group and this was accepted by the board.</p> <p>Board noted that the political leadership training was very positive. Four board members have been offered the opportunity to attend the political leadership training on 23rd October 2018. RM, SST, JG, DJ and MC expressed an interest in attending.</p> <p>Board also requested Media Training and Ross Gregory advised that there was an annual rolling training programme was in place, details of which would be covered under the communication agenda item.</p> <p>Proposal for tracking RPS political influence Board Members noted that the Public Affairs Steering Group discussed the potential benefits of contracting an enhanced survey from Ipsos MORI. The Steering Group expressed caution about increasing costs on the survey but agreed a qualitative analysis may be helpful to guide future influencing strategies.</p> <p>In discussion the board raised the following:-</p> <ul style="list-style-type: none"> • Board noted that there could be a change of portfolio in the Assembly 	
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<p>12 The Role of the Pharmacist</p>		<p>MD presented this item on behalf of Christopher John - Following his findings update at the last WPB meeting on the consultation on the role of the pharmacist, the report was sent to all the national boards. For the purpose of our profession the suggested options for next steps are:</p> <ul style="list-style-type: none"> • Option 1: Agree the statement on the role of the pharmacist as it stands; • Option 2: Revise the statement (with national boards member input) – this would mean seeking volunteers from the national boards to be involved; • Option 3: Create statements for each sector of practice. <p>WPB supported option 2 and the following board members expressed an interest in the work to revise the statement – Ruth Mitchell, Jodie Gwenter, Dylan Jones and Suzanne Scott Thomas.</p> <p>A6 – Report the WPB decision to Christopher John</p>	<p>CW</p>

Professional standards and Guidance		<p>Wing Tang introduced the work on professional standards. He described the process for NICE accreditation, although it is not suitable for all standards as it takes 8 months. The Community Safety Standards are due to commence in September 2018 under the NICE accreditation process, and a steering group will be set up. In discussion the board asked if there was scope for any change and Wing advised that scope was very limited at this stage.</p>	
13 Board Member Updates		<p>Board noted the update in the paper provided by RD on the Faculty and Education Board</p> <p>ChW will send a written NWIS Update.</p> <p>A7- NWIS update paper to be sent separately.</p>	<p>ChW</p>
14. Key Messages		<p>Welcome to new members and thanks to those for past contribution</p> <p>Research Event</p> <p>Local co-ordinator changes</p> <p>Welsh Language version of Professional Competencies</p>	

Action list for WPB – Meeting 20.06.18

Action	Action By
A1 Declarations of Interest form to be sent to new board members via Friday email.	CW
A2 – Amend minutes of the 18 th April meeting to reflect - Piloting 11 sites one in each health board for the emergency medicine supply (EMS) module with access to WGPR.	CW
A3 - MD to share outcomes of the WPP meeting and newsletter in Friday email.	MD
A4- Team to explore the possibility of accelerating the timeframe for board members to use Box.	CW
A5– Head of Communications to take this issue forward - link with PJ – email issue action PB.	
A6 –The Role of the Pharmacist - Report the WPB decision to Christopher John	CW
A7- NWIS update paper to be sent separately	CW
A8 – Key Messages	Team

Welcome to new members and thanks to those for past contribution	
Research Event	
Local co-ordinator changes	
Welsh Language version of Professional Competencies	
Key Messages	