

NATIONAL PHARMACY BOARDS' MEETING

Minutes of the open business meeting held on Thursday 9 November 2023, in person, at 66-68 East Smithfield, London, E1W 1AW and also by Zoom.

Present:

English Pharmacy Board (EPB).

Erutase (Tase) Oputu (TO) (Chair), Brendon Jiang (BJ) (Vice Chair), Danny Bartlett (DB), Sibby Buckle (SB), Alisdair Jones (AJ), Sarwat (Sorbi) Khattak (SK), Ewan Maule (EM), Michael Maguire (MM), Paul Summerfield (PS)

Scottish Pharmacy Board (SPB).

Iain Bishop (IB), Omolola (Lola) Dabiri (OD), Kelsey Drummond (KS), Josh Miller (JM), Richard Shearer (RS), Catriona Sinclair (CS) Acting Chair, Jill Swan (JS) and Audrey Thompson (AT) (by zoom)

Welsh Pharmacy Board (WPB).

Geraldine McCaffrey (GM) Chair, Cheryl Way (CW) vice chair, Rafia Jamil (RJ), Lowri Puw (LP), Dylan Jones. (DJ), Helen Davies, (HD) and Jodie Gwenter, (JG), Liz Hallett (LH), Rhian Lloyd Evans (RLE) and Gareth Hughes (GH).

In attendance:

RPS Staff

Paul Bennett (PB) Chief Executive, Regina Ahmed (RA) Guidance Manager (Item 7 only), Rakee Amin (RA) Senior Professional Standards Pharmacist (item 7 only), Diane Ashiru-Oredope (DAO) Deputy Chief Scientist, Ross Barrow (RB) Head of External Affairs, Scotland, James Davies (JD), Director for England, Melissa Dear (MD) Corporate Communications Manager, Yvonne Dennington (YD) Business Manager, England, Amandeep Doll (AD) Head of Professional Belonging and Engagement, Iwan Hughes (IH) Public Affairs and Policy Executive, Wales. Elen Jones (EJ) Director for Wales, Alwyn Fortune (AF) Policy and Engagement Lead, Wales, Tammy Lovell (TL), PJ Correspondent (on zoom), John Lunny (JL) Public Affairs Lead, England, Cara Mackenzie (CM) CPhO Clinical Fellow, Scotland, Fiona McIntyre (FM) Practice and Policy Lead for Scotland, Liz North (LN) Head of Strategic Comms, Caitlin O'Sullivan (CO'S) Content Editor (Item 7 Only), Neal Patel (NP), Associate Director, Membership,

Carolyn Rattray (CR) Business Manager, Scotland, Rick Russell (RR), Chief Operating Officer, Wing Tang (WT) Head of Professional Standards, Guidance and Patient Safety, Clare Thomson (CT) CPhO Clinical Fellow, England, Cath Ward (CW) Business Manager, Wales, Laura Wilson (LW), Director for Scotland and Heidi Wright (HW), Practice and Policy Lead for England.

Guests

Beth Ward, CPA

Victoria Rutter, CPA

Deborah Nyaberi, BPSA Policy Officer (on zoom)

2 RPS member observers (on zoom)

23/11/ NPB.01.	<p>Welcome and explanation of the format of the day. Chaired by: Geraldine Mccaffrey (GM), Chair WPB. Led by: GM</p> <p>GM welcomed all to the meeting and explained the format of the day, open business, confidential business followed by a workshop meeting for board members in the afternoon.</p> <p>Liz North the new Head of Strategic Comms was welcomed to the meeting. LN gave a short introduction on her professional career.</p>	
23/11/ NPB/02.	<p>Getting to know your table. Chaired by: GM, Led by: GM</p> <p>GM gave board members ten minutes to get to know the other board members on their tables,</p>	
23/11/ NPB.03.	<p>Apologies. Chaired by: GM. Led by: GM</p> <p>Apologies were received from: SPB: Tamara Cairney (TC), Andrew Carruthers (AC), Lucy Dixon (LD), Jacqueline Sneddon (JS) EPB: Bayo Adegbite (AB), Emma Boxer (EB)</p>	

	WPB: Richard Evans (RE)	
23/11/ NPB.04.	<p>Chaired by: GM, Led by: GM</p> <p>A. Declarations of interest. (23.11/EPB/SPB/WPB/04a) EPB, SPB and WPB noted the declarations of interest.</p> <p>There were no further updates to the above papers and Board Members were reminded to forward amendments to Declarations of Interest to Business Managers.</p> <p>B. Board members functions and duties. (23.11/NPB/04b) EPB, SPB and WPB noted the Board members' functions and duties.</p>	
21/02 /NPB.05.	<p>Minutes of the EPB/SPB/WPB Formal Open Business meeting held on Wednesday 21 September 2023</p> <p>Chaired by: GM, Led by: GM The English Pharmacy Board</p> <p>accepted as a true and accurate record subject to "pharmacy organisations" being inserted into item 23.09.EPB.07.</p> <p>the minutes (23.11/EPB/05) of the formal EPB open business meeting held on 21 September 2023.</p> <p>approved by Alisdair Jones and seconded by Brendon Jiang</p> <p>Matters arising</p> <p>23.09.EPB.06 Action 2 – Closed</p> <p>23.09.EPB.07 Action 4 – Closed – agenda item for this meeting</p> <p>23.09.EPB.07 Action 6 – Remains open still work with DB on this blog</p> <p>23.09.EPB.09 Action 10 –Remains open – still engaging</p> <p>23.09.EPB.09 Action 11 – Remains open</p>	

	<p>23.09.EPB.09 Action 12 – Remains open 23.09.EPB.09 Action 14 – Remain open – have had initial discussion – more discussion to take place. 23.02.EPB.05 Action 1 – Closed.</p> <p>The Scottish Pharmacy Board</p> <p>accepted as a true and accurate record</p> <p>the minutes (23.11/SPB/05) of the formal SPB open business meeting held on meeting held on 21 September 2023.</p> <p>approved by Jill Swan and seconded by Lola Dabiri</p> <p>Matters arising 23.09.SPB.13 - NHS Genomes Strategy will be published in the next few weeks. 23.09.03 (a) - Ongoing 23.09.04 - Remains open 23.09.SPB.06 - Closed 23.09.SPB.09 - Closed 23.09.SPB.10 - Closed – on agenda for today's meeting 23.09.SPB.11 - Closed</p> <p>The Welsh Pharmacy Board</p> <p>accepted as a true and accurate record</p> <p>the minutes (23.11/WPB/05) of the formal WPB open business meeting held on meeting held on 21 September 2023</p> <p>approved by Rafia Jamil and seconded by Helen Davies</p>	
--	---	--

	Matters arising 23.09WPB.03 - Remains open in discussion with Welsh Government 23.09WPB.05 - Closed 23.09WPB.08 - Closed 23.09WPB09 - Closed	
21/02/ NPB.06.	Leadership Structures and Country Teams Led by: Paul Bennett (PB), CEO. Chaired by: Tase Oputu (TO), Chair EPB PB gave a detailed account of how the new structure was working since the departure of the Chief Education and Membership Officer (CEMO) in October. The core principles of the role were to combine Education and Membership and develop a strong member proposition. Karen Baxter is now the Executive Support for Education (Joseph Oakley and Helen Chang and teams) and Rick Russell is the Executive Support for Membership (Neal Patel and Team). Other changes are to the functions of: <ul style="list-style-type: none"> • professional guidance, standards and patient safety which is now led by Wing Tang and supported by Elen Jones. • New Engagement model – Aman Doll, Head of Professional Belonging and Engagement will now lead in this area, supported by Rachael Black, and will be responsible for the newly appointed regional leads (x 3) and the ambassadors, and will be supported by James Davies. AD will work with the country teams and membership team to get traction locally. • International – Laura Wilson will lead on this and work in a more co-ordinated way with our international partners (FIP and CPA). PB then went on to discuss the plans to appoint to the position of CEMO. He said that it has been decided to postpone this appointment until after the Constitution and Governance Review reports its findings to the Assembly and the implications the review may have for the organisation have been fully digested. More recently, a few new appointments have been made: <ul style="list-style-type: none"> • Head of Strategic Comms – Liz North 	

	<ul style="list-style-type: none"> Deputy Chief Scientist – Dr Diane Ashiru-Oredope <p>Board members were asked if they had any comments/questions on PB's overview, some of the points raised were:</p> <ul style="list-style-type: none"> Will the Regulations be reviewed as part of the Constitution and Governance Review? PB replied that governance will follow any restructure that may occur as a result of the review. It is important not to pre-empt the review. Luther Pendragon report on communications – A review of progress against this review will be taken to the Assembly in March 2024. How many directors are there in RPS? PB said there are currently 4 Executive members and a number of Directors across the organisation – the (circulated) updated organogram will show these positions. Recent changes have been made to optimise the functions across the RPS. <p>The Chair thanked PB for his overview of the new structure and asked for an organogram of these changes to be circulated to all board members and reminded Board members to take note of the paper going to Assembly in March regarding the Luther Pendragon communications report progress review.</p> <p>Action 1: Circulate an organogram to Board members.</p>	
23/11/ NPB.07.	<p>Patient Safety and Standards</p> <p>Led by: Wing Tang (WT), Assoc Director, Patient Safety & Professional Standards; supported by Elen Jones (EJ), RPS Director for Wales. Chaired by: TO</p> <p>WT said he was pleased to be working more closely with the Country teams and introduced his team who gave short updates on their areas of work:</p> <ul style="list-style-type: none"> Guidance – Regina Ahmed MEP – Rakhee Amin Content editor – Caitlin O'Sullivan 	

	<p>WT gave a short update on the current work on professional standards which included:</p> <ul style="list-style-type: none"> • Overprescribing and repeat prescribing • Greener pharmacy standards • Homecare refresh • Error reporting standards • Virtual wards standards • Daffodil Standards – palliative care <p>Some of this work will roll over into 2024 along with new work on standards.</p> <p>WT is also now responsible for Patient Safety and intends working with partners (Royal Colleges and others) in this area. There is much to be done to cascade this work out to members and raise awareness.</p>	
23/11/ NPB.08.	<p>International updates</p> <p>Led by: Claire Anderson (CA), RPS President and Beth Ward and Victoria Rutter from the CPA supported by: Laura Wilson (LW), RPS Director for Scotland. Chaired by: TO</p> <p>FIP update - Claire Anderson</p> <p>CA gave a short presentation on FIP and referred all to her recent Blog on FIP.</p> <p>CA paid tribute to the late Dominique Jordan (Past President of FIP) and said the RPS will be awarding him an honorary Fellowship of the RPS at the Conference on 10 November.</p> <p>Paul Sinclair (Australia) was confirmed as the new President of FIP.</p> <p>Some highlights from FIP:</p> <ul style="list-style-type: none"> • The Council adopted a new policy statement on Environmental Sustainability within Pharmacy • The existing voting model will remain • FIP will work with the RPS and other members to establish better benefits – using their materials etc 	

CPA – Beth Ward and Victoria Rutter

CPA thanked RPS for their continued support.

VR said that the organisation has grown, a governance review has been undertaken and the constitution redrafted.

VR highlighted some of their areas of work:

- AMS – programme of work across Africa with 19 partnerships – some UK pharmacists are acting as mentors – SPARC developed a prescribing companion app (how to influence change in anti- microbial prescribing habits)
- Voluntary information and price sharing database developed – trying to get best deals on medicines for countries
- Opportunities for RPS to be involved – sharing RPS materials with other countries
- PharmAid – thanks to RPS for this resource
- CPA has 36 publications since 2018

BW spoke about member engagement and how the RPS could get involved. At a recent meeting with members in September the areas of challenges and priorities that emerged were:

- Scope of practice
- CPD
- Lack of pharmacists
- Medicines shortages

FIP is a good opportunity for the CPA to meet in person with its members. CPA is the implementation arm of FIP and has a shared vision – CPA have an MOU with FIP on workforce development.

BW covered a number of projects currently in place in Australia, India, Sri Lanka, Ghana and Samoa. There are many opportunities for RPS to collaborate.

	<p>There was a question around making it easier for pharmacists to practice in other countries. BW said she has been talking with GPhC about this and some countries are keen to support this way forward as they understand the benefit.</p> <p>Board members said the presentation was inspirational and raised awareness of leadership and mentoring opportunities.</p> <p>The Chair thanked all for their presentations.</p>	
23/11/ NPB.09.	<p>Engagement Model Led by: Amandeep Doll (AD), Head of Professional Belonging & Engagement, supported by: James Davies, RPS Director for England</p> <p>AD referred to the new engagement model that had been approved at the September Board meeting saying that the 3 engagement leads have now been recruited and all will be in post by January 2024. The roles are part time and will be supported by the Ambassadors. “Belonging” will be a core part of their role, building on making the RPS the professional home for members. The engagement leads will work collaboratively with others across healthcare taking up opportunities to meet at events and will raise awareness of the RPS especially with Schools of Pharmacy and students.</p> <p>There was some discussion about RPS being present at more conferences, eg Clinical Pharmacy Congress. The RPS does attend some of the pharmacy conferences, but not all, and does not have a strategy for presenteeism at conferences with each assessed on merit. PB said that we need to have a conversation around what part conferences play in the RPS strategy and will be taking this forward in 2024.</p> <p>Board members said they were looking forward to more local engagement events.</p>	
23/11/ NPB.10.	<p>Inclusion & Diversity – Differential attainment & update on strategy Led by: Amandeep Doll (AD), Head of Professional Belonging & Engagement, supported by: James Davies, RPS Director for England</p>	

	<p>Black History Month was successful with an event being held at the RPS celebrating Black Women in Pharmacy. Lola Dabiri (SPB) was one of the women nominated.</p> <p>We are working collaboratively with other healthcare organisations to ensure we continually talk about diversity. We are working with NHSE on health inequalities, and also working with the Schools of Pharmacy and GPhC to embed inclusion and diversity into the undergraduate programme and initial education and training programmes.</p> <p>It is encouraging to see the Chief Pharmacists group using the RPS I&D strategy in their work and adapting it to suit local needs.</p> <p>The Science and Research team are currently working on the evaluation of the I&D strategy and next year we will be updating the strategy to build on the work already carried out.</p> <p>We are currently collaborating with others in bringing together a report on Differential Attainment for undergraduates and foundation trainees – addressing the problems for black students. We are hoping to take a GB perspective to this work.</p> <p>The Chair thanked AD for her session on I&D.</p>	
23/11/11.	<p>PA update – Manifesto update and PA activities Led by: PA Leads. Chaired by: GM</p> <p>JL circulated a draft copy of the Manifesto to those in the room. He said that we are probably expecting an election to take place in September 2024. The team has engaged with a number of pharmacy and health bodies in developing this (draft) Manifesto. These organisations will also have their own manifestos. Currently there is no fixed date on the publication of the RPS manifesto but it is hoped it will be published before the end of the year.</p> <p>The Board members were broadly supportive of the draft Manifesto and some of the comments given were:</p> <ul style="list-style-type: none"> • Could we ask members to send this to their MP 	

	<ul style="list-style-type: none"> • Some issue with how £million is displayed (£14M) • English centric eg prescriptions are already free in Scotland and Wales • Too much information – should be reduced to 2 x sides of A4 (not 4 x A4) • Digital healthcare agenda is missing • Will be working on the Welsh and Scottish manifestos in 2025 and 2026 • Do not send the manifesto to politicians without first introducing it to them <p>JL thanked Board Members for their comments. The Manifesto will be refined and returned to the designers for finalisation ahead of publication.</p> <p>The Chair thanked JL for the session.</p>	
23/11/12.	<p>Papers for noting Led and chaired by GM</p> <p>The EPB, SPB and WPB noted the following updates papers 23.11.NPB.12 (I) - (viii)</p> <ul style="list-style-type: none"> i. Science & Research update ii. Education update iii. Policy and consultations - Standards iv. Public Affairs v. Sustainability vi. Workforce wellbeing vii. Marie Curie Daffodil Standards viii. Membership 	
23/11/13.	<p>Any other business Led and chaired by: GM</p> <p>There was no other business to discuss</p>	

23/11/14.	<p>Dates of next meetings</p> <p>The EPB/SPB/WPB noted the dates of the meetings for 2024 (TBC at RPS Assembly)</p> <table border="1" data-bbox="831 344 1440 746"> <thead> <tr> <th>England</th><th>Scotland</th><th>Wales</th></tr> </thead> <tbody> <tr> <td>6 February</td><td>7 February</td><td>8 February</td></tr> <tr> <td>18 and 19 June</td><td>18 and 19 June</td><td>18 and 19 June</td></tr> <tr> <td>17 September</td><td>18 September</td><td>19 September</td></tr> <tr> <td colspan="3">There will be a Joint NPB meeting for England/Scotland/Wales in London day before RPS conference: 7 November 2023.</td></tr> </tbody> </table>	England	Scotland	Wales	6 February	7 February	8 February	18 and 19 June	18 and 19 June	18 and 19 June	17 September	18 September	19 September	There will be a Joint NPB meeting for England/Scotland/Wales in London day before RPS conference: 7 November 2023.			
England	Scotland	Wales															
6 February	7 February	8 February															
18 and 19 June	18 and 19 June	18 and 19 June															
17 September	18 September	19 September															
There will be a Joint NPB meeting for England/Scotland/Wales in London day before RPS conference: 7 November 2023.																	

The meeting closed at:12.15

Action List

Joint Board meeting:

23/02/NPB/06	Action 1 – Circulate an organogram to board members	PB	closed

Outstanding English Pharmacy Board

23.09.EPB.07	Action 6: DB has roundtable with MPs – happy to write a blog for members on his experience	DB/JL	Open
23.09.EPB.09	Action 10: ICBs and commissioning of community pharmacy – need more proactive engagement	JD/EM	Open/ongoing

23.09.EPB.09	Action 11: JD to add the vision progress slides a column which states which organisation/group the RPS are collaborating with and reshare	JD	Open
23.09.EPB.10	Action 12: A one year on update on the Vision is planned to be presented at the first board meeting in 2024	JD	Open
23.09.EPB.11	Action 14: Discuss how foundation trainees access a DPP with GPhC	JD/TO	Open/ongoing

Outstanding Scottish Pharmacy Board

23.09.03 (a)	Declarations of Interest BMs to send CR any DOI updates	BMs/CR	Ongoing
23.09.04	Action No 23/06/07 from NPB minutes NPB Set up a board working group to further help and guide out policy work and direction of travel in independent prescribing – action through Policy and Stakeholder group. To be actioned once work plan has been confirmed	LW/BMs	Open

Outstanding Welsh Pharmacy Board

23.09WPB03	Team to pursue and obtain the information from Welsh Gov regarding the seed funded projects for PDaHW 2022. An IP working group was set up through the P&S group – this item will remain as an outstanding item as we need to gain more insight from our members, also noting that this is a wide piece of work.		
-------------------	---	--	--