This meeting will be held at the Events Space at 66 East Smithfield, London E1W 1AW and a zoom link will be issued for member observers.

<table>
<thead>
<tr>
<th>Item (approx. start time)</th>
<th>Subject</th>
<th>Purpose</th>
<th>Related papers/slides</th>
<th>Objective</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (11.00)</td>
<td>Welcome</td>
<td>For noting</td>
<td>No paper/Verbal address</td>
<td>Welcome and introductions</td>
<td>Director for England</td>
</tr>
<tr>
<td></td>
<td>Apologies</td>
<td>For noting</td>
<td>No paper/Verbal address</td>
<td>To note apologies</td>
<td>Director for England</td>
</tr>
<tr>
<td>2</td>
<td>Declarations of Interests</td>
<td>For noting</td>
<td>23.06.EPB.02</td>
<td>To note declarations of interest for Board members</td>
<td>Director for England</td>
</tr>
<tr>
<td>3</td>
<td>Election of Chair</td>
<td>For decision</td>
<td>Refer to Amended Regulations Appendix E (23.06.EPB.03)</td>
<td>To elect chair in accordance with Amended Regulations appendix E. To note the tenure will be 2 years</td>
<td>Director for England</td>
</tr>
<tr>
<td>4</td>
<td>Election of Vice Chair</td>
<td>For decision</td>
<td>Refer to Regulations Amended Appendix E (23.06.EPB.03)</td>
<td>To elect vice chair in accordance Amended Regulations appendix E. To note the tenure will be 2 years</td>
<td>Chair</td>
</tr>
<tr>
<td>5 (12.00)</td>
<td>Appointment of 4 English Pharmacy Board members to the</td>
<td>For decision</td>
<td>23.06.EPB.03 Refer to Amended Regulations Appendix C</td>
<td>To appoint 4 Members of the EPB in accordance with Amended Regulations Appendix C (NB Chair and Vice Chair will</td>
<td>Director for England</td>
</tr>
<tr>
<td>Assembly</td>
<td>automatically be members of the Assembly</td>
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</tr>
<tr>
<td>6 (12.45pm)</td>
<td><strong>Statutory Item: Can EPB continue to properly fulfil its duties without the need for sectoral places?</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Paper 23.06/EPB.06 and appendix</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>The English Pharmacy Board will consider if it is able to properly fulfil its duties to represent the full breadth of the profession in the year ahead. Particular attention will be given to suitable representation of different sectors.</strong></td>
<td></td>
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</tr>
<tr>
<td>Chair</td>
<td><strong>RPS observers requested to leave the Zoom meeting</strong></td>
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<tr>
<td></td>
<td><strong>Lunch break – 13.00pm – 13.45pm</strong></td>
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<tr>
<td></td>
<td><strong>EPB confidential working day to continue at 13.45pm until 17.00pm (separate agenda)</strong></td>
<td></td>
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</tr>
</tbody>
</table>
Declaration of Interests

Adebayo Adegbite
• Self-employed Locum Pharmacist Director of Amados Limited.
• Locum Pharmacist - various pharmacies including Pharma Alert 24/Integrated Care 24
• PDA Union South East Regional Committee Locum Representative
• Wife - Locum Pharmacist Director - Fabb Solutions Limited
• Member of UK Black Pharmacists Association
• Member of The Pharmacist Co-Operative
• Member of the Primary Care Pharmacy Association
• Volunteer Fifth Sense charity
• NPUK member
• FIP member

Claire Anderson
• Professor of Social Pharmacy, School of Pharmacy, University of Nottingham
• Trustee Commonwealth Pharmacy Association

Danny Bartlett
• Lead Pharmacist, Horsham Central PCN (Alliance for better care federation)
• Senior Lecturer Medicines Use, University of Brighton
• Coach for Sussex Training Hub
• Member PCPA
• HEE Interprofessional and Education Fellow
• Contributor Pharmaceutical Journal
• Contributor Chemist & Druggist
• Clinical contributor Clinical Pharmacist Solutions
• Adhoc guest clinical speaker CPPE, Bayer, HEE (GP training)
• Member PDA
• Adhoc consultancy and clinical services

Emma Boxer
• Employed full time as senior lecturer in clinical pharmacy practice at the university of Sunderland
• Rheumatology pharmacist, Sunderland Royal hospital (one day per week - not paid by the hospital for this - on an honorary contract)

Sharon “Sibby” Buckle
• Advanced Pharmacist Practitioner, Boots UK
• Boots Pharmacists Association, Executive Board member
• Senior Director, Cairn Place Ltd
• Member of Women2Win
• East Midlands clinical senate assembly member
• Nottinghamshire ICS partnership forum member
• Ad hoc consultancy
• Contribute to media articles in pharmacy/ medical/ health press

• Both daughters, Junior Doctors
• Mother, retired Midwife and health visitor
• Brother, Consultant surgeon
• Brother, Dental surgeon

Ciara Marie Duffy
• Quality Manager/Qualified Person at Novartis
• Directorship - Duffy Quality Pharma Consulting
• Sister – National Lead Pharmacist Interface
• Sister – HSE Pharmacist
• Brother in law – Regulatory Pharmacist Uniphar

Thorrun Govind
• Healthcare Advisory Solicitor- Hempsons
• Locum Pharmacist-various pharmacies
• Pharmthorrun Ltd
• Pharmacist – Boots
• ProperG Ltd
• PDA indemnity
• Brother- Superintendent Pharmacist
• Father- Pharmacy Director
• Contribute to media articles in the press
• Consultancy work with companies eg Haleon
• Commonwealth Pharmacy Association- Representative for RPharms
• Member of the Law Society
• Adviser at iEthico

Brendon Jiang
• Senior Clinical Pharmacist, NORA PCN
• Primary Care Network Clinical Lead Pharmacist for Oxfordshire, OCCG/BOB ICS
• Medicines and Prescribing Associate, NICE
• Committee member of the Primary Care Pharmacy Association
• Member of the Guild of Healthcare Pharmacists
• Superintendent pharmacist of Wychwood Pharmacy.
• Consultancy on pharmacy development– Oxfordshire Training Hub.
• Member Unite Union
• Consultancy work for Haleon

Alisdair Jones
• Channel Health Alliance (Employer),
• member of national executive as Treasurer to the PDA Union.
• PDA Union (Honoraria)

Sarwat (Sorbi) Khattak
• Sister - Doctor - Obstetrics and gynecology SpR, PhD
• Sister - Doctor - Cardiology SpR
• Brother in Law - Anesthetics SpR
• Brother in Law - GP & Sports Medicine SpR
• Ambassador - Business & Dreams UK/Sweden
• Hourly-paid teaching fellow - University of Portsmouth
• Early careers group advisor - University College London
• Skincare scientists - co-founder (blog and non-profit consultancy)
• Limited company locum/aesthetic pharmacist director - Sorbi London Ltd
• BySorbiClinic - aesthetic pharmacist clinic (future business under Sorbi London Ltd)
• NovaTalent - Member
• Ad-hoc consultancy
• Mentor - Girls’ Day School Trust (GDST)
• Personal Blog(s) - ad-hoc (partnerships and non-profit)

Michael Maguire
• Local Professional Network Chair, North Cumbria and the North East, NHS E/I
• Chair, National Forum of Local Professional Network Chairs, NHS E/I
• UK Head of Practitioners, Lifestyle Architecture
• Director, The Practical Leadership Training Company Ltd
OPEN and CONFIDENTIAL BUSINESS

- Director, CPCS Support Ltd
- Chairs various healthcare meetings (sometimes renumerated by Pharma companies)"
- various ad-hoc consultancy’

Ewan Maule
- Member of the Guild of Healthcare Pharmacists
- North East and North Cumbria NHS Integrated Care Board

Erutase Oputu
- Barts Health NHS Trust
- Member of UK Black Pharmacists Association
- Member of UK Clinical Pharmacists Association
- Member of the Guild of Healthcare Pharmacists
- Pharmacy Research UK Trustee
- Knockholt Mansions Residents’ Trustee
- Member of Inclusive Pharmacy Practice Advisory Board, NHS England
- Brother works at Astra Zeneca PLC

Paul Summerfield
- Self Employed Locum Pharmacist, Sole Trader
- Visiting Lecturer, Self Employed, University of Reading
- Director, Pharmaceutical Defence Ltd, sole share holder
- Partner, Schedule Four Consultancy LLP
- Paid Member, The Pharmacist Cooperative
- Member, Industry Advisory Panel, The Pharmacy Innovation Lab
APPENDIX E – PROCEDURE FOR THE ELECTION OF CHAIR AND VICE-CHAIR OF THE NATIONAL PHARMACY BOARDS

AMENDED PROCEDURE FOR ELECTION OF CHAIR DURING 2023 ELECTION ONLY

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.

Candidates for the position of Chair and/or Vice-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.

English and Welsh Pharmacy Boards only: the Chair is not allowed to propose or nominate a Vice-Chair.

Unsuccessful candidates standing for Chair will, in any year when both Chair and Vice-Chair are to be elected at the same time, be automatically eligible to subsequently stand for Vice-Chair at the same meeting.

Candidates for both positions 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.
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.
The content of the addresses will be confidential to the Board until after the election has taken place.
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 Chair
The Board’s Director will take the chair for the election of the Chair. Voting will follow the procedure set out in section 2 below.

The newly-elected Chair may make a short statement following election.

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 Board members who know they will be present on-line rather than in person at the meeting for that part of the meeting when the election takes place and who wish to vote should send a written statement to this effect to be received by the Board’s Director by 12 noon on the day before the date of the election. Board members should list those candidate(s) they wish to vote for in order of preference.

A blank ballot paper will be distributed to each Board member present, (English and Welsh Pharmacy Boards only: in the election for Vice-Chair, 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.

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 Board’s Director will vote on behalf of any absent Board member(s) who has submitted a vote in advance under 2.1 above. The Director will cast a vote(s) in favour of the highest preference candidate on the absent member(s) list.

The papers will then be collected.

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 Voting will follow the procedure set out in section 2 above.

3.3 The newly-elected Vice-Chair may make a short statement following election.

3.4 The name of the newly-elected Vice-Chair and the names of all nominees will be circulated to the pharmacy press.
<table>
<thead>
<tr>
<th>Title of item</th>
<th>Appointment of English Pharmacy Board members to the Assembly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open, confidential or restricted item</td>
<td>Open</td>
</tr>
<tr>
<td>Author of paper</td>
<td>Yvonne Dennington</td>
</tr>
<tr>
<td>Position in organisation</td>
<td>Business Manager England</td>
</tr>
<tr>
<td>Telephone</td>
<td>0207 572 2208</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:Yvonne.dennington@rpharms.com">Yvonne.dennington@rpharms.com</a></td>
</tr>
<tr>
<td>Item to be led at the meeting by</td>
<td>James Davies</td>
</tr>
<tr>
<td>Purpose of item (for decision or noting)</td>
<td>Decision</td>
</tr>
<tr>
<td>Headline summary of paper</td>
<td>To appoint four EPB members to the Assembly</td>
</tr>
</tbody>
</table>
Appointment of 4 EPB member to the Assembly

Current EPB Assembly members:-

Thorrun Govind, Chair (term expires 2023)
Martin Astbury, Vice Chair (term expires 2023)
Claire Anderson, President (term expires 2023)
Sibby Buckle (term expires 2023)
Alisdair Jones (term expires 2023)
Tase Oputu (term expires 2023)
Mary Evans – Please note: Mary Evans has resigned from the EPB, effective June 2023.

The Chair and Vice Chair (elected at the meeting on 20 June 2023) will automatically have a place on the Assembly.

Claire Anderson, as current sitting President, remains on the Assembly for a further year (See Amended Appendix C of the Regulations: Any sitting President will automatically be appointed as a Board Assembly representative for their respective National Board).

The EPB therefore has four places to appoint to the Assembly for a two year tenure (in accordance with Amended Appendix C of the Regulations attached).

The full process for the election of Assembly members is set out in Amended Appendix C of the Regulations (attached as a separate document).

Yvonne Dennington
Business Manager England
June 2023

James Davies
Director for England
APPENDIX C - PROCEDURE FOR APPOINTMENT OF NATIONAL BOARD MEMBERS TO THE ASSEMBLY

AMENDED PROCEDURE FOR ELECTION OF NATIONAL BOARD MEMBERS DURING 2023 ELECTION ONLY

Any sitting President will automatically be appointed as a Board Assembly representative for their respective National Board. National Board members appointed to serve as a Board representative on the Assembly serve a two year term of office on the Assembly, provided they remain elected to their relevant National Board.

Board members elected to fill casual vacancies will be eligible to be appointed to the Assembly. Co-options to the Boards will not be eligible to be appointed to the Assembly.

1 Voting Procedure

Board members may nominate themselves or others and should be seconded by another Board member.

Candidates are required to produce an address of up to 1,000 words outlining how they meet the role 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.

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.

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.

The content of the addresses will be confidential to the Board until after the election has taken place.

The appointment of Board members to the Assembly will be held entirely in public business, with the voting recorded, at the start of business on the first formal meeting of the newly elected National Pharmacy Board meetings.

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.

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

Only those Board members present at the meeting are entitled to vote and proxy votes are not permitted.

Each candidate standing for appointment to the Assembly shall make a declaration of interests at the time of their nomination.
The Director of the Board will read the names of the candidates and each candidate who is present will be invited to make a short supporting speech of no more than two minutes. Nominations will close before the first vote is taken. Nominees may vote for themselves.

Voting will be by a secret ballot at the meeting of those members present who are entitled to vote. Board members who know they will be present on-line rather than in person at the meeting for that part of the meeting when the election takes place and who wish to vote should send a written statement to this effect to be received by the Board’s Director by 12 noon on the day before the date of the election. Board members should list those candidate(s) they wish to vote for in order of preference.

The voting shall be reported to the Assembly and recorded in the minutes. Once the elections have been completed, the names of the successful candidates will be published. Successful candidates will be invited to make a short statement following their election.

The election procedures for each Board are set out below.

2 English Pharmacy Board (EPB)
Five elected members of the EPB are appointed to the Assembly in addition to the Chair and Vice Chair. In the event that the sitting President is a member of the EPB, only four members will need to be elected.

In the event that there are only as many candidates nominated to the Assembly as there are places to be elected, the EPB will be asked to confirm that those persons are duly appointed. If there are more candidates then a secret ballot will held using the One Member One Vote system (ie each EPB member has up to 5 votes for up to 5 places).

The EPB candidates that receive the highest number of votes by the OMOV system will be elected to the Assembly. If two or more candidates tie with the next highest number of votes, a separate ballot involving only those candidates will be held to decide which of these candidates is to be elected. If there is still a tie after this second ballot, the meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.

3 Scottish Pharmacy Board (SPB)
One elected member of the SPB is appointed to the Assembly in addition to the Chair of the Board, which does not have to be the Vice-Chair. In the event that the sitting President is a member of the SPB, there will be no need to appoint an additional member to the Assembly. In the event that there is only one candidate nominated to the Assembly the SPB will be asked to confirm that person as duly appointed. If there is more than one candidate then a secret ballot will held using the One Member One Vote system.

The SPB candidate that receives the highest number of votes will be elected to the Assembly. If two or more candidates tie with the highest number of votes, a separate ballot involving only those candidates will be held to decide which of these candidates is to be elected. If there is still a tie after this second ballot, the SPB meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further supporting speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.
4 Welsh Pharmacy Board (WPB)
One elected member of the WPB is appointed to the Assembly in addition to the Chair of the Board, which does not have to be the Vice-Chair. In the event that the sitting President is a member of the WPB, there will be no need to appoint an additional member to the Assembly. In the event that there is only one candidate nominated to the Assembly the WPB will be asked to confirm that person as duly appointed. If there is more than one candidate then a secret ballot will be held using a One Member One Vote system.

The WPB candidate that receives the highest number of votes in a OMOV will be elected to the Assembly. If two or more candidates tie with the highest number of votes, a separate ballot involving only those candidates will be held to decide which of these candidates is to be elected. If there is still a tie after this second ballot, the WPB meeting will be adjourned for five minutes and on its resumption, the candidates will be asked to make a further supporting speech in support of their nominations for the Assembly position. A further vote will then be taken. If the vote is still tied the Chair will be asked to make the decision on who will sit on the Assembly.
**English Pharmacy Board meeting 20 June 2023**

<table>
<thead>
<tr>
<th>Title of item</th>
<th>Review the removal of sectoral places on the English Pharmacy Board</th>
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</thead>
<tbody>
<tr>
<td>Open, confidential or restricted item</td>
<td>Open</td>
</tr>
<tr>
<td>Author of paper</td>
<td>Yvonne Dennington</td>
</tr>
<tr>
<td>Position in organisation</td>
<td>Business Manager England</td>
</tr>
<tr>
<td>Telephone</td>
<td>0207 572 2208</td>
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<td>E-mail</td>
<td><a href="mailto:Yvonne.dennington@rpharms.com">Yvonne.dennington@rpharms.com</a></td>
</tr>
<tr>
<td>Item to be led at the meeting by</td>
<td>Chair</td>
</tr>
<tr>
<td>Purpose of item (for decision or noting)</td>
<td>Discussion/decision</td>
</tr>
<tr>
<td>Headline summary of paper</td>
<td>As per paper 15.06.EPB.07C it is recommended that a statutory item appear on the EPB meeting in June of each year to review the composition of the board subsequent to the removal of sectoral places.</td>
</tr>
</tbody>
</table>
Purpose

This is a regular standing item to review the composition of the Board, following the recent elections. We need to consider whether the breadth of the profession is adequately represented and also to consider the pros and cons of making any changes for the 2024 elections.

See appendix re Board member sector representation from 2015 - 2023

Background

At the English Pharmacy Board (EPB) meeting in June 2015 and subsequent Assembly approval of the EPBs recommendation in July 2015, the provision for the election to sectoral places on the EPB was removed commencing with the elections for 2016 (refer to paper 15.06/EPB.07C and corresponding minutes).

The English Pharmacy Board agreed the following:

“The English Pharmacy Board shall have a statutory item as its last agenda item of its June meeting. This item will be a discussion item with decision and actions if required. The English Pharmacy Board will consider if it is able to properly fulfil its duties to represent the full breadth of the profession in the year ahead. Particular attention will be given to suitable representation of different sectors.”

Actions under this statutory item from the English Pharmacy Board at their June meetings could include:-

a. co-opt (up to 1 place under present arrangements)
b. permanently invite someone for the year
c. invite as required to specific meetings
d. Reserve a place at the next board elections
e. Move back to reserve places covering sectors of practice

The above statutory item will be included in the English Pharmacy Board June meeting as any decision made under this item will need to be ratified by the Assembly at its meeting in July in order to come into effect at the next election.”

Action:
The English Pharmacy Board will consider if it is able to properly fulfil its duties to represent the full breadth of the profession in the year ahead. Particular attention will be given to suitable representation of different sectors.
• Should EPB continue with the current election scheme pertaining to sectoral places (ie there are no sectoral places – all places are open to all candidates)?
• How often should this decision be reviewed?

The English Pharmacy Board may wish to consider any or all of the above actions a) to e).

James Davies
Director for England
Yvonne Dennington
Business Manager England
Please note – No elections took place in 2020 due to the Pandemic.

<table>
<thead>
<tr>
<th>Name 2015</th>
<th>Sector 2015</th>
<th>Name 2016</th>
<th>Sector 2016</th>
<th>Name 2017</th>
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<th>Name 2018</th>
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<th>Name 2019</th>
<th>Sector 2019</th>
<th>Name 2021</th>
<th>Sector 2021</th>
<th>Name 2022</th>
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<td>David Carter</td>
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<td>Ewan Maule</td>
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<td>Sid Dajani</td>
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<td>Martin Astbury</td>
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<td>Sandra Gidley</td>
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<td>Sandra Gidley</td>
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English Pharmacy Board Sectoral Places   Appendix to paper 23.06.EPB.06
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