

Scottish Pharmacy Board (SPB) meeting – 22 November 2022

This meeting will be in person at Melville Street, with Zoom link available for anyone unable to attend in person.

Meeting starts at 14:30					
1. (14:30)	Welcome and apologies	Verbal	For discussion		Andrew Carruthers, SPB Chair
2. (14:35)	Equality, inclusion and diversity workshop	Verbal with pre-workshop activity (see introduction paper 22.11/SPB/1 including pre-workshop activity)	For participation	To reaffirm the importance of inclusion and diversity (I&D) within RPS, to consider what has been achieved to date, to broaden understanding and to consider future I&D activity	Aman Doll, Head of Professional Belonging, RPS
Comfort break 15.55-16.05					
3. (16:05)	Focus on education	Verbal	For discussion	To reflect on progress with the new post-registration Foundation training, an update on the core advanced e-portfolio, and an opportunity to raise any education matters with the RPS education team	Beth Ward, Associate Director of Education, RPS Helen Chang, Head of Professional Development, RPS
4. (16:35)	Board meetings dates for 2023	Verbal plus paper 22.11/SPB/2	For discussion	To decide the frequency of Board meetings in 2023 following a discussion at the Assembly meeting on 17 November	Andrew Carruthers, SPB Chair

5. (16:50)	Engagement with Expert advisory groups	Verbal	For discussion	To consider the best ways to engage with RPS Expert Advisory Groups in order to make proposals to test	Andrew Carruthers, SPB Chair
6. (17:05)	AOB	Verbal	For discussion	To consider any other competent business: please raise with the Chair 24 hours before the meeting	Andrew Carruthers, SPB Chair
Meeting ends at 17:15					
17:30-18:30 Preparations for Event and break (light meal will be provided) 18:45 start to welcome early arrivals for Event 19:00-21:00 Welcome to the Profession and Celebratory Event					

RPS SPB Inclusion and Diversity Workshop

22 November 14.35-16.00

Aims and Objectives of the session

- To reaffirm the importance of I&D within the RPS strategy and for the wider profession
- To recap what we have achieved so far – including the levels of engagement and how we got here
- An opportunity to ask questions and broaden understanding
- Obtain views of the board members on what has worked well and what needs improving
- Identify inclusion and diversity activity for 2023-2024

Suggested pre-workshop activity

Article: Diversity and inclusion are not optional extras if the NHS wishes to improve – Roger Kline
<https://www.hsj.co.uk/comment/diversity-and-inclusion-are-not-optional-extras-if-the-nhs-wishes-to-improve/7023599.article>

RPS Inclusion and Diversity Strategy

<https://www.rpharms.com/LinkClick.aspx?fileticket=pJJ2cLMj2H4%3d&portalid=0>

ABCD Meetings (you don't have to watch all of them – just one that resonates)

- Recognise your privilege and become an influencer and through allyship:
<https://www.rpharms.com/resources/webinars/recognise-your-privilege-and-become-an-influencer-through-ally-ship>
- Disability Microaggression Workshop:
<https://www.rpharms.com/resources/webinars/disability-microaggression-workshop>
- Women's Health in the Workplace: Menopause and Mental Health:
<https://www.rpharms.com/resources/webinars/womens-health-in-the-workplace-menopause-and-mental-health>

Podcast: RPS Pharma Scene – Allyship Mike Maguire and Farzana Haq

<https://www.rpharms.com/resources/podcast-central/pharmascene/episode-4>

At the beginning of the session, we will be reflecting on the following questions:

1. How did watching/listening to topics make you feel?
2. Can you relate to the topics covered and experiences shared?
3. How can we use the I&D workstream to address the issues raised?

Workshop Agenda

Reflections on the pre-workshop activity

Reaffirming the importance of creating a culture of belonging

- Why this piece of work is important for the delivery of the RPS Strategy, for the wider profession and patients
- How and why inclusion and diversity is important for all elements of practice and policy
- What we have learnt since the launch of the RPS I&D Strategy since its launch in June 2020

What does Inclusion, diversity and belonging mean to you?

- Going into smaller groups to discuss what does I&D mean to you from both a personal perspective but also within your role as a RPS board member
- Feedback from groups

Discussion and questions

- Invite board members to reflect on learning since the launch of the RPS Strategy and ask questions

What we have achieved to date

- Reflecting on activity and engagement on 2020-2022 delivery to date
- Board members to share what they feel has worked well and what hasn't worked well

Identify actions and activities for 2023-2024

- Areas of work to take forward for next year – undertaking a SWOT analysis in smaller groups

Feedback and final comments

Scottish Pharmacy Board meeting – 22 November 2022

Title of item	Frequency of Board meetings
Open, confidential or restricted item	Open
Author of paper	Clare Morrison
Position E-mail	Director for Scotland clare.morrison@rpharms.com
Item to be led at the meeting by	Clare Morrison
Purpose of item (for decision or noting)	Decision
Risk implications	Meetings should be sufficient for effective Board working
Resource implications	Options are within existing budget
Headline summary of paper	<p>At the July Assembly meeting, options for changing the frequency of Board and Assembly meetings were requested.</p> <p>A paper will be considered by the November Assembly meeting which will propose that Boards should decide the frequency of meetings within the current budget envelope. A verbal update on the decision of Assembly will be provided at the SPB meeting.</p> <p>This paper provides options for consideration, assuming a decision will come to Boards. This paper will be withdrawn if Assembly makes a different decision.</p>

Background

National Pharmacy Boards currently meet four times a year. In 2022, this comprised:

- February virtual meeting
- May/June in-person working day
- June virtual meeting
- September hybrid meeting

The Scottish Pharmacy Board has a slightly different arrangement. The one-day meetings are shortened by 1-1.5 hours and an evening meeting (1-1.5 hours) takes place at the mid-point between two Board meetings. The total cost is the same, since SPB members claim once for a full day to cover both the Board day and evening meeting.

The proposed total budget for Board meetings in 2023 is the same as for 2022, and includes four one-day meetings, three virtual and one in-person.

Assessment

The total budget for Board meetings is unchanged between 2022 and 2023, therefore any proposal to change the frequency of meetings must be within the same total financial envelope. Therefore, three options for 2023 within the current budget are:

Option	Virtual meetings	In-person meetings
1. Continue with current frequency	3x shorter day (6 hours) and 3x 1.5-hour evening meetings	1x full day
2. Change virtual meetings to be shorter and more frequent	6x half-days	1x full day
3. Change to a combination of above	1x full day 4x half-day	1x full day

Note: members would be paid half-day rates for half-day meetings; and a total of one day's rate for a 6-hour plus 1.5 hour meeting

Recommendation

It is recommended that Board members consider the different options and decide on the frequency of meetings in 2023. It is suggested that if a new frequency is selected that the decision is reviewed in November 2023 to determine whether it is beneficial compared with the historical frequency of meetings. Finally, consideration should be given on how agenda items can be jointly considered with the English and Welsh Boards.

