



Assembly Meeting

To be held at 9.00 am to 16.15 pm on Wednesday 22nd November 2023

Agenda - Open Business

1. Welcome to Assembly members & apologies for absence 9.00

2. Items for Noting 9.00 – 9.05

Members are advised that no discussion will be held on these items at the meeting unless a member notifies the President 48 hours in advance of the meeting of any point they wish to raise

- a) Code of Conduct & Remit of Assembly and COG
- b) Declarations of interest
- c) Minutes of the Open Business Assembly Meeting 11th/12th July (to note and approve)
- d) National Pharmacy Board Reports
- e) President's Report
- f) Treasurer's Report
- g) 2023 Education & Standards Committee Annual Report & minutes of Committee 18th October
- h) 2023 Science & Research Committee Annual Report - minutes of the Committee 9th November to follow as late paper
- i) 2023 Panel of Fellows Annual Report & to note process for National Honours
- j) 2023 Membership Committee Annual Report
- k) 2023 CPA Annual Report
- l) 2023 Health & Safety Annual Report
- m) 2024 Effective Dates
- [n\) FIP update](#)
- o) Inclusion & Diversity update

3. Matters arising from the Open Business minutes not specifically included in the agenda

- a) EDI Strategy **9.05 – 10.05**
To note the EDI Strategy update
People Team

- b) PJ User Experience **10.05 – 10.25**
To receive a verbal update
PJ Publisher

4. CEO's Report 10.25 – 10.40

To receive a verbal report
Chief Executive

BREAK 10.40 – 10.45

5. Future Professional Leadership 10.45 – 11.05

To receive a verbal update
Chief Executive/President

Assembly Meeting Wednesday 22nd November 2023 OPEN BUSINESS

6. Constitution & Governance Review 11.05 – 11.35

To receive a verbal update

Chief Executive/President

7. 2024 Election Scheme 11.35 – 12.05

To note and adopt

8. Any other business 12.05 – 12.15

Any other items of business to be notified to the President 48 hours before the meeting

a) ESC recommendation re Faculty scheme

9. Date of next meeting 12.15

To note the date of the Assembly Working Day 26th March and Assembly Meeting 27th March 2024

LUNCH 12.15 – 13.00

| Title | Code of Conduct & Remit of Assembly |
|--|--|
| Open, confidential or restricted | Open |
| Author (include email/phone) Position Director responsible | Alison Douglas alison.douglas@rpharms.com Governance Manager Paul Bennett |
| Purpose of item (for noting/discussion/ decision/approval) | For noting |
| Item Summary | Members are reminded of the Code of Conduct for Members of the Society Members are also reminded of the remit and powers of the Assembly. |
| Related Risk Register item (where applicable) | n/a |
| Related RPS Strategy item (where applicable) | 2 – We will be the professional voice of pharmacy |
| Actions/decisions required of the Assembly | To note |

**ROLE OF ASSEMBLY
(Regulations)****4.0 ASSEMBLY****4.1 Function**

The Assembly is the governing body of the Society. Its overarching purpose is to ensure that the Society is led and governed effectively in pursuit of its Charter objectives, and to provide full fiduciary oversight and budgetary control. It maintains the overall strategic direction on all GB-wide issues and is responsible for the sound financial management of the Society.

Its main tasks are to:

- agree the values, tone and ethos of the Society
- enhance and protect the reputation of the Society and the profession
- agree the overall strategic direction and top level objectives of the Society, including European and other international dimensions
- allocate resources
- delegate authority to other governance bodies
- appoint, direct and set broad objectives for the Chief Executive
- monitor performance of Chief Executive and ensure conformance
- account to the membership
- oversee membership critical issues

**ROLE OF CHAIRS & OFFICERS' GROUP
(Regulations Appendix H)**

The Chairs' and Officers' Group (COG) exists to provide a mechanism for making decisions on major issues on behalf of the Assembly that require urgent action and that do not fall within the delegated authorities of other governance bodies with appropriate meeting dates and cannot wait for a decision at the next Assembly meeting.

COG is authorised by Assembly to:

- appoint the Chair and members of the Audit and Risk Committee
- deal with issues arising which require an urgent response that do not fall within the delegated authorities of other governance bodies. Where this concerns new policy, actions would be subsequently ratified by the Assembly as appropriate
- deal with any specific matters delegated by the Assembly

Any actions/decisions agreed by COG should be communicated immediately to the members of the Assembly, unless precluded from doing so by confidentiality. Minutes of meetings will be included in the confidential business of the next Assembly meeting and any decisions that need to be ratified by Assembly members will be done so at that time.

CODE OF CONDUCT FOR MEMBERS OF THE SOCIETY (Regulations)

APPENDIX A - CODE OF CONDUCT

Assembly may create, and from time to time amend or rescind, a Code of Conduct to be observed by all members of the Society. Breaches of the Code may, upon proper investigation under the process set out in the appropriate Regulations, lead to a Disciplinary Panel hearing which may, in turn, depending on the nature of the breach, ultimately lead to expulsion from the Society.

a) All Members

Being a member of the RPS is a mark of professionalism and members, as ambassadors of the Society, should do nothing that might detract from the high standing of the profession. This includes any aspect of a member's personal conduct which could have a negative impact upon the profession. On admission to, and annually on renewal of membership, all members must therefore:

- be in good standing professionally, including with the Society and any other professional body or regulator of which they are a member or registrant
- conduct themselves in a manner that upholds and enhances the reputation of the Society
- further the interests of and maintain the dignity and welfare of the Society and the profession
- exercise their professional skills and judgement to the best of their ability, discharge their professional responsibilities with integrity and do all in their power to ensure that their professional activities do not put the health and safety of others at risk
- when called upon to give a professional opinion, do so with objectivity and reliability
- be truthful and honest in dealings with clients, colleagues, other professionals and all they come into contact with in the course of their duties
- never engage in any activity that will impair the dignity, reputation or welfare of the Society, fellow members or their profession
- never knowingly engage in any corrupt or unethical practice
- not implicate the Society, through direct reference or use of membership status, in any statement that may be construed as defamatory, discriminatory, libellous, offensive, slanderous, subversive or otherwise damaging to the Society
- if convicted of a criminal or civil offence anywhere in the world inform the Society promptly, and provide such information concerning the conviction as the Institution may require. NB- this does not include Fixed Penalty Notice offences.
- observe the Policies of the Society
- comply with the Society's Regulations and all applicable laws

Conduct

If a member generally becomes aware of, or has reasonable grounds for believing, that another member is engaged in or has engaged in conduct which is in breach of the Regulations and/or Code of Conduct of the Society, they shall inform the Society in writing of that belief, but shall not maliciously or recklessly injure or attempt to injure, directly or indirectly, the reputation, practice, employment or livelihood of another member.

Complaints about the professional practice, performance or conduct of a member should be referred to the General Pharmaceutical Council, and any action by the Society may be postponed until the outcome of the Council's proceedings is known.

If the complaint is summarily dismissed by the General Pharmaceutical Council, the procedures set out in the Conduct Scheme for Members will be followed.

If the complaint is the subject of proceedings before a court or other regulatory authority, any action by the Society shall be postponed until the outcome of those proceedings is known, but is not obliged to do so. The Society is entitled to conduct its own investigations and implement its own decisions in accordance with the Society's Regulations and conduct procedures independently from the General Pharmaceutical Council, courts or any other authority.

In exceptional circumstances, the Society may take action in advance of a decision of a court or regulatory authority, in which case the complaint shall be referred to the Chairman of the Membership Committee, and the procedures set out in the Conduct Scheme for Members will be followed.

Bullying or harassment

The Society aims to create an environment which respects the dignity of all individuals, including but not limited to individuals who are Members, members or employees, those who provide services to the Society or conduct business on behalf of the Society or who come into contact with anyone connected to the Society.

Bullying, harassment, or victimisation of any will not be tolerated.

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or misuse or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end.

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person, or is reasonably considered by that person to have the effect of violating their dignity or creating such an environment, even if this effect was not intended by the person responsible for the conduct. A single incident or a pattern of multiple incidents of this type of behaviour can amount to harassment and/or bullying. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Any of these behaviours will always be viewed extremely seriously and may result in disciplinary action being taken including, or where appropriate, summary dismissal, removal from office, termination of a contract to provide services or membership of the Society.

b) Additional Code for Governance Body Members

In addition to observing the Code of Conduct for Members of the Society, members elected or appointed to the Assembly, National Pharmacy Boards or any other governance body reporting to the Assembly shall:

- observe the Code of Conduct for Governance Body Members
- act collectively in discharging the functions of the relevant governance body, abiding by and supporting any decisions made
- respect the skills, roles and dignity of staff and other members participating in governance
- not exploit their position as a member of a governance body for personal or business gain, financial or otherwise

Duties

All Assembly/Board members and other governance body members are expected to perform their duties (whether statutory, fiduciary or common law) faithfully, diligently and to a standard commensurate with the functions of the role and their knowledge, skills and experience. They shall also have regard to the general duties of directors including the duty to act, in good faith, in such a way that promotes the success of the Society for the benefit of its members as a whole.

Governance body members shall take due note of any legal advice provided to the Society. Although the ultimate decision in a matter will rest with the relevant governance body or post holder, such a decision should be informed by the legal advice provided to the Society and not taken unilaterally.

Assembly and Board Members are not authorised on behalf of the Society to enter into any legal agreements or other commitments or contracts on behalf of the Society. Only in exceptional circumstances should an elected member be specifically authorised to sign an agreement on the Society's behalf, and in those circumstances instructions should be provided by the Chief Executive to the Society's Legal team.

Collegiality

Any governance body member, whether they dissent, abstain or are absent from the making of a decision by the relevant governance body, accepts the majority decision and is bound by it. Decisions taken collectively by any committee/group/governing body of which the member is a part must be fully respected and the principle of "collective responsibility" for such decisions observed. A governance body member can require their dissent to be recorded, but this does not absolve them from collective responsibility.

Although governance body members may legitimately disagree with the Society leadership, direction, policy and decision-making, any comments made about such policies/decisions should be made in a way which makes it clear that they are the member's personal views and not be made in such a manner as to bring the reputation of the Society into disrepute.

If, after weighing carefully the potential effects on the Society's wider objectives and reputation, a governance body member considers that a matter is of such importance that they feel compelled publicly to oppose a decision of the particular governance body, the member should if possible inform the relevant Chair, or in the case of a Board Chair, the President, in advance. If this is not possible the relevant Chair, or in the case of a Board Chair, the President, should be informed as soon as possible after. The governance body member may then express their personal views on the

matter but, in so doing, must first explain the relevant governance body's policy and the reason(s) for the governance body arriving at this policy.

It is acceptable for a member to dissent from a governance body decision from a moral/conscience perspective but they should fully explain the reasons for doing so to the Assembly.

Confidentiality

Governance members agree to keep all Confidential Information confidential and not to use or disclose it, or make any statement which might risk the disclosure of confidential information, except as authorised or required in connection with their appointment and to use their best endeavours to prevent the use or disclosure of it by any other person. This restriction will cease to apply to information which becomes public knowledge otherwise than through any unauthorised disclosure or other breach.

Governance members accept that, with the exception of personal journals or diaries, all confidential records in any medium (whether written, computer readable or otherwise) including accounts, documents, drawings and private notes about the Society and its activities and all copies and extracts of them made or acquired in the course of their appointment will be:

- the Society 's property
- used for the Society 's purpose only
- returned to the Society at any time on demand
- returned to the Society or destroyed without demand upon the termination of your appointment

The Society makes no claim to personal journals or diaries, however members agree to safeguard, using reasonable security measures, any personal journal or diary that contains sensitive or confidential Society information. Members further guarantee that upon the termination of their appointment, they will redact any highly sensitive data that may be recorded in any personal journal or diary. The Society accepts this personal guarantee on an honour basis, made in good faith, and will not seek at any time to see an individual's personal journal or diary.

'Confidential Information' means information (in whatever form and howsoever held) relating to the business, products, affairs and finances of the Society or of any Group Company or joint venture for the time being confidential to it or to them, and trade secrets (including, without limitation, technical data and know-how) relating to the business of the Society or of any Group Company or joint venture or of any of its or their suppliers, clients or customers including in particular (by way of example only and without limitation):

- terms of business with clients/customers and prices charged
- the identity of the Society or any Group Company's clients/customers and members
- the subscriber database
- specific contact details and terms of business with clients, customers, their requirements and prices charged
- draft publications and publications
- business plans, strategies (including pricing strategies) marketing plans and sales forecasts
- confidential management and financial information and data, results and forecasts (including draft, provisional and final figures), including dividend information, turnover and stock levels, profits and profit margins

- confidential financial information and data relating to the Society's and any Group Company's clients/customers
- information relating to industry knowledge and research, research activities, inventions, secret processes, designs, formulae and product lines
- any information which is treated as confidential or which you are told or ought reasonably to know is confidential
- any information which has been given to the Society or any Group Company in confidence by members, customers, clients, suppliers or other persons, or that you created, developed, received or obtained in connection with your providing the services, whether or not such information (if in anything other than oral form) is marked confidential

This shall not prevent any individual from disclosing information which they are entitled to disclose under the Public Interest Disclosure Act 1998, provided that the disclosure is made in accordance with the provisions of that Act.

Intellectual Property

Governance Members agree to promptly disclose to the Society all work and all Intellectual Property arising from any Work provided by them.

Governance Members agree to assign (by way of present and future assignment) with full title guarantee all Intellectual Property in any Work to the Society (or any Group Company designated by the Society) including (with effect from their creation) all future rights and waive such rights (including moral rights) as are not capable of being assigned.

Governance Members will at the request and reasonable expense of the Society:

- supply all information, data, drawings, software or other materials and assistance as may be required to enable the Society (or any Group Company) to fully exploit any Intellectual Property and Work to its best advantage as determined by the Society
- execute all documents and do all things necessary or desirable to vest ownership of Intellectual Property in any Work or otherwise belonging to the Society in the Society (or any Group Company) and/or to obtain patent or other protection for the Intellectual Property in such parts of the world as the Society (or any Group Company) may specify.

'Intellectual Property' means copyright, rights in inventions, patents, know-how, trade secrets, trademarks and trade names, service marks, design rights, rights in get-up, database rights and rights in data, semiconductor chip topography rights, mask works, utility models, domain names and all similar rights and, in each case: (i) whether registered or not, (ii) including any applications to protect or register such rights, (iii) including all renewals and extensions of such rights or applications, (iv) whether vested, contingent or future and (v) wherever existing;

'Work' means any information, data, drawings, software or other materials or work created or provided by you (either alone or jointly with others) arising from this Agreement or any duties assigned to you by the Society (or any Group Company).

Return of RPS Property

At the end of their term of office, however arising, or at any time at the Society's request, governance members shall immediately return to the Society or destroy all documents, records, papers or other property belonging to the Society or any Group Company which may be in their possession or under their control, and which relate in any way to the Society's or of any Group Company or joint venture or any of its associations business affairs and shall not retain any copies thereof. This requirement shall not apply to a single copy of confidential information kept for legal, accounting or professional purposes which members warrant to keep secure in exchange for reasonable personal use. Members may be asked to certify in writing that they have complied with these requirements.

Conduct

A member of a governance body must inform the Chief Executive if he/she is subject to proceedings (but excluding any preliminary investigations) before a regulatory or licensing body, or has been charged with any criminal offence.

Where a member is subject to such proceedings or has been charged with any criminal offence the Chief Executive will put to the Assembly a resolution calling for the suspension of that member from office and from any governance body pending the outcome of the proceedings against the member under the relevant procedures in the Regulations and Conduct Scheme for Members. If the conclusion/outcome of the proceedings is that the member is not guilty of charges against him a resolution will be put to the Assembly for the suspension from office or governance to be lifted with immediate effect.

Where a member has been convicted of an offence which may be relevant to his membership of a governance body, then the matter will be referred to the Assembly who will deal with the matter in accordance with the relevant procedures as set out in the Regulations.

Assembly Meeting November 2023**DECLARATION OF INTERESTS****Claire Anderson**

- Professor of Social Pharmacy, School of Pharmacy, University of Nottingham
- Trustee Commonwealth Pharmacy Association

Andrew Carruthers

- Clinical Quality Lead, Scottish Ambulance Service
- Chair, RPS Scottish Pharmacy Board
- RPS CPCS Chair
- Self-employed, community locum pharmacist

Ciara 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

Ruth Edwards

- University of Wolverhampton – substantive employment
- Associate & Accreditation Team Leader – GPhC
- Pharmaceutical Press Author
- Royal College of Surgeons, Ireland – external examiner
- PDA member

Thorrin Govind

- Healthcare Advisory Solicitor- Hempsons
- Locum Pharmacist-various pharmacies
- Pharmthorrin Ltd
- Pharmacist – Boots
- ProperG Ltd
- PDA indemnity
- Brother- Superintendent Pharmacist
- Father- Pharmacy Director
- Contribute to media - press/tv
- 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

- Employee of Kent Community Health NHS Foundation Trust
- Locum Pharmacist (Various)
- Treasurer, PDA Union
- Member, PCPA
- Partner works for Kent & Medway NHS Partnership Trust

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)

Geraldine McCaffrey

- Principal Pharmacist at Betsi Cadwaladr University Health Board
- Member of the Delivery Board for Pharmacy: Delivering a Healthier Wales
- Vice Chair, Pharmacy Research Wales Group
- Member, National Pharmacogenomics Group (Wales)
- Member of Unite/Guild of Hospital Pharmacists
- Member of UKCPA

Gino Martini

- PHTA Ltd – main employer
- GPhC – Team Member Accreditation Programme
- Leucillin Advisor – stabilised hypochlorous acid provider
- Director, PHTA Ltd
- Director, Lakes Biosciences Ltd
- Director, Lupa Medical Ltd
- Visiting Professor at King's College London, Anglia Ruskin, Reading and Bradford
- Honorary Professor at University of Birmingham
- Court Member of the Worshipful Society of Apothecaries
- was on the working group for the UK Commission for the Profession of Pharmacy

Erutase Oputu

- NHS Kent & Medway ICB
- 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

Lynne Smith

- Royal College of Anaesthetics: Lay Member of Anaesthesia Clinical Services Accreditation Team and lay member of committees and groups including the Intercollegiate Advisory Committee in Dentistry
- Health Care Professions Council: lay member of Fitness to Practice Panels
- Volunteer and mentor for schools programme for an international development charity

Audrey Thompson

- NHS Greater Glasgow & Clyde
- Member Scottish Practice Pharmacist and Prescribing Advisers' Leadershipgroup 2015 - present
- Member of Unite

Cheryl Way

- International Pharmaceutical Federation
- Guild of Healthcare Pharmacists
- UK Faculty of Clinical Informatics
- Member Pharmacy: Delivering a Healthier Wales Delivery Board
- Digital Health & Care Wales
- Member, Hayes Point Right To Manage Company Board

Minutes of Assembly Induction Day held on 11th July 2023

Present: Claire Anderson (CA) - Chair, Andrew Carruthers (AC), Ciara Duffy (CD), Thorrun Govind (TG), Brendan Jiang (BJ), Alisdair Jones (AJ), Sorbi Khattak (SB), Geraldine McCaffrey (GMc), Gino Martini (GM) Tase Oputu (TO), Lynne Smith (LS), Audrey Thompson (AT)

In attendance: Paul Bennett (PB), Karen Baxter (KB), Neville Carter (NC), Avril Chester (ACh), Rick Russell (RR), James Davies (JD), Elen Jones (EJ), Alison Douglas (AD), Nicola Doyle (Firetail)

Observers: 3 Members registered to attend the meeting

Apologies: Ruth Edwards (RE), Cheryl Way (CW)

| Item | Paper | Notes and actions | Action by |
|---|-------|---|-----------|
| Item 1 Welcome & Apologies | | <p>CA welcomed everyone to the meeting, in particular CD, BJ, SK and GM were welcomed as new members of Assembly.</p> <p>Nicola Doyle from Firetail was welcomed as an observer as part of the work being undertaken for the Constitution and Governance Review.</p> <p>Apologies were received from RE and CW.</p> <p>Members of the Assembly and Exec team introduced themselves.</p> | |
| Item 2 Election of President | | <p>PB took the chair for this item and confirmed that by the deadline of 12 noon on 30th June, two valid nominations for the post of President were received:</p> <p>Claire Anderson nominated by Alisdair Jones, seconded by Geraldine McCaffrey</p> | |

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| | | <p>Thorrund Govind nominated by Lynne Smith, seconded by Sorbi Khattak</p> <p>The addresses from both candidates were circulated to Assembly members on 4th July.</p> <p>Both candidates now confirmed they had nothing further to add to their declarations of interests as contained in the open business papers for the Assembly meeting tomorrow.</p> <p>An election was then held under the process set out in Appendix B of the Regulations. PB confirmed that he had received proxy votes from both RE and CW by the noon deadline of 10th July and would therefore be casting a vote on behalf of both these Assembly Members.</p> <p>Claire Anderson was elected on the first round of voting.</p> <p>CA thanked TG for standing in the election with her and Assembly Members for voting for her. A copy of her full Presidential address is included at Appendix A.</p> | |
| Item 3 Election for Treasurer | | <p>PB took the chair for this item and confirmed that by the deadline of 12 noon on 30th June, one valid nomination for the post of Treasurer was received:</p> <p>Alisdair Jones nominated by Sorbi Khattak, seconded by Tase Oputu</p> <p>The address from AJ was circulated to Assembly members on 4th July.</p> <p>AJ confirmed he had nothing further to add to his declaration of interests as contained in the open business papers for the Assembly meeting tomorrow.</p> <p>AC asked AJ if his role as Treasurer of the PDA Union had changed since last year when AJ had been considering standing for Treasurer but had decided not to. AJ replied that nothing had changed in this respect since last year but that he had spoken to this point in his address statement. He reminded members that no decision could be made within the Society unilaterally by the Treasurer. He didn't see his post at PDA as being a <i>conflict</i> of interest but rather was just <i>an</i> interest. He assured members that if there was any situation or vote where this was to become a conflict he would recuse himself from the decision.</p> <p>AC expressed concern that AJ did not see the two roles as a conflict, particularly as PDA had at times been quite hostile towards the RPS and, whilst not in any way doubting the skills AJ might bring to the role, he would not be able to support his appointment to this post. AT similarly added her concern at AJ holding both posts.</p> | |

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| | | <p>AJ recognised that some people might see holding both posts as a conflict but he stressed that there was no real overlap between the work of PDA Union and that of the RPS. He felt they were not in direct competition for members etc and would have seen holding both posts as more of a problem if they were – rather he believed that success for one would be of benefit for the other organisation.</p> <p>He was not sure what else he might say that could further re-assure Assembly Members or allay any doubts but added that as Treasurer he would not have any greater influence in matters that would affect the Society than he had had over the last two years as an Assembly Member and member of the Finance & Risk Committee.</p> <p>TG asked what the procedure might be should Assembly not confirm AJ in the post and asked what those who would be working with him as Treasurer might think.</p> <p>PB didn't feel it would be appropriate to ask any individual members of staff to comment on this matter. He explained that if Assembly Members were not to confirm AJ as Treasurer the formal nomination process for the role would need to be undertaken again.</p> <p>GM noted that AJ had clearly declared his position at PDA and added that many members of RPS were also members of PDA and he would therefore be supportive of his appointment.</p> <p>CA noted that she had observed AJ at FIC meetings and had never known a real conflict of interest to arise.</p> <p>LS asked AC if his concern was the conflict of interest per se or the perception of this conflict by members and others. AC replied that it was the perception of the conflict. He noted that within NHS Scotland individuals must declare anything that might be perceived to be a conflict and he would therefore personally not put himself in this position.</p> <p>AJ felt that all Assembly Members might be subject to 'perceived' conflicts of interest and, whilst this was not unimportant, asked where AMs would draw the line. He believed there was sufficient transparency in his declarations and in the processes of the Society to deal with the day to day realities of handling any conflicts should they arise. He noted that, should Assembly choose not to confirm him in the post the organisation would need to address the perception of this with members etc.</p> <p>PB confirmed that as any decision to not confirm AJ would be available in the public domain via the minutes published on the website and to members via the video recording.</p> | |
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| | | <p>TG asked whether anyone else would stand should AJ not be confirmed and what might happen in the interim. PB confirmed that the President would act in the role until Assembly were able to appoint a new Treasurer.</p> <p>PB then formally asked Assembly Members to confirm that AJ be elected as Treasurer. He explained Appendix B of the Regulations set out that the confirmation process be that as per the process for confirming the second year of a term of office outlined under 5.1.1. of the Regulations which is that <i>'Confirmation... shall be automatic unless a vote of no confidence in the President is passed by the Assembly'</i>.</p> <p>He noted that the process for a vote of no confidence as set out in Reg 5.4 was as follows: <i>'the Chief Executive...shall call for a vote of Assembly members present to express no confidence in the Officer. The vote will be by a show of hands and will be recorded in the minutes. Only those Assembly members present at the meeting shall be eligible to vote...a vote shall not be passed unless at least 8 Assembly members present at the meeting at which the vote takes place vote to express no confidence in the Officer'</i>.</p> <p>AC was therefore asked if he formally wished to call a vote of no confidence and confirmed that he did. PB asked those members who wished to express no confidence in AJ as Treasurer to raise their hands – AC and AT were the only members of Assembly to vote in this way and the vote therefore did not pass. AJ was therefore confirmed as Treasurer of the Society for a term of two years. A copy of his full Treasurer address is included at Appendix B.</p> <p>AJ thanked members for their support and stated that he would endeavour to overcome the concerns that had been expressed. He added that if the holding of both posts were ever to become a real issue he would take action to step down from the role.</p> | |
| Item 04 Academic Member | | <p>CA returned to the chair for this item and asked Assembly Members to confirm the second year of Ruth Edwards' term of office as the Academic Member – AGREED.</p> <p>The open business of the Induction Day was then concluded.</p> | |

APPENDIX A – CLAIRE ANDERSON PRESIDENT ADDRESS**Championing Excellence Through a Changing Environment**

It has been an honour to be president of RPS. This is a time of unprecedented change and I have decided to stand as president for a second term to offer much needed continuity. These changes include:

- the transformation of pharmacy education
- the increase in the number of prescribers
- the implementation of the recommendations of the independent commission
- changes to supervision
- the workforce crises
- the upcoming RPS constitutional and governance review

As I have travelled around Britain, I have encountered exemplary and innovative practice. I will continue driving further these changes strengthening the profession's reputation and standing with all members from students (whom I'm well placed to influence engagement) through to our retired members. The work of the commission has encouraged even greater collaboration and a need to share what we are doing more widely.

Sustainability through collaboration

I believe that together we can achieve more. During my two years as president, I have built solid and fruitful relationships across the pharmacy professions and organisations and with government, other Royal Colleges and healthcare organisations. I have begun to restore our international reputation by leading us to re-join FIP and am leveraging the benefits to maximise publishing income, conference participation and international membership. I have ensured that issues of planetary health and sustainability are on the agenda, including changes in our investment portfolio and operations. I commissioned an independent review of member participation and communication which has led to changes in member engagement and more open decision making.

Proactive, adaptive, progressive and relevant

I am not afraid of leading the profession through the tough decisions that we will inevitably face. If elected, I will continue working with the Assembly, the National Boards, and RPS staff and members, to lead the profession proactively. We will not just react to a changing policy and professional landscape, but share our successes and collaborations more widely. We will be adaptive and agile, never afraid to innovate. We will expand our scope of influence while capitalising on our strong brand values, to ensure that the RPS is seen as essential, not only to pharmacy practice and pharmaceutical science, but also to everyone who develops, prescribes, administers and takes medicines.

As president, I will:

- inspire us to fulfil our mission and strategic direction.
- oversee delivery and implementation of the constitutional governance review
- continue to extend the profile and influence of pharmacy as a profession by building and strengthening relationships with all the other pharmacy leadership bodies and organisations
- ensure we are invited to the table whenever medicines and public health are discussed by continuing to invest in strategic relationships beyond pharmacy
- ensure the best option for members regarding the new council arising from the independent commission
- support the profession to embrace a more clinical future, including prescribing
- champion a profession wide culture of training, education and research
- advocate to government, the health-systems and employees to advance the RPS's important role in education and credentialling
- oversee the further development of our membership proposition prioritising the development of local and special interest networks
- ensure resources are used effectively and efficiently to deliver value for members
- deliver evidence about pharmacy's important role in the pandemic to the Covid Inquiry
- strengthen our international reputation as a leadership body and major publisher
- work closely with board chairs and the press team to ensure our continuing media presence
- maximise the skill set of board members

Hard decisions will be made about many issues including financial stability, investments, property, income streams, the constitutional and governance review, the recommendations of the independent commission, and new membership categories. I am confident that I can continue to lead us through these important decisions.

Equality, diversity and inclusion

The RPS cultural values '*be inspiring, be empathic, be relevant*' remain vital; we must continue to foster them within the profession. Our work on EDI has progressed well, and more can be achieved. I will continue to work with board chairs on this journey, providing inclusive and authentic leadership that is not afraid to challenge barriers. I will ensure everyone knows the part they are playing, and that they are empowered to contribute to the best of their ability and to excel, be they staff or a board member.

A leader of global standing

With a career in pharmacy spanning five decades and six continents, I bring gravitas, credibility, and authenticity to the position of RPS President.

Academic leadership: As professor in a leading school of pharmacy with strong national international connections across and beyond the profession, I am a global leader in pharmacy practice. I have made a significant national and international contribution to the development of evidence, including developing and evaluating new professional roles for pharmacists. I also have an international reputation in research on pharmacy education and workforce development. My university is fully supportive and has given me all the time I need to fulfil my role as president.

Managerial leadership: I have broad networks and management experience, not just in the RPS, but also world class university and FIP committees. I am a trustee of the CPA. I have management experience as head of division and director of a cross disciplinary research centre. I am a systems leader, and a strategic critical thinker. While collegiate in my approach, I am not afraid to stand up for what I believe in and am not afraid to challenge performance and behaviour where necessary.

RPS leadership: As president over the last turbulent two years, I have insight into the challenges ahead. I will harness the combined expertise of the boards and advisory groups to increase the portfolio and reach of the RPS. While I have excellent working relationships with the executive and staff, I am not afraid to challenge them. I am passionate about our profession and committed to making the RPS and our members even more successful. As a confident speaker and media presenter I will also continue to be a dedicated ambassador and advocate for the profession nationally and internationally.

APPENDIX B – ALISDAIR JONES TREASURER ADDRESS

Dear colleagues,

As most of you are aware, much of my time on Assembly has also been as a member of FIC. This has provided me with a comprehensive understanding of the current financial opportunities and challenges that the RPS faces, equipping me with the necessary skills to ensure prudent financial management. These include:

- Exploring investment opportunities through PhP, such as Dosium.
- Monitoring the performance and allocation of investment funds.
- Overseeing financial exposure to large-scale projects, such as Salesforce.
- Ensuring financial viability in light of declining membership numbers.
- Planning for future project investments, including constitution review and potential charter changes.

The upcoming years will undoubtedly present financial challenges. In the short term, we may observe a less favourable balance sheet. However, the most significant risk lies in taking no action at all. We must strategically invest our resources to ensure the continued viability of our organisation. Surrounding ourselves with expertise and making sound financial judgments are crucial in making informed decisions for our future. I aspire to continue working with FIC in a manner that empowers Assembly to make these crucial determinations.

I would like to express my gratitude to the outgoing Treasurer, as well as the finance team and other members of FIC who have contributed to the management of the RPS finances over the past year. Handling the finances of our organisation is a collaborative effort. It is with this understanding that I perceive the role of Treasurer as that of a 'custodian,' entrusted with the responsibility of safeguarding the funds of our members. Rather than engaging in micro-management or relying solely on personal financial expertise, our primary objective should be to instil confidence in our members by assuring them that the broader finance team is diligently working to secure the financial future of our organisation.

Finally, let me address the elephant in the room. Many of you will be aware that I also hold the position of Treasurer at the PDA Union. I acknowledge the potential concerns regarding conflicts of interest that may arise from this dual role. Let me emphasize that I am fully committed to transparency and open decision-making. Decisions are never made solely by the Treasurer, and I want to assure the members of Assembly that if any situation arises where there is a perceived or actual conflict, I will take necessary measures to minimise such conflicts. However, it is important to note that no conflicts have arisen during my tenure on FIC. I firmly believe that success for one organisation is tantamount to success for both.

Thank you for your careful consideration.

DRAFT

OPEN BUSINESS
Minutes of Assembly Meeting held on 12th July 2023

Present: Claire Anderson (CA) - Chair, Andrew Carruthers (AC), Ciara Duffy (CD), Thorrun Govind (TG) via vc – part meeting, Brendan Jiang (BJ), Alisdair Jones (AJ), Sorbi Khattak (SB), Geraldine McCaffrey (GMc), Gino Martini (GM) Tase Oputu (TO), Lynne Smith (LS), Audrey Thompson (AT), Cheryl Way (CW)

In attendance: Paul Bennett (PB), Karen Baxter (KB), Neville Carter (NC), Avril Chester (ACh), Rick Russell (RR), James Davies (JD), Elen Jones (EJ), Alison Douglas (AD). Katie Burlison-Rush (KBR) – Items 1-3 only, Emer Bellis (EB) – Items 1-3 only, Tony Scully (TS) – Item 06 only, Ben Randall (Firetail)

Observers: 2 Members attended as Observers

Apologies: Ruth Edwards (RE)

| Item | Paper | Notes and actions | Action by |
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| Item 01 Welcome & Apologies | | CA welcomed everyone to the meeting. Apologies were received from Ruth Edwards. Ben Randall from Firetail was welcomed as an observer as part of the work being undertaken for the Constitution and Governance Review. | |
| Item 02 Items for Noting | | The following items were noted: a) Code of Conduct & Remit of Assembly and COG b) Declarations of interest c) Minutes of the Open Business Assembly Meeting 29 th March – noted and approve d) National Pharmacy Board Reports e) President's Report f) Treasurer's Report | |

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| | | <p>g) Science & Research update & minutes of the Science & Research Committee 5th June</p> <p>h) Education update & minutes of Education & Standards Committee 24th May</p> <p>i) PMED update</p> <p>j) Inclusion & Diversity update</p> <p>k) Schedule of Assembly meetings 2024</p> <p>l) Panel of Fellows list of Fellows appointed in May - CA congratulated all the new Fellows.</p> | |
| Item 03 Matters Arising | | <p>a) EDI Strategy & Action Plan</p> <p>The paper updating members on progress made by the People Team on the Society's internal EDI Strategy since the March meeting was noted.</p> <p>EB informed members that the whole Executive team would be supporting the work under the Strategy and that NC would lead on the topic, working with EB and other stakeholders.</p> <p>She explained that questions in the last staff Workbuzz survey had included 'people of all cultures and backgrounds have the same opportunities here', 'I am treated fairly, equally and with respect' and 'what should RPS focus on to become a more inclusive and diverse organisation?'. A summary of the survey response on EDI topics was then discussed at the Employee ID Group meeting in May, with an English Board member attending the meeting as a guest to take part in the discussion. A staff drop-in session run by and for women of colour was also held in May to look at why some aspects of our employee survey responses are less positive for this group.</p> <p>Two meetings specifically to discuss EDI have now been held with the Exec team and NC & EB are currently working through actions from these meetings, with additional input from Aman Doll (Head of Engagement & Professional Belonging) in order to finalise action and work plans for the next 6-18 months and to ensure that all strands from internal and external work in this area link up.</p> <p>TO thanked EB for the update and the work done over the last three months. She noted, however, that she was now in her third year on Assembly and had yet to see any completed strategic action plan for EDI which was frustrating. Although she could see that steps were being taken towards completing this and was heartened to see NC designated the Executive lead for this work.</p> <p>She noted the Executive oversight of the Strategy and that it was being looked at in a number of different forums as well as aligning with the external work being done for members but stressed the Society not only needed to be seen as the leader in this area externally for the profession but also needed to be seen to be leading on this within the organisation itself. She therefore strongly hoped that the final completed version</p> | |

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| | | <p>of the Strategy would be provided for Assembly at the November meeting as this was now vital to have. AJ echoed this and EB confirmed that this would be the case.</p> <p>ACTION – EB</p> <p>PB stressed this was a very high priority agenda item for the whole Executive team and added that it was important all Assembly members pushed the Executive on this matter, not just TO especially. The external EDI challenge faced by the profession and the messages the RPS issued publicly to the profession in this area made it all the more important to change and address these issues internally.</p> <p>NC echoed this and emphasised that it was essential for the credibility of the organisation that what happens internally echoes what the Society is calling for the wider profession externally.</p> <p>LS informed members that if they had the chance to attend one of the Society's externally focussed ABCD Group meetings that it would be very rewarding.</p> <p>BJ noted that he would have expected the organisation to have a more detailed understanding of the internal staff EDI data. EB replied that good data did exist on protected characteristics but that the team struggled more with identifying the best courses of action to take to be most effective.</p> <p>EB was asked how the team might best prioritise the work on the numerous different strands covered by EDI. She noted that some areas were immediately obvious as the team had been reporting and working on them for a number of years but had not been able to make any progress to date e.g., gender and ethnicity pay gaps and ethnic diversity within upper-level staff roles in the organisation. There were also some areas where 'quick wins' might be possible, informed by the feedback from staff surveys etc.</p> <p>GMc noted that there had been a significant degree of attention on socio-economic status in the media recently and would like to see the Society include this in the Strategic plan.</p> <p>b) Oral Presentations at RPS Conference</p> <p>NC confirmed that oral presentations would be incorporated at this year's annual conference on 10th November and noted that overall 172 abstracts had been received.</p> <p>Using the same venue as last year, the Society has committed to taking a larger space which would help with provision of networking areas and rooms for breakout sessions.</p> <p>TO congratulated the team on securing Prof John Amaechi as the key note speaker.</p> | EB |
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| <p>Item 04 CEO Update</p> | <p>i) Downing Street Round Table Event</p> <p>PB attended a round table event at 10 Downing Street on 27th June with AoMRC, other medical Royal Colleges, professional bodies and unions ahead of the publication of the NHS Workforce Plan later that week and stressed the importance of RPS being invited to this meeting as an equal with the other Royal Colleges.</p> <p>At the meeting, he had had chance to comment on pharmacy and the importance of IP etc which had been warmly received by the Prime Minister. He had been struck by the support from the Prime Minister and other cabinet and NHS representatives for the plan and its areas of focus. The meeting led to a commitment to invite all those present to further similar meetings where, again, the Society would participate as a full equal with the other Royal Colleges.</p> <p>GMC asked what activities had taken place on workforce planning in Scotland and Wales. PB noted that both EJ and LW have a number of routine discussion with their respective CPhOs and education bodies and, in reality, England is just now catching up with Scotland and Wales in this area. EJ added that there had been a workforce plan launch in Wales recently as well which aligned to the Society's Vision.</p> <p>ii) UK Covid Inquiry</p> <p>PB noted that the Inquiry had now been formally established with the stated aim of learning lessons for the future should another pandemic or similar event occur. He reminded members that the Society had itself already engaged with the profession and published a report on the impact of the early stages of the pandemic on the pharmacy profession in July 2020, as well as submitting evidence to a number of parliamentary committees since then.</p> <p>JD and John Lunny, Public Affairs Manager, were now leading the work on pulling together details of all the Society and its members had done over the course of the pandemic in order to submit to the Inquiry later this year. PB noted that the Society would also be a core participant in Module 3 'Impact on Covid-19 pandemic on healthcare systems in the 4 nations of the UK' and may be asked to provide oral evidence at the public hearing element of the Inquiry next year. GM stated he would be happy to help support any of the work on gathering evidence.</p> <p>He noted that the Inquiry website contained details of the 'Every Story Matters' element of the process whereby anyone can share their experience and encouraged members to participate.</p> <p>EJ noted that it was easy to forget just how much the Society and its members, as well as the wider profession, had done during the pandemic on top of normal practise and felt the Inquiry represented an opportunity to highlight this and also the frustrations experienced by many pharmacists eg not being recognised as key workers.</p> | |
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| | | <p>iii) PhP Rebranding</p> <p>PB informed members that the PhP side of the organisation had undergone a full rebrand last month which had focussed on the four key components:</p> <ul style="list-style-type: none"> • Medicines Complete • Pharmaceutical Journal • Pharmacy Knowledge • Research Journals <p>All elements had now been brought under the new shield icon that emulated the RPS coat of arms and helped better highlight the relationship between the two.</p> <p>iv) Edinburgh Pride</p> <p>Staff joined members for the Pride march on 24th June, along with colleagues from APTUK and GHP, just one of a number of activities the organisation participated in for Pride month.</p> <p>Other areas of work by teams have included:</p> <ul style="list-style-type: none"> • highlighting the danger of SARMS in the media • UCL/RPS co-hosted lecture on Community Pharmacy in 21st century which gave an opportunity to highlight Vision work • reception to recognise the retirement of Bruce Warner <p>PB also congratulated the recent new Fellows and noted that the Society now had over 800 Fellows in total.</p> | |
| Item 05 Professional Leadership Commission | | <p>PB reminded members that the Society had been actively engaged with the Chief Pharmaceutical Officers (CPhOs) since the launch of the Commission Report in February. He and CA have also held a number of very constructive meeting with APTUK and PFNI and the three professional leadership bodies (PLBs) have continued to engage, meet and corresponded with the CPhOs, stressing how keen all three are to understand exactly what plans they have for the creation of the proposed Council. A joint meeting with the five Specialist Pharmaceutical Groups (SPGs) referenced in the Report had also occurred.</p> <p>Frustratingly a number of questions still remain and the three PLBs are therefore looking to the next meeting with the CPhOs on 24th July to gain more clarity on matters such as progress on appointing a Council Chair, composition of the Council etc. This clarity would then allow the individual PLBs to have a more meaningful engagement with their members on the proposals.</p> | |

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| | | <p>PB stressed that the Society was keen to engage constructively with all stakeholders in the process with an honesty and degree of humbleness to create an even stronger sense of collaboration than already exists.</p> <p>AT noted it was positive to see the collaborative work being done by the Society and the willingness to engage constructively with the other pharmacy stakeholders. She shared PB's frustration that no one knows what is happening at present in terms of process etc for the creation of any new Council and was therefore fully supportive of the proposed way forward at the meeting on 24th July.</p> <p>AJ felt it was important to ensure that the Society wasn't simply passive in the process but set out what its vision is in terms of future ways of working. TO similarly felt, as the largest leadership body, RPS needed to take an active role and asked that dedicated time be given at future Assembly meetings to allow AMs to properly discuss this.</p> <p>CA did note that the Society had already submitted it's vision on the way forward as part of the Commission's initial phase of work and didn't believe, with the lack of any detail on the new Council etc, that there was anything else to add to this at present.</p> <p>LS felt PB and CA should be more forthright in expressing frustration with the lack of information and stress that the Society was very keen to engage with its members on any proposals. She recognised it was difficult to report back to them that there had been no progress but felt it was none the less important to relay even this lack of progress to the members. CA agreed that an update should be provided after the meeting today.</p> <p>ACTION – PB/CA</p> | PB/CA |
| Item 06 2023 AGM | | <p>Tony Scully, PJ Publisher, joined the meeting for this item and the paper detailing the motions for the 2023 AGM was noted. The motion relating to the Pharmaceutical Journal, proposed by Mary Tompkins on behalf of the Retired Pharmacists' Group, was the only motion passed at the AGM and so would now be considered by Assembly at the meeting today.</p> <p>KB outlined the detailed two year governance processes the decision to remove the print copy of the Journal had been through since 2019 including:</p> <ul style="list-style-type: none"> • market insights and user surveys taken to PhP Board composed of publishing experts • PhP Board critical of initial proposals which, alongside input from Assembly, led to changes • revised proposal unanimously approved by Assembly • once approved additional external expertise was sought by appointing third party designers for the new platform | |

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| | | <ul style="list-style-type: none"> team continue TO obtain feedback and monitor engagement, which is health and growing, against industry benchmarking <p>KB was conscious that some members were disaffected with the decision and believed that more could therefore be done to further work with user feedback to keep the numbers who were as low as possible.</p> <p>Aside from bringing back a print version of the PJ, which was not economically or environmentally viable, she informed members that the team were currently working on delivering:</p> <ul style="list-style-type: none"> development of an app to optimise user experience & ‘portability’ finalising a business case for digital archive for inclusion in 2024 budget better user access controls for online use of PJ <p>and was confident that delivery of these three workstreams would address those areas the organisation had been asked to by users but added that the team would of course continue to listen to feedback provided, including further feedback sessions with the RPG, as the user experience was hugely important to the team to build into iterative improvements for the PJ.</p> <p>AT noted the motion referenced ‘widespread dissatisfaction amongst RPS Members’ but thought the steps outlined above seemed as if they would address this. She felt it would be very difficult to support the motion’s call for a ‘wide-ranging review’ given the whole governance process KB had outlined that the decision had already been through and couldn’t see where the justification for any review might be found. She was fully supportive of the work of the team and therefore would not support the motion.</p> <p>CW noted she had voted for the motion at the AGM and felt members did miss the paper version of the Journal. She felt that, at present, the app hadn’t really captured the full experience of reading the paper copy so was pleased to see the plans in place to improve this. Whilst recognising that it was not possible to go back to producing a print copy, she felt it was important to give readers a better experience than at present, particularly in terms of sign-on etc.</p> <p>She asked if it was possible to measure the impact of the withdrawal of the print version on RPS membership numbers. KB noted that this was touched on in the paper and estimated the impact on members who had chosen to leave the Society because of the decision to be in the region of 200-300 members.</p> | |
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| | | <p>AJ felt there were two aspects to the motion:</p> <ul style="list-style-type: none"> i) could a print version be brought back - clearly not ii) holding a review of the decision – he noted this had clearly been through a very robust governance process. He had no doubts this was made in the correct manner and believed an external review would not come to a different verdict on this matter. Whilst there are still a number of problems with the digital experience there was a clear plan in place to address the concerns raised and believed it would never be possible to please everyone. <p>GMc asked if it would be possible to print articles from the app. TS noted that this had not been part of the original requirements but would be explored as part of ongoing innovations.</p> <p>LS questioned what a ‘wide ranging review’ actually meant, was it a review of the decision process – this had clearly been robust, or was it the various options for the PJ – these had also clearly already been considered and asked if there even existed any genuinely independent external bodies would might be able to undertake a review. KB noted that there would probably be some organisations that might be able to do this but she would much rather rely on continual user feedback.</p> <p>BJ would much rather the organisation put its resources into developing the current PJ product than into commissioning an external review. SK agreed with this and suggested that provision of a fully printable pdf version of each edition be explored.</p> <p>AJ observed that half the members of the PhP Board were industry experts so had already brought a large degree of external input into the process and had robustly challenged the initial proposals.</p> <p>PB noted that the Society was actually leading the way in changes in this area and, as such, had received contact from a number of other organisations who would like to follow the move away from print to a digital offering for their own members. TS added that the demise of print was inevitable and the decision for the Society to move to a digital product had been taken at the right time, particularly with the increases in energy costs and costs of living more generally over the last year.</p> <p>CD asked when the issues with member log-in might be resolved. ACh replied that the team were currently looking at all aspects of user-identity management and, as part of this, were working closely with KB & TS to see if there were any ‘quick wins’ to improve the system for PJ users but at present it wasn’t possible to give a firm timeline on resolving the issue until further investigations had been completed. She would</p> | |
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| | | <p>therefore bring a full update on work in this area back to the meeting in November. GMc asked for an interim update before then to understand the results of ACh's initial considerations.</p> <p>ACTION – ACh</p> <p>Members then unanimously agreed it would not be possible to support the motion's call for a review.</p> <p>PB noted that a number of other motions had initially been submitted for consideration at the AGM, all of which were detailed in full in the paper alongside the responses sent to the individuals submitting the motions explaining why they were not suitable for inclusion at the AGM. A motion on the Pharmacy Leadership Commission had gone on to be included at the AGM, submitted by Mike Hannay which had not been passed at that meeting.</p> | ACh |
| Item 07 Constitution & Governance Review | | <p>PB reminded members that the initial Invitation to Tender for organisations to work with the Society on a full Constitution and Governance review of the RPS had been issued at the start of the year. The review would explore the structure and governance that would best enable the Society to thrive for the next 180 years whilst delivering for its members, the public and the wider profession.</p> <p>He was very pleased to confirm that Firetail had now been appointed to undertake this work and Ben Randall was in attendance to observe the Assembly meeting today, his colleague Nicola Doyle having been present at the Induction Day yesterday.</p> <p>Firetail will undertake a whole series of activities, including engaging directly with members of the Boards and Assembly, and would ultimately produce a set of options and recommendations which would hopefully be brought to Assembly in November. PB stressed that this was not to be confused with the work of the Independent Commission.</p> | |
| Item 08 Supervision | | <p>PB updated members on recent developments with the Supervision Working Group which has been looking at a number of important aspects such as delegation, where legislation should rest etc and noted how important and helpful the work of the three National Boards in this area had been for the Society to input into the Group.</p> <p>The work of the Group had been very constructive and led to the development of a largely consensus position document for the wider profession to discuss further, however, he was not at liberty to share more detail at present as the Group had agreed this would be released via a formal announcement which is expected imminently.</p> | |

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| | | <p>AJ asked if there had been any areas where consensus was unlikely to be reached. PB stressed he was unable to disclose other organisations' views but that there would inevitably be some areas where 100% agreement across all stakeholders was not possible and he noted that the Group had been discussing how best any differences might be expressed.</p> <p>GMc asked if there had been much feedback on the RPS's position (which had been published on the website). PB was not aware of any member comments but noted that there wasn't anything particularly contentious in the Society's position. He felt more comments might be forthcoming once the wider Group position was published.</p> <p>PB clarified that the Guild had not been part of the Working Group.</p> <p>TG left the meeting at this point.</p> | |
| Item 09 International | | <p>The paper outlining the background to the appointment of Tracey Thornley as RPS nominee to the FIP Community Pharmacy Executive Committee and the possible options around attendance at the 2023 FIP Congress in Brisbane was noted.</p> <p>PB clarified that Assembly were now being asked to:</p> <ul style="list-style-type: none"> a) continue the Society's support for the Tracey Thornley as the RPS Nominee b) agree the President's proposal that RPS part-fund TT's attendance at the 2023 FIP Congress or c) determine some other course of action should it not agree item b) <p>AJ noted that the paper had been very informative, not just in relation to the current points for Assembly to consider but in relation to the Society's wider engagement with FIP in general. He therefore suggested an added action to explore how best to ensure members generally could gain increased benefit from the RPS's members of FIP.</p> <p>He felt the cost of continuing support for TT was not very high but the risk of not doing so would be much higher reputationally. GMc agreed and felt the costs would benefit the RPS and demonstrate to the wider membership the Society's commitment to FIP.</p> <p>AT however noted that costs related to FIP had been an issue in the past and Assembly had previously committed to funding only two places at the 2023 FIP Congress for the CEO and President and was therefore concerned that making an exception this year may lead to more exceptions being made in future years. She also highlighted the environmental impact of three individuals flying to attend an event in Australia.</p> | |

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| | | <p>TO noted that the Society sometimes had a tendency to address matters reactively and noted that RPS had just re-joined FIP and should therefore be prepared to take a different approach to that taken previously and consider all those elements that had been flagged as an issue with FIP membership previously from a more strategic perspective, particularly in areas such as this which would recur on a regular basis.</p> <p>CW felt it was important RPS was represented at the highest levels within FIP but asked who was responsible for FIP and related work from a staff perspective.</p> <p>NC informed members that his team were currently looking at the relationship with FIP and all the international organisations the RPS was a member of to ensure the Society was set up to maximise its benefits and achieve strategic goals in this area. This work would be able to be progressed more rapidly once the new Partnership Manager was in place to help prioritise all the different external relationships and would be able to inform decisions such as who should attend meetings etc.</p> <p>Agreed a formal FIP engagement plan, to include details of how work in this area is communicated to the wider membership, should be brought to the November Assembly meeting. The paper should also enable principles on RPS attendance at future FIP and other international organisations' events to be established. TT should be invited to the November Assembly meeting to give an update to members and CA additionally committed to providing a report on her attendance at FIP Congress</p> <p>ACTION – PB/CA</p> <p>PB noted that FIP itself would formally be bringing a set of proposals on a new member offer for organisations to the Congress for discussion and approval which would likely bring an opportunity for the RPS to work with FIP on what more it might be possible to offer individual RPS members. He also noted that the organisation had never had more feedback on FIP work than it currently received from TT and that this was routinely shared with the relevant staff teams.</p> <p>He noted RPS has undertaken a significant amount of work with FIP specifically on environmental matters which EJ outlined, noting that the Society simply would not have had the resources to undertake this work on its own.</p> <p>The Society also had a responsibility to share evidence and best practice etc in areas where RPS was ahead of other countries on the global platform of FIP and PB noted that an IP session was being held at the 2023 Congress because RPS had asked them to include this on the agenda. CA will be speaking at this session and noted that the large sphere of influence FIP has globally enables the Society to help the wider pharmacy profession all over the world and also to learn from international colleagues.</p> | PB/CA |
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| | | Members then formally agreed to continue support for TT as RPS CPS ExCo nominee and to part-fund her attendance at the 2023 FIP Congress. | |
| Item 10 Any Other Business | | <p>a) Expert Advisory Groups Declaration of Interests</p> <p>An item of AOB had been submitted by AJ requested that the possibility of obtaining declarations of interests from members of the Society's EAGs, even if just for internal record, be discussed.</p> <p>He thanked members of all the EAGs for the valuable work they continued to do for the organisation but, given that the Boards and others were reliant on their expertise, he was surprised that the Society did not routinely capture declarations of interest from them. Whilst mindful of not introducing any unnecessary additional levels of bureaucracy or putting off individuals from joining the EAGs he proposed it would be sensible to capture and hold this information centrally even if this was never published.</p> <p>PB reminded members that the EAGs were not part of the organisation's formal governance structure and noted that members were invited to participate by the Society. If Dols were to be mandated and an individual chose not to submit one, it would be entirely for the Society to then decide whether or not they were able to remain on the Group.</p> <p>EJ, as the staff member with overall responsibility for the EAGs, assured members that there was a rigorous appointment process for all the Groups which included the provision of CVs etc. Given the level of detail already provided she did not think it would be an issue to also ask for Dols. She confirmed that members did already declare relevant interests during meetings when items of possible conflict arose.</p> <p>PB again stressed that it was important to acknowledge the valuable work done by the EAG members but did think it would be sensible to introduce the routine collection of Dols and this should therefore be included in all Groups' terms of reference and instigated going forward.</p> <p>ACTION - EJ</p> | EJ |
| Item 11 Date of next meeting | | AD confirmed that the next meeting would be held on 21 st /22 nd November rather than the dates stated on the agenda and would be held entirely on Zoom. | |

ACTION SHEET – Assembly Meeting 12th July 2023

| Item | Action | Who by | When |
|---|--|--------|--------------------------------------|
| Item 03a EDI | Final version of EDI Strategy & Action Plan to be provided for next meeting | EB | November Assembly |
| Item 05 Professional Leadership Commission | Update to be provided after meeting with CPhOs | PB/CA | As soon as possible after meeting |
| Item 06 2023 AGM PJ Motion | Interim update on ‘quick fix’ options for PJ user identity management to be provided | ACh | As soon as possible |
| Item 09 International | FIP engagement plan to be provided f | PB | November Meeting |
| | TT to be invited to attend next meeting | PB/AD | November Meeting |
| | Report on attendance at FIP Congress to be provided | CA | November Meeting |
| Item 10 EAGs | Collection of annual declaration of interests for EAG members to be implemented | EJ | As soon as possible |

| | |
|--|--|
| Title of item | Update from National Boards |
| Open, confidential or restricted status | Open |
| Authors of paper | Elen Jones, James Davies, Laura Wilson |
| Positions in organisation | Country Directors |
| E-mail | elen.jones@rpharms.com James.Davies@rpharms.com Laura.Wilson@rpharms.com |
| Purpose of item | To update Assembly on the work of the National Boards for the period June 2023 – November 2024 |
| Item summary | This paper provides an update on the work of the country teams in relation to policy and advocacy. |
| Risk register items | n/a |
| RPS strategy links | All |
| Actions/decisions required of Assembly | For noting |

GB activity

- We continue to engage with the UK COVID-19 Inquiry as a Core Participant of Module 3, which examines the impact of the pandemic on healthcare systems. The RPS' legal representative read a statement to a preliminary hearing of the UK COVID-19 Inquiry on 27 September. Public hearings are expected to begin in 2024.
- Engaging with members of FIP and CPA and building our international presence. The RPS hosted the KNMP, the Royal Dutch Pharmacists Association for a 2 day working visit in November to understand more about prescribing in England and Wales.
- Launched a consultation on our Greener Pharmacy Guides which closed on 8th November 2023
- We have been promoting our Daffodil Standards across all three countries and now have more than 500 pharmacies signed up
- RPS have published interim [professional standards for virtual wards](#) (Hospital at Home)
- Refresh of the [Home Care Standards](#) is underway, the consultation window is now closed and we are reviewing the feedback
- Consulting on a refresh of the [Error Reporting Standards](#) later this year
- We facilitate and attend regular meetings with pharmacy organisations and professional leadership bodies policy leads to discuss current priorities and consultation responses.
- In October we published our Workforce Wellbeing Roundtable report which discussed some of the challenges and possible solutions to workforce wellbeing. The 2023 survey into workforce wellbeing has been launched and is currently gathering evidence.
- The have published a GB wide position statement on the use of PGDs by pharmacy technicians and responded to the government consultation on this issue.
- The three national boards came together ahead of the RPS Annual Conference.
- The Country Teams have developed a further engagement model for the profession which includes the recruitment of three regional engagement leads. These engagement leads will be in post from January 2024.
- The RPS will continue to engage with a range of stakeholders on the role of the profession to support patient care.
- We continue to support a wide range of media activity including a national campaign on penicillin allergy status and responding to media requests related to the shortage of ADHD medication.
- We continue to work closely with other Royal Colleges, including RCGP and RCN, on the development of a policy on the separation of prescribing and dispensing / administration / supply of medicines by independent prescribers, working with key stakeholders in this area

Activity in England

- We submitted written evidence to the Health Select Committee inquiry into pharmacy. Evidence sessions are likely to begin in Q4 2023, to which we have been invited to

provide a witness. This will allow us to directly highlight the deficits in delivery of the governments commitments to pharmacy.

- A member of the RPS Hospital Expert Advisory Group gave evidence to a Lords Committee inquiry on Homecare Medicines. Patient groups and clinicians have been calling for greater national accountability around service standards. The Committee is expected to publish a report in November.
- The RPS attended the Labour Party Conference in Liverpool, where the Director for England spoke at a panel event on vaccines.
- Together with other pharmacy organisations the RPS wrote to the Health Minister jointly with Pharmacy Schools Council and the British Pharmaceutical Students' Association to call for pharmacy students to be able to access the Learning Support Fund.
- Together with other pharmacy bodies we have written to the minister regarding the challenges associated with Flu and Covid vaccination provision in 2023
- We continue to focus attention on the NHS Long Term Workforce Plan and provide advocacy for the profession on the increase in support and funding required for pharmacists and pharmacy technicians.
- The team in England continue to work on the development of a repeat prescribing toolkit in partnership with RCGP as part of the National Overprescribing Review recommendations.
- The PWRES (Pharmacy Workforce Race Equality Standard) data has been published by NHS England, and we continue to work as part of the Inclusive Pharmacy Practice Programme to change and address the variation reported here. We will be publishing a report on differential attainment in Pharmacy later this year.
- The English Pharmacy Board held their September meeting in Newcastle as part of a wider engagement approach to be less London centric. This was supported the night before with a debate style event on prescribing.
- The English Pharmacy Board Chair and Director has continued to engage with a wide range of pharmacy stakeholders. Recent meetings include the General Pharmaceutical Council, AIMP reception, and PAGB. We have also visited many local community pharmacies, including Boots, Rowlands and independents across East Kent.

Activity in Scotland

- We are continuing to work to promote our new [Pharmacy 2030](#) vision in Scotland, we highlighted this at an NHS Scotland event, reaching the whole of the NHS
- Discussed the future of the pharmacy workforce with the Cabinet Secretary for Health at SNP Conference in Aberdeen, and two other health professional bodies.
- Met with the President of Guild Healthcare Pharmacists to discuss Scottish issues affecting members.
- Liaised with Daniel Johnson MSP about the sustainability of medicines.
- Liaised with Patricia Gibson MSP about supply of ADHD medication.
- Attended a Scottish Conservatives breakfast roundtable event to discuss winter planning and the healthcare workforce more generally.
- Attended an NHS Scotland Climate Emergency and Sustainability Event.

- Spoke at the Healthcare Improvement Scotland Pharmacy Forum on health inequalities.
- Hosted a celebratory event to welcome new RPS Fellows in Scotland and two newly accredited Consultant Pharmacists.
- Held an exhibition for MSPs at The Scottish Parliament over three days to promote the Daffodil Standards and had individual conversations with 45 MSP's.
- Hosted a meeting of the Primary Care Clinical Professions Group at our office on Melville Street, Edinburgh.
- Held an Open Day at the Melville Street Office to promote pharmacy, we spoke to school students about careers in pharmacy, researchers and members of the public who came to view our historical collection.
- Represented RPS GB at ESPC conference in Aberdeen (31 October – 2 November) where we promoted RPS on the international stage and delivered two workshops on the development of prescribing in the UK.
- Met with NHS Greater Glasgow and Clyde to discuss the professional issues around Safe Drug Consumption Rooms.
- Visited two pharmacies to learn about innovative practice taking place, in Anniesland and Brechin.
- Attended Strathclyde Careers Fair to promote pharmacy and RPS to 3rd year pharmacy students.
- Scottish Board members facilitated two workshops for Strathclyde University students on ethical dilemmas and RPS resources.

Activity in Wales

- In September, RPS Wales team and Board held the first conference focused on the vision for pharmacy in Wales, Pharmacy: Delivering a healthier Wales. There were approximately 200 attendees and 12 exhibitors at the conference. The focus was one of the key themes from the vision, Enhancing patient experience.
- Both the Welsh Government's Minister for Health and Social Services and Chief Pharmaceutical Officer (CPhO) spoke at the conference. They used the platform to outline their priorities for pharmacy in Wales and to respond to our report on clinical hospital pharmacy services.
- RPS Wales were commissioned to undertake an 'Independent Review of clinical pharmacy services in Wales' on behalf of Welsh Government. We are delighted to have published the review, with the CPhO for Wales launching the review at our recent conference. We are also pleased that Welsh Government have accepted all 36 recommendations within the review, subsequently issuing their response to the Secondary care service with 60 Actions attributed to key stakeholders. We remain committed to working with Welsh Government and wider stakeholders on the next steps in terms of implementation.
- To help inform the Senedd's Health Committee's inquiry into chronic conditions management, an event at the Senedd was held, to allow MSs to gain insight

from RPS members in the field. We engaged with over 20 MS's from across different political parties. We also followed up with a meeting with the Chair of the committee. Our key messages focused on pharmacy's role in early identification and pharmacy leadership in medicines support – particularly for polypharmacy issues for patients with co-morbidities.

- We attended the Chief Pharmacists group to explain and discuss our political activity, as well as to explore how they are their teams can get further involved.
- We hosted a visit for Jayne Bryant (Welsh Senedd Member for Newport West) to showcase the first 'net zero' community pharmacy in Wales.
- Plaid Cymru's Shadow Health Spokesperson has agreed to support us with a Senedd statement to mark World Antimicrobial Awareness Week.
- Together with the Welsh Government's CPhO, our Director Elen spoke at BOPA's UK Conference to discuss the long-term pharmacy vision in Wales.
- Following the launch of the Daffodil Standards, we have established a short life working group to support Community Pharmacies in Wales to implement the standards and review the RPS Wales Palliative and end of life care policy.
- Chair and Director continue with key stakeholder meetings, including with HEIW, schools of pharmacy, and through Welsh pharmacy partnership with CPW, Chief pharmacists group and APTUK.

Consultations

During the period June 2023 to November 2023, we have responded to 19 consultations. These can also be found on our website [here](#)
The RPS will be reviewing the following upcoming consultations

- UK Clinical guidelines for alcohol treatment
- Creating a smokefree generation and tackling youth vaping
- ScotGov Democracy matters

Tase Oputu, Chair, English Pharmacy Board
Andrew Carruthers, Chair, Scottish Pharmacy Board
Geraldine Mccaffrey, Chair, Welsh Pharmacy Board

Claire Anderson - President's report July – November 2023

August was a quiet month due to holidays, but it's been a busy time ever since with lots of external events and meetings.

External

I attended the RCGP late summer reception, a gathering for their collaborators. I had many interesting conversations with people from Royal Colleges and other professional organisations.

I represented RPS at FIP congress in Brisbane and attended FIP council. Please see my [blog](#) for further details. I also did two talks on behalf of RPS one on prescribing and the other on our mentoring scheme. Both were well attended and received.

I attended the Pharmacy Business awards where I had numerous conversations with pharmacists, policy makers and politicians.

I was an invited guest at a Society of Apothecaries Court dinner at Apothecaries Hall, a very interesting and formal experience in beautiful surroundings, I was hosted by Nicholas Wood a former RPS president.

I was an invited guest at the Irish Pharmacy Union, day conference and dinner a great opportunity to build our relationships with Irish colleagues.

I was an invited guest at the European Association of Clinical Pharmacy Conference in Aberdeen, another opportunity to build relationships with clinical colleagues lots of interest in our advanced and consultant frameworks as well as a great interest in prescribing.

I was an invited guest at UKCPA day conference and dinner.

I was an invited guest at the Day Lewis awards dinner.

I have continued to represent RPS in supporting the work of the UK Health Alliance on Climate Change.

External meetings

Paul Bennett and I have had collaborative meetings with APTUK and PFNI. We have also met with the 4 NHS chief pharmacists, both regular meetings with David Webb and larger meetings about the output from the independent commission and the formation of the new UK Pharmacy Professional Leadership Advisory Board. We wrote a letter welcoming Sir Hugh Taylor the chair of the UKPPLAB.

We also met Mark Lyonette (CEO) and Andrew Lane (past chair) and Nick Kaye (Chair) from NPA.

I also met Janet Morrison and Alastair Buxton to learn about the CPE vision for community pharmacy.

I have represented RPS at several meetings of the Pharmacy Supervision Practice Group.

Internal meetings and events

We hosted a dinner for former RPS presidents and CEOs.

I chaired Appointments Committee and Remuneration Committee and attended Finance and Investment Committee, Audit and Risk Committee, Education Standards Committee, Science and Research Committee and Pharmaceutical Press Board.

I have tried to attend RPS webinars and focus groups wherever possible including those on ABCD and wellbeing.

I have had regular meetings with Paul Bennett the three country directors and Aman Doll.

I have been regularly quoted in various newspapers, websites and the pharmacy press.

**Claire Anderson
President
November 2023**

Treasurer's Report – October 2023

Dear colleagues,

This is my October 2023 Treasurer's statement to Assembly and covers financial performance up to and including September 2023. I would like to start by thanking members of the Operations and Finance teams in particular for the excellent work they do in ensuring the organisation runs smoothly and remains a going concern financially. I would also like to thank fellow members of FIC who ably assist in ensuring good financial governance for the Society.

Overview

The current economy, both within the UK and abroad, is a challenging environment. Macroeconomic factors affect everyone, from the individual to the largest companies, and RPS is no different. The past year has seen interest rates and inflation soaring, which adds not only to the costs borne by the organisation, but those of our members as well. Despite this, RPS continues to perform well financially, and we are currently running at a surplus for the year, well above that originally budgeted.

The pharmacy profession is itself also in a state of flux. Declining membership continues to present a fundamental challenge, and RPS should use opportunities such as the CPhO commission and the changes to independent prescribing to keep itself relevant and important to current and prospective members.

Operating Performance

RPS is currently running a very healthy surplus significantly ahead of that budgeted. Improved income from Education and Membership, as well as reduced overheads throughout the organisation, are some of the key contributors to this increased surplus.

Within PhP, Medicines Complete continues to be a strong financial performer and is currently undergoing transformational change through the Janus project. This, along with our work towards developing clinical decision software, will ensure the success of this business for years to come. PJ income has dropped substantially due to minimal advertising and sponsored editorial content, although this reflects the wider economic environment.

The surplus generated by PhP allows RPS to deliver more for its members, although I am also pleased to report income within Education and Membership is also above budget, thanks in large part due to substantial gains in events and contract income from the CPCS programme which is now complete. Our joint ventures continue to remain profitable.

Projects

As part of our ambition to further develop our knowledge business, PhP, the Janus project represents a substantial investment. The costs for this are running slightly above budget but within what I deem an acceptable level of tolerance for a project of its size. This investment is predicted to improve efficiency and profitability of Medicines Complete, our key knowledge offering, and will ensure we remain competitive and relevant for many years to come.

Other work continues including the new proposed offerings from Education and Membership, and we are likely to need to address elements of our other technology areas in the near future.

Investments

The worldwide economic climate has hit our investments hard this year. Our primary investment fund (Ruffer) markets itself as more resistant to these downturns but they have unfortunately not succeeded in protecting us in the way we would hope, resulting in a drop in value of over 10%. However, we expect performance to sharply bounce back if their predictions of a worsening recession come to fruition.

In order to diversify our investments in line with our investment strategy we started the process of moving some of our investment from Ruffer to the CCLA fund earlier this year and will continue to rebalance according to the agreed schedule. The CCLA fund has performed better although has not produced many gains so far since our investment.

It is important to remember that these are long-term investments, and we must ensure our reactions are measured and proportionate.

I am pleased to confirm that our investments continue to exclude harmful activities such as fossil fuel extraction, and ESG (environmental, social, and governance) factors continue to play a key part in our decision making and selection of appropriate investments.

Governance

It is my opinion that FIC is doing a good job holding to account on financial governance, strengthened immeasurably by the addition of two independent experts. Their knowledge and experience have directly contributed to several successes since their appointment, most notably the work around our pension funds which has boosted our financial performance substantially.

I would like to take this opportunity to urge Assembly to consider a similar addition as part of the ongoing constitutional and governance reforms, subject to the pending report from Firetail.

RPS Dashboard

I continue to encourage all members of Assembly, but particularly those who sit on FIC, to use the RPS Dashboard, which provides an updated monthly summary of key financial indicators in a more visual format. I know I speak for members of the whole Operations team when I say that they or I would be happy to offer support with it for new or existing members.

Summary

In summary, despite the challenging economic conditions, RPS has performed exceptionally well this year and is on track to deliver a strong surplus, which helps protect us from further challenges to come. While our investments have suffered, it is important to keep our view on the longer-term picture and hopefully their recovery as the worldwide economy recovers.

Alisdair Jones
Treasurer
October 2023

| | |
|--|--|
| Title of item | RPS Education & Standards Committee annual activity report |
| Open, confidential or restricted | Open |
| Author of paper Position in organisation Telephone E-mail | Anthony Cox RPS Education and Standards Committee Chair a.r.cox@bham.ac.uk |
| Purpose of item (for decision or noting) | For noting |
| Item Summary | The paper summarises activities of the RPS Education & Standards Committee in 2023 |
| Related Risk Register item (where applicable) | n/a |
| Related RPS Strategy item (where applicable) | n/a |
| Resource implications (where applicable) | n/a |
| Actions/decisions required of the Assembly | To note RPS Education & Standards Committee report |

Background

This paper outlines the main activities of the RPS Education & Standards Committee undertaken from January 2023 to present.

The RPS Education & Standards Committee has met three times in 2023 on: 6th February 2023, 24th May 2023 & 3rd October 2023. Prof Anthony Cox continues as chair of the Committee with the initial three year term of the committee's membership coming to an end in 2024. A rolling renewal of the committee has been agreed from 2024 to balance the introduction of fresh perspectives with institutional memory and expertise.

The Committee has continued to carry out its function of advising the RPS on educational and professional development matters and providing strategic and expert advice relating to workforce development and assurance through this period. Additionally, it has continued fulfil its role of quality assuring RPS assessment and credentialing activity. All meetings have been quorate, with good engagement of committee members. The following summaries the main topics of discussion and decisions made in each meeting, with more detailed comments in each of the the meeting reports for reference. Each meeting also involved the detailed review and discussion of the credentialing results from the previous reporting window.

February 2023

- Approval of the RPS annual credentialing report 2022 for publication and dissemination.
- Decision that any grandparented individuals who are members are not eligible to use the RPS credentialing affix unless directly assessed by the RPS.
- Approval of the advanced pathway aligned to the RPS Core Advanced curriculum established in collaboration with the NHSE Centre for Advancing Practice & CPPE.

May 2023

- Approval of a review of the consultant pharmacist post approval process given operational challenges in its delivery.
- Discussion of the RPS educational strategy from 2024
- Decision to constitute a task and finish group to undertake a vertical review of the research domain across the RPS curricula in 2024.

October 2023

- Approval of final letter to be sent to Chief Pharmaceutical Officers of England, Wales & Northern Ireland requesting review of consultant pharmacist post approval process in 2024.
- A recommendation to the RPS Assembly to close the RPS Faculty service in 2024.
- A recommendation to establish an B2B and B2C model for APCL for RPS credentialing in 2024.
- Discussion of the RPS A&C strategy (2024-2027) and the 2024 A&C business plan.

RPS Education & Standards Committee meeting report

Wednesday 18th October 2023, 2pm – 4pm

Venue: Zoom

| Attended | Apologies |
|---|-----------------------|
| <u>ESC Board members:</u> | Lynne Smith (LS) |
| Anthony Cox (AC) – chair | Ruth Edwards (RE) |
| Matthew Shaw (MS) | Fiona Hughes (FH) |
| Heather Smith (HS) | Amareen Kamboh (AK) |
| Charlotte Richardson (CR) | Ramandeep Sandhu (RS) |
| Raminder Sihota (RS) | |
| Philip Newland-Jones (PNJ) | |
| Sally Lau (SL) | |
| Debra Roberts (DR) | |
| Claire Anderson (CA) | |
| | |
| <u>RPS Staff members:</u> | |
| Rachael Parsons (RP) | |
| Patsy Edwards (PE) | |
| Joseph Oakley (JO) | |
| Carys Nelson (CN) | |
| Rachel Lewis (RL) | |
| Paul Bennett (PB) – for part of the meeting | |
| | |
| | |

1. Introduction and welcome. Review of previous notes & actions tracker.

AC welcomed everybody to the meeting and introductions were given.

No matters arising were noted from the last meeting that would not be covered by items on the agenda. Notes were approved as accurate.

JO went over the ESC action tracker showing the progress that had been made since the previous meeting and also explained any delays in progressing actions had occurred due to staff capacity. Many of the actions from the previous meeting form the agenda points for this meeting.

JO confirmed that Susan Roberts, Associate Director at NHS Education Scotland, will be taking over the chair role of APAP following the meeting in December 2023 and will therefore become a co-opted member of ESC in 2024.

There were concerns raised by the committee about the progress of some actions from the previous meeting which were delayed in being actioned. JO accepted this was the case and clarified to the committee that there has been an increase in BAU activity within the A&C team, however, there is a business case in development as well as an additional role in the draft 2024 budget to increase capacity in 2024.

2. RPS credentialing activity

A paper summarising the assessment and credentialing data for the previous assessment window was shared with ESC prior to the meeting. The ESC was asked to review the RPS Faculty, core advanced credentialing, consultant pharmacist credentialing and consultant pharmacist post assessments carried out in this reporting window.

This is the first time that the core advanced data has been included in this report, these are candidates who have come through the first two pilot cohorts of the RPS/CPPE funded pathway.

It was recognised that there has been an increase in applications of consultant post approvals; however, outcomes are still experiencing significant delays due to the availability of expert reviewers within the system.

ESC members commented:

- Positive to see more consultant pharmacists coming through from Wales, however is there a proportionate amount of consultant pharmacists in Wales compared to England given population size?
- Does the RPS compare the candidates who submit their consultant portfolios to the post approvals submissions to see if the candidates match?
- Would be an interesting research topic to take a further look into the variation of submissions and the outcomes depending on the protected characteristics (e.g., age and gender)
- The difference in gender performance is a pattern that is beginning to manifest across reports, and this must be monitored.
- It's interesting that domain 5 (research) is still coming through with a low pass rate for core advanced despite quality improvement activities being
- With pharmacy schools focusing more on the clinical aspects of the degree, especially with the prescribing changes in 2026, its clear that research and other non-clinical capabilities are not something that are being prioritised
- Pharmacists are able to apply for National Institution of Health Research funding to be able to complete research

3. RPS Faculty

This is a follow on from the in-person ESC meeting in May 2024 and the discussion that took place about the allocation of resources that are currently being given in comparison to the low number of submissions being received.

JO clarified that the decision from the meeting will be a recommendation to be taken to Assembly in November 2024.

At the time of the meeting, there are 461 individuals in the RPS database who had submitted for Faculty since its inception. It has been, and will be, made clear to existing Faculty members that any individual who have passed Faculty will be able to retain their affix even if Faculty were to be closed. If it is decided for Faculty to be shut down, the aim would be for this to be completed by the end of 2024.

ESC members commented:

- It was a useful options appraisal paper to read through to get an understanding of the situation
- It is the clear that Faculty is not sustainable from a business or financial perspective so it would be right to close the programme, especially if only putting through single figure candidate numbers each year
- Faculty is not the first choice recognition for industry and academic pharmacists; there are better options within these sectors that have been developed since Faculty started
- Faculty was a route for community pharmacists to be recognised and there is a risk once closed that there will be no viable option for this important member group. This could also have further implications on membership numbers. JO explained that post-registration foundation credentialing should be the opportunity to create value for community pharmacists (with predominantly community-based candidates in both Scotland and Wales on the national programmes), especially once the IET changes have been implemented from 2026.
- There must be a better model than the one currently in place for to recognise the whole profession as continuing to spend £60,000 a year on this isn't a viable option
- There is a history of decisions happening at the RPS that have caused controversy within the profession and there may well be people who come forward upset about this, especially those who would be in a non-patient facing or technical role. A good communication plan around this change is essential to mitigate upset and provide certainty for candidates who are still in the process of building a portfolio.
- Is there going to be a way for candidates to get a digital copy of their portfolio to be able to use for other credentialing activities? JO confirmed that this would be the case.

ACTION: The committee agreed to option 5 (close Faculty immediately); this recommendation will be taken to the November Assembly. If approved by Assembly, the RPS A&C team will take the necessary next steps to implement this recommendation.

4. Accreditation of Prior Certified Learning (APCL) strategy

RPS put forward a paper to the Advanced Pharmacist Assessment Panel (APAP) about increasing the resilience and capacity of the APCL process. Since Core Advanced submissions opened in August 2023, there has been an 80% increase in APCL submissions.

This has caused some challenges as this a resource intensive activity and the A&C team have been struggling to get sufficient external validators to meet deadlines

The proposal is to move the APCL process from an RPS-candidate to RPS-organisation model. This will hopefully relieve some of the challenges which the process is creating.

ESC members commented:

- How are the RPS planning to charge an organisation for the APCL; is it for the course or each individual candidate? JO confirmed that this would be a one time fee to cover administrative costs for each course.
- The benefit for the institution would be that they are paying for the privilege to be on the RPS directory and would be able to promote the automatic exemptions to credentialing that their course would achieve
- Both B2B and B2C APCL models need to be developed, especially in the immediate, if there is not a large number of institutions who sign up for the process straight away then candidates may be disadvantaged

JO clarified to the committee that if the cost of the APCL process continues to stay with the RPS then there will have to be an increase in submission fees. It was agreed that a further paper on this matter would be brought to ESC in early 2024, which also covered:

For candidates who have MSc or a PHD from a UK institution, can there be blanket rules developed for APCL awarded at consultant and advanced?

ACTION: For the RPS A&C team to introduce a formal Business-to-Business model for APCL requests from institutions in 2024

ACTION: RPS A&C team to draft a paper for the next ESC meeting discussing the fee model and potential more automated blanket rules for UK Level 7 & 8 programmes.

ACTION: RPS A&C team to report back to the committee in 12 months on how adding the business-to-business option has impacted the APCL process and associated administrative resources.

5. 2024 A&C business plan

JO gave the panel a short presentation regarding the 3-year strategy (2024-2027) and the more detailed business plan for 2024 for the A&C team.

ESC members commented:

- The vision is understandable however there are concerns if this would be achievable given the current levels of staffing capacity and budgetary funding for the A&C team.
- The ambition is great to see and there is a clear business case to be put forward to the RPS executive for additional resource.
- The vision may be overly ambitious; it is a lot to achieve considering three years isn't that long of a time period
- These are great goals for the team to have; however, the RPS may be too late when it comes to e-portfolio development as the market is relatively saturated after post-covid developments.
- The RPS can't achieve these goals on their own and needs to work collaboratively with partners.
- Thought leadership is important for the RPS so resources should be pulled in beyond just the A&C team to achieve this vision.
- This current A&C strategy is not inclusive to the whole profession especially community pharmacists, there is nothing that would encourage them to join the RPS or continue their membership
- Would it be possible for the A&C team to be able to bring the non-NHS pharmacists into their strategy?

- It would be important to look at who is a member of the RPS and what sector they work in before developing strategies for sectors that don't want or need it

PB explained that the A&C team and its work have a marginal role in developing the MVP for pharmacists, especially those working in community and that other RPS products and services are better placed to incentivise membership for this important sectoral demographic.

Consultant pharmacist post approval review – letter to CPhOs

Following an action from the previous ESC meeting, a letter has been drafted to the Chief Pharmaceutical Officers for England, Wales and Northern Ireland to request a formal review of the Consultant pharmacist post approval process. This is in relation to the myriad operational challenges in delivering the process as defined in the NHS Consultant Pharmacist guidance discussed previously at the committee.

JO made it clear that this letter is not addressed explicitly to the Chief Pharmaceutical Officer for Scotland as Scotland is yet to formally adopt the NHS Consultant Pharmacists Guidance. However, they will be made aware that this letter is being sent.

ESC members commented:

- The process in its current format is driving people away from putting forward consultant pharmacists' posts and there has been a rise in the creation of workarounds due to the administrative burden

Both JO and AC agreed to adding some additional wording to the letter explaining that the current system is potentially inhibiting the development of consultant pharmacist posts.

ACTION: After minor amendments, the letter will be sent to the CPhOs for England, Wales, and Northern Ireland.

6. AOB

HS raised a question regarding legacy consultant pharmacists not being able to use the post-nominals as they hadn't been assessed by the RPS and that she believed this had been raised by a group of consultant pharmacists. JO stated that the current approach had already been agreed in a previous ESC meeting after a letter sent from a group of consultant pharmacists practising in Wales that a response was sent back to the group with the ESC decision and that there had been no further updates or communication since this.

PE informed the ESC that the RPS would be having post-registration foundation credentialing submissions starting in May 2024. Due to time constraints, there will need to be a remote approval of any FPAP documentation and the role descriptor for panel members prior to the next formal ESC meeting.

| | |
|---|--|
| Title | Science and Research Committee Report to Assembly |
| Open, confidential or restricted | Open |
| Author (include email/phone) Position | Parastou Donyai RPS Chief Scientist Tel: 0207 572 2275 parastou.donyai@rpharms.com |
| Purpose of item | For noting |
| Item Summary | The paper summarises activities of the Science and Research Committee |
| Related Risk Register item (where applicable) | NA |
| Related RPS Strategy item (where applicable) | NA |
| Actions/decisions required of the Assembly | The Assembly is to note the update. |

SCIENCE AND RESEARCH COMMITTEE UPDATE TO ASSEMBLY

1. Background

This paper outlines Science and Research Committee activities undertaken since November 2022 to present.

2. Science and Research Committee (SRC) Update

- **Science and Research Team updates.** New Deputy Chief Scientist (interim), Dr Diane Ashiru-Oredope, appointed for one year from August 2023 (0.2 FTE) to support the Chief Scientist, who has a reduced RPS commitment (0.2 FTE) for one year. New Senior Research Manager, Dr Chris Martin, to join the Science and Research team on 09 November 2023 (0.6 FTE) on a one-year, fixed-term contract. Yen Truong is on extended sabbatical leave while on a fixed-term contract at the Care Quality Commission, akin to a secondment. Dr Helena Rosado has left the RPS following her return to Portugal. Lauren Ross was promoted from Science & Research Officer to Manager role. New Science & Research Officer (0.6 FTE) being recruited.
- **SRC – Meetings held on:**
 - 07 February 2023
 - 05 June 2023
 - 09 November 2023
- **SRC Chair** –Professor Barrie Kellam will step down as Chair of SRC following the completion of 3 years in that role for the period 2021-2023, inclusive. Following a transparent recruitment process, Dr Amira Guirguis has been selected as the new Chair of SRC for the 2024-2026 period, inclusive. The appointments committee has accordingly made a recommendation to Assembly for the formal ratification of this decision in November 2023.
- **SRC Terms of Reference** –Terms of Reference were finalised at the February meeting and reflect the current expectations and responsibilities of SRC members, reporting lines, and terms of office.
- **RPS Annual Conference 2023** – Held on 10 Nov 2023, with the theme “Working Together: Empowering the Workforce to Transform Patient Care”. This year, both research abstracts and innovative practice examples were accepted for presentation at the conference. The abstract/innovations call was launched on 04 April 2023 and closed on 05 June 2023. Abstracts and innovations were independently reviewed by our abstract review panel led once more by SRC Deputy Chair, Dr Simon White. Successful research abstracts were published in the International Journal of Pharmacy Practice and presented at the RPS Annual Conference. Successful innovative practice examples were presented as posters in the Innovation Zone at the RPS Annual Conference. The Deputy Chief Scientist chaired the Collaborating with Research Partners stream at the conference which included a presentation by the OPERA23 awardee, as detailed below.
- **Outstanding Pharmacy Early-Career Researcher Award (OPERA) 2023** – Following the introduction of this new award, 19 applications were received, and 9 nominees shortlisted. Dr Stephen Kelly, a lecturer in pharmaceutical microbiomics at the Queen’s University Belfast School of Pharmacy, was awarded the 2023 OPERA. This was announced on the [RPS’ website](#) on 21 July 2023. Dr Victoria Speed, senior anticoagulation pharmacist and clinical informatician at King’s College Hospital and University of Oxford, was also recognised by the judging panel as ‘highly commended’ for her research. All shortlisted nominees were featured in the Pharmaceutical Journal.

- **Harrison Medal Award** – The nomination call for the 2024 Harrison Award was opened on 15 May with a closing date of 15 November 2023. The Award panel have been selected and updates have been completed to the [award eligibility criteria](#) and the panel's the terms of reference. The 2022 Harrison Medal awardee, Professor Abdul Basit, joins the judging panel. The 2024 winner will be announced in Spring 2024.
- **SRC Working Groups** – In the June SRC meeting, the committee discussed and agreed on the members, chair(s), and scope of the three new SRC working groups:
 - Research Across the Profession (Professor Christine Bond & Dr Catherine Edgeworth (Nee Mackenzie) to Co-Chair)
 - Safer Medicines and Safer Medicines Usage (Dr Andy Fox and Dr Yogini Jani to Co-Chair)
 - New Medicines and Emerging Technologies (Dr Oisín Kavanagh to Chair)
- **SRC Project Priorities** – Following the June SRC meeting, the project priorities have been identified, with each working group to lead on at least one such project. The current SRC priorities are update of the '*New Medicines, Better Medicines, Better Use of Medicines: A Guide to the Science Underpinning Pharmaceutical Practice*' 2014 Report, the piloting of pharmacy research-focussed Communities of Practice, and research to inform the debate on access to medicines via illegal online sources and the availability of fake medicines.
- **NIHR Research E-learning modules** – Following RPS's success in securing funding from the National Institute for Health Research (NIHR) to produce e-learning modules to develop research awareness and capability in the pharmacy profession, all nine modules have been developed and released. The final module was released in August 2023. All modules will be reviewed on a yearly cycle, with SRC members who contributed to the content production assisting with the reviews. Currently, SRT are analysing the feedback data so far as well as considering methods for knowledge mobilisation and dissemination of the modules.
- **Antimicrobial Expert Advisory Group** – meetings were held on 26 January 2023, 25 May 2023, and 28 September 2023. AmEAG worked with the RPS to develop a [media plan](#) raising public awareness about penicillin allergy to support de-labelling initiatives. AmEAG developed a [checklist for pharmacists](#) to support informed conversations, as well as creating a public facing blog. The media story, launched on 28 September, created widespread coverage including 130 broadcast mentions and 717 national and international online stories on the day. AMEAG members were contacted by senior NHS colleagues about the issue, UKHSA created a news bulletin on penicillin allergy for their staff, the Cabinet Office requested the story and PFNI also asked for direct involvement in future initiatives.
- **SRC members also provide support to other RPS projects**, including RPS media enquiries, SRT support sessions, women's health evidence summary, RPS educational events, etc.

Assembly Meeting 22nd November 2023 23/11/ASB/02i - Open

| | |
|---|---|
| ForTitle | Panel of Fellows Annual Report |
| Open, confidential or restricted | Open |
| Author Position Director responsible | Christine Bond Chair of the Panel of Fellows Kate Hopkins Membership Manager Neal Patel Associate Director - Pharmacy and Membership Experience |
| Purpose of item (for noting/discussion/ decision/approval) | For noting |
| Item Summary | Annual update on the activities of the Panel of Fellows |
| Related Risk Register item (where applicable) | |
| Related RPS Strategy item (where applicable) | |
| Actions/decisions required of the Assembly | For noting |

Panel of Fellows Annual Report

This paper covers:

1. Membership of the Panel of Fellows
2. The Remit of the Panel of Fellows
3. Fellowship nominations submitted to the Panel of Fellows
4. Update on the Activities of the Panel of Fellows
5. Date of next Panel of Fellows Meeting

1. Membership of the Panel of Fellows

As previously agreed by the Appointments Committee, the Panel of Fellows currently comprises the following members:

Chair

Christine Bond FFRPS FRPharmS

Surinder Bassan FRPharmS

Alexander Daghliah FRPharmS

Mair Davies FFRPS FRPharmS

Barbara Lynn Haygarth FFRPS FRPharmS

Ceinwen Mannall FFRPS FRPharmS

Martin Stephens FRPharmS

2. Panel of Fellows Remit

Under Section 4 of the Society's Regulations, the Panel of Fellows is given the authority by the Assembly to designate members to be Fellows of the Society.

The Panel of Fellows was given authority to agree that the seal be affixed to Fellows Certificates by the Assembly in May 2011.

3. Fellowship nominations submitted to the Panel of Fellows

The Panel of Fellows has designated the following 55 members as Fellows of the Royal Pharmaceutical Society for Distinction in the Profession of Pharmacy at their meetings on the 10 November 2022 and 18 May 2023.

November 2022

- Khuloud Al-Jamal
- Rajbir Singh Bajwa
- Neetu Bansal
- Abdul Waseh Basit
- Owain Llwyd Brooks
- Annette (Netty) Victoria Cracknell
- Jennifer Kathleen Dorey
- Aileen Duncan Dunleavy
- Zoe Girdis
- Nicholas John Haddington
- Sophie Elizabeth Harding
- Neil Colin Henney
- Findlay Munro Hickey
- David John Jenkins
- Elen Mai Jones
- Anne Lee

- Anna Helen Maxwell
- Andrew Philip Morris
- Hamde Nazar
- Gerard Francis O'Brien
- Peter John Phillips
- Philippa Carrie Roberts
- Sarah Patricia Slight
- Steven David Williams

May 2023

- Darrell Baker
- Timothy Elliott Banner
- Pinkie Chambers
- Robin John Conibere
- Michele Cossey
- Robert Mark Pigott Duncombe
- Ian Mark Stuart Findlay
- Nigel Mark Gooding
- Clair Louise Huckerby
- Fariba Koosha
- Richard Lowrie
- Efthymia (Efi) Mantzourani
- Pamela Margaret Mason
- Alice McCloskey
- Karen Joan Macgregor
- Peter Morgan
- Lynn Grant Morrison
- Sherifat Omowumi Muhammad Kamal
- Roisin O'Hare
- Minesh Harjivan Parbat
- Darren Anthony Powell
- Alison Jane Pyle
- Victoria Ruzsala
- Heather Smith
- Catherine Jane Spittle
- Deborah Ann Steven
- Audrey Marjorie Thompson
- Nkiruka Umaru
- Sneha Varia
- Hayley Jayne Wickens
- Hannah Louise Wilton

4. Update on the Activities of the Panel of Fellows

The Panel of Fellows met on 10 November 2022 via Zoom and on 18 May 2023 at the RPS office in London.

Website

The Fellows pages on the website have been updated for consistency and to emphasise that nominations are welcomed from all sectors of pharmacy.

The case studies page contains case studies of some recently appointed Fellows
<https://www.rpharms.com/rps-membership/fellows/rps-fellows-case-studies>.

Annual Dinner and Reception

The Annual Fellows dinner was held at HMS Belfast on 18 May 2023. 111 Fellows attended an evening of networking over drinks and dinner, which also included the award of certificates to some newly appointed Fellows.

Richard Smith, Chair of UK Health Alliance on Climate Change gave the after-dinner speech. Booking for the 2024, which will be held at the RAF Club in Piccadilly are already open.

Newly appointed Fellows, who received their designation in November 2022 and May 2023 are invited to attend the RPS Fellows Presentation Ceremony on 10 November 2023. This will be held alongside the Annual Conference. The President and CEO will attend the reception and present the Fellows with their certificates. All Fellows, attending the conference are this year, welcome to attend the celebratory event.

Local events to celebrate and recognise new Fellows resident in Scotland or Wales have been held in Edinburgh on September 19th and Cardiff on September 21st.

Fellows Newsletter

Two Fellows newsletters have been sent: one in February 2023 and one in September 2023.

The newsletters were emailed to all Fellows and included updates on newly appointed Fellows, a link to the case studies page to find out more about new Fellows and information on how Fellows can get involved in the work of the RPS. A call for nominations and information about how to improve the chances of completing a successful nomination were included, along with a link to the Inclusion and Diversity Survey for RPS Fellows.

Call for Fellowship nominations

A new call for nominations has been launched, 8 weeks prior to the next nomination deadline, on both the Pharmaceutical Journal and the RPS websites, along with targeted, sector specific emails and Tweets.

5. Date of the next Panel of Fellows meeting

The next meeting of the Panel of Fellows will be held via Zoom on Thursday 16 November 2023.

Prof Christine Bond FFRPS FRPharmS
Chair of the Panel of Fellows

October 2023

Assembly Meeting 22nd November 2023 23/11/ASB/02i – Open

| Title | Panel of Fellows – National Honours |
|--|---|
| Open, confidential or restricted | Open |
| Author (include email/phone) Position Director responsible | Christine Bond, Chair, Panel of Fellows |
| Purpose of item (for noting/discussion/ decision/approval) | For noting |
| Item Summary | To note the process for assessing National Honours submissions . |
| Related Risk Register item (where applicable) | n/a |
| Related RPS Strategy item (where applicable) | n/a |
| Actions/decisions required of the Committee | To note |

ROYAL PHARMACEUTICAL SOCIETY

Royal Pharmaceutical Society - Panel of Fellows

Criteria for providing advice to the RPS on the suitability of nominations for a UK National Honour

1. Purpose

The Panel of Fellows has been asked to provide advice to the RPS on the suitability of nominations for a UK National Honour. This paper provides guidance on the criteria that should be applied when assessing a nomination. More details on the UK National Honours system and how to make a good nomination are attached.

2. Mandate

The Panel of Fellows will assess and provide feedback on nominations for a National Honour when requested by the RPS CEO and President:

3. Criteria for supporting a nomination

Honours recognise and celebrate outstanding achievements. The high-level criteria specified by the UK Government¹ for supporting a nomination are that it makes clear that the candidate has:

- been outstanding in their achievements in public life
or
- committed themselves to serving and helping Britain
or
- changed things especially by solid, practical achievement;
or
- brought distinction to British life or enhanced the UK's reputation in their area or activity
and
- been different from others doing the same thing?

4. Process for assessing a nomination

Nominations for a National Honour are submitted to the RPS Membership Team in the first instance.

The President and CEO will then be approached to make a 'first glance' assessment to ensure there are no obvious reasons why it might not be appropriate to endorse.

¹ [Nominate someone for a UK national honour - GOV.UK \(www.gov.uk\)](https://www.gov.uk/nominate)

The Panel of Fellows will then be asked for their recommendations on potentially suitable nominations. Nominations will be assessed at the next meeting of the Panel of Fellows following the same standard process used for assessing nominations for RPS fellowship.

Under exceptional circumstances, and at the discretion of the Chair of the Panel of Fellows, a nomination may be assessed outwith a normal meeting.

5. Recommendations

The Panel of Fellows will recommend to the President and CEO whether the nomination should be endorsed or declined including a rationale for the decision. The recommendation will be communicated to the RPS CEO/President by the Secretary of the Panel of Fellows.

Where the recommendation is to endorse, the CEO's Office/Governance Manager will prepare a suitable letter of support and provide to the Membership Team who will liaise with the proposer. The proposer will then take the nomination forward in accordance with the Cabinet Office National Honours process.

Where the recommendation is not to endorse, a suitable statement will be provided to the proposer via the Membership Team.

Background information on making a nomination for a national honour based on the Cabinet Office Guidance²

The honours system recognises people who have:

- made achievements in public life
- committed themselves to serving and helping Britain

They'll usually have made life better for other people or be outstanding at what they do.

They must still be actively involved in what you're nominating them for. The only honours which can be awarded after someone's death are gallantry awards.

What people get honours for

People get honours for achievements like:

- making a difference to their community or field of work
- enhancing Britain's reputation
- long-term voluntary service
- innovation and entrepreneurship
- changing things, with an emphasis on achievement
- improving life for people less able to help themselves
- displaying moral courage

Honours are given to people involved in fields including:

- community, voluntary and local services
- arts and media
- health
- sport
- education
- science and technology
- business and the economy
- civil or political service

You need to show

How the candidate has changed things, brought distinction to British life or enhanced the UK's reputation in their area or activity. Provide evidence of what the candidate has done and how they've made things better for others.

Who deserves an honour?

² [How to write a nomination \(HTML\) - GOV.UK \(www.gov.uk\)](#)

Honours recognise and celebrate outstanding achievements. There are always fewer honours than people who deserve them and because they are rare, they should be reserved for people:

- who have changed things especially by solid, practical achievement;
- whose work has brought distinction to British life or enhanced the UK's reputation in their area or activity.

Give examples of how they have demonstrated outstanding quality. Show how your candidate has:

- contributed in a distinctive way to improving the lot of those less able to help themselves
- devoted themselves to sustained and selfless voluntary service
- shown innovation or creativity in delivering lasting results

A good nomination should also describe as vividly and precisely as possible the difference the candidate's contribution has made. Try to answer the following questions

- how were things before they began?
- how are they now?
- what makes your candidate different from others doing the same thing?

Give details to support these claims. Show how the candidate has:

- earned the respect of their peers and become a role model in their field
- produced, perhaps against the odds, sustained achievement which has required moral courage, vision, the ability to make tough choices or determined application and hard work

A good nomination should not be:

- an extended CV
- a list of educational achievements
- a list of appointments, awards or posts
- a job description showing what the person is meant to do

You'll also need:

- your nominee's name, age, address and contact details
- details of relevant work or volunteering they've done
- details of any awards or other recognition they've received
- 2 supporting letters to back up your nomination - these should be from people who know the nominee personally

You can include any evidence you have of recognition your nominee has received for their achievements, for example articles, photos or letters.

Health and Social Care

The membership of the health and social care committee who would be most likely to judge an application for a member of the pharmacy workforce is currently (as of 2023) as follows:

Professor Dame Jane Dacre DBE - Professor of Medical Education, University College London and President, Medical Protection Society (independent chair)

Independent members:

- Sir David Behan CBE – Chair, Health Education England
- Professor Sir Leszek Borysiewicz – Chair, Cancer Research UK and Vice-Chancellor Emeritus, University of Cambridge
- Dr Henrietta Hughes OBE - lately National Guardian for the NHS
- The Baroness Harding of Winscombe - Chair of NHS Improvement
- Professor Karen Middleton CBE - Chief Executive, Chartered Society of Physiotherapy
- Professor Iqbal Singh CBE - Chair, Centre of Excellence and Safety for Older People
- 1 x Vacancy

Official members:

- Professor Sir Chris Whitty KCB - Chief Medical Officer (England)
- Shona Dunn – Second Permanent Secretary, Department of Health and Social Care
- Judith Paget CBE - Director General, Department for Health, Social Services and Children, Welsh Government

| | |
|--|---|
| Title | Membership Committee Annual Report |
| Open, confidential or restricted | Confidential |
| Author (include email/phone) Position Director responsible | Nick Thayer Chair of the Membership Committee Kate Hopkins Kate.hopkins@rpharms.com / 02075722470 Membership Manager Neal Patel Associate Director - Pharmacy and Membership Experience |
| Purpose of item (for noting/discussion/decision/approval) | For noting |
| Item Summary | Annual update on the activities of the Membership Committee |
| Related Risk Register item (where applicable) | |
| Related RPS Strategy item (where applicable) | |
| Actions/decisions required of the Assembly | To note |

Membership Committee Annual Report

This paper covers:

1. Membership of the Committee
2. Remit of the Membership Committee
3. Membership applications referred to the Membership Committee
4. Existing memberships referred to the Membership Committee
5. Non-GPhC related cases
6. Appeals

1. Membership Committee members

Chair:

Nicholas Thayer MRPharmS

Gazala Akram FRPharmS
Rachael Fallon MRPharmS
Sandra Gidley FRPharmS
Sandra Hall MRPharmS
Michael Keen FRPharmS
Joanne Loague MRPharmS
Tin Wai Ng MRPharmS
Parag Oza MRPharmS
Minesh Parbat MRPharmS
Richard Strang MRPharmS
Jessica Thompson MRPharmS
Komal Vadday MRPharmS
Barbara Wensworth FRPharmS
Ellen Williams FRPharmS

The Membership Committee held their annual meeting via Zoom on 05 January 2023. Routine business of the Committee is carried out using Box to share documents, followed by a Zoom meeting to discuss the case.

Appointment process for vacant Committee places

Anne Boyter and Paul Jenks (Chair and Vice Chair) stood down in 2022 and Nicholas Thayer was appointed Chair by the Appointments Committee. Membership Committee members were asked to express their interest in the Deputy Chair position and Richard Strang was appointed Vice Chair.

2. Remit of the Membership Committee

The Membership Committee was established in March 2011 to provide staff with support and guidance when reviewing non-standard membership applications as well as existing memberships. They take referrals of complaints about member conduct, hear appeals relating to membership and recommend appropriate and proportionate resolutions in accordance with Society rules.

All standard applications are reviewed and processed by the Society's membership team. Applications from people who have been suspended or removed from the GPhC register of pharmacists because of a fitness to practice issue are passed to the Membership Committee for consideration. In addition, the membership team reviews existing memberships and refers any members who have either been removed or suspended from the GPhC register to the Membership Committee for consideration. The Membership Committee can re-classify an existing membership from Fellow or Member to Associate or can deny or remove membership, where appropriate. The Membership Committee also

takes referrals related to the conduct of a member of the RPS raised either by other Members or Fellows or by the RPS through the Assembly or the Chief Executive as covered in the RPS Governance Document.

While it would be unacceptable for the Society to admit or keep members who damage the reputation of the profession and its professional body there is a role for the RPS to play in providing support and guidance to individuals seeking re-admission to the register. The option to re-classify a member means that an individual can still access this support and guidance available from the RPS to enable them to do this.

There is a wider future role for the Membership Committee in supporting the Membership function of the RPS executive, providing insight and practical experience to the offer the RPS makes to its members. In particular, understanding and articulating the benefits of membership to the profession and the importance of it, as part of being a professional. This potential will continue to be explored next year.

3. Membership applications

There have been no applications for membership since October 2022 from anyone who has been suspended or removed from the GPhC register.

4. Existing members

There have been no new membership reviews of members who have been suspended or removed from the GPhC register between October 2022 and September 2023.

There has been one request from a member who had previously had their case reviewed and subsequently had their membership category changed to Associate to have their membership status reinstated to Member.

| Background | Membership Committee Decision | What happened next? |
|---|--|--|
| The member was suspended from the Register for four months from May 2022 because they prescribed inappropriate medications, did not have the authority to prescribe this medication and had failed to carry out adequate checks regarding a patient's medication. The Committee regraded the Member to Associate and advised them that they could reapply as Member in six months' time when they are registered again. | When they had been readmitted to the Register, the member contacted the membership team to ask that the Membership Committee consider reinstating their Member status. The member submitted a reflective account and additional documentation to demonstrate why they should be regraded back to Member. The Membership Committee reviewed the documentation and agreed to reinstate their Member status | They remain an RPS Member and remain on the GPhC register. |

5. Non GPhC related cases

The Membership Committee did not review any non GPhC related cases between October 2022 and September 2023.

6. Appeals

There have been no appeals to reconsider a decision made by the Membership Committee since October 2022.

Nicholas Thayer MRPharmS
Chair of the Membership Committee

October 2023

| | |
|--|--|
| Title of item | Report from the Commonwealth Pharmacists Association to the Royal Pharmaceutical Society Assembly, November 2023 |
| Open, confidential or restricted | Open |
| Author of paper Position in organisation Telephone E-mail | Victoria Rutter Executive Director (CPA) Beth Ward Strategic Lead: Workforce Capability Building (CPA) 07961 436154 victoria.rutter@commonwealthpharmacy.org |
| Item to be led at the meeting by | n/a |
| Purpose of item (for decision or noting) | The Assembly is asked to: <ol style="list-style-type: none"> 1. Recognise the shared vision of RPS and CPA 2. Receive an update on the CPA's key achievements and areas of alignment during 2022/23 3. Consider joint working opportunities aligning with the future RPS international and/or CSR strategy. |
| Risk implications (where applicable) | N/A |
| Resource implications (where applicable) | N/A |
| Headline summary of paper | Commonwealth Pharmacists Association: <i>Activity update and opportunities for collaborative working for mutual benefit</i> |

1. BACKGROUND

This report is an update from the Commonwealth Pharmacists Association (CPA), and a follow up to previous annual papers submitted to the Royal Pharmaceutical Society (RPS) Assembly.

2. MAIN CONTENT

2.1 OUR SHARED VISION

| | RPS | CPA |
|----------------|--|--|
| Mission | 'To put pharmacy at the forefront of healthcare' | 'Empower pharmacists to improve health and wellbeing throughout the Commonwealth' |
| Vision | 'To become the world leader in the safe and effective use of medicines' | 'To lead and develop the pharmacy profession across the Commonwealth' |

Table 1: The shared missions and visions of the RPS and CPA

The CPA is the leading global network of pharmacists across the Commonwealth. The RPS is the leading professional body for pharmacists in Great Britain and highly regarded as a world leader for the profession. Both seek to develop, empower and raise the profile of the profession and support the safe and effective use of medicines, for the benefit of the general public.

In the face of Brexit, as we continue through a phase of benefits realisation, there is an increase in activity and emphasis on the Commonwealth. The Commonwealth covers one third of the world's population, over every continent, and encompasses many rapidly evolving economies. The CPA's members are the National Pharmacy Associations (NPAs) of the 56 Commonwealth nations, equating to a reach of over 1 million pharmacists. Based on a strong heritage, and where there is alignment in goals, the 'special relationship' that has developed between the RPS and the CPA allows the CPA to support the development of a RPS international strategy through its networks with member organisations and relationships with governments and policy makers. The CPA was established in 1970 by the RPS, which set the scene for establishing a partnership agreement and continued close working relations after the CPA became an independent charity in 2015.

An accredited organisation of the Commonwealth, the CPA is a registered charity, leading and developing the pharmacy profession to benefit the people of the Commonwealth. The CPA works collaboratively across the Commonwealth to develop the pharmacy workforce and build capacity through education and training; strengthening healthcare systems to ensure the safe and effective use of medicines, prevention of disease and promotion of healthier lifestyles; and advocating for and on behalf of the profession, embedding pharmacists at all levels of medicines management. The CPA has a growing collaboration plan with WHO and is in special relations, ensuring the strategic alignment of the CPA's work to delivering the Sustainable Development Goals (SDGs).

The COVID-19 pandemic has shone a light on the key work our profession does in terms of access to medicines, vaccines and information and this has caused both challenges for the profession globally but also greatly enhanced their visibility. The CPA's affiliated status with the Commonwealth and the unique connections to Commonwealth health ministers and Heads of State have resulted in extremely successful advocacy drives over the last five years, raising the profile of pharmacy and culminating in

the development and implementation of several CPA initiatives, most notably the Commonwealth Partnerships for Antimicrobial Stewardship (CwPAMS). The CPA also continues to build on a strong collaborative relationship with the International Pharmaceutical Federation (FIP), and last year ran a very successful joint webinar series on antimicrobial resistance (AMR) as part of world antimicrobial awareness week to pilot new ways of working. This year a CPA delegation of four attended the FIP conference in Brisbane, hosting over 20 stakeholder engagement meetings, presenting our work and participating in the main conference programme. It was a great opportunity to connect with RPS delegates there and particularly to introduce the RPS president and CPA trustee Claire Anderson to many of our key stakeholders across the globe.

This report describes the strategic direction of the CPA from 2023 onwards, highlighting the work delivered by CPA over the past year and identifying areas of alignment and possible future work between the CPA and the RPS. A more in-depth summary of the CPA’s activities can be provided upon request.

2.2 CPA STRATEGY

In 2023, following the launch of the CPA Strategy in 2021, the CPA has undergone a significant restructure to help future-proof the organisation, and as part of this process have re-defined our strategic goals, which clearly align to those of the RPS (Figure 1). We have also reclassified our core programmes of work to align to the new organisational structure Figure 2.

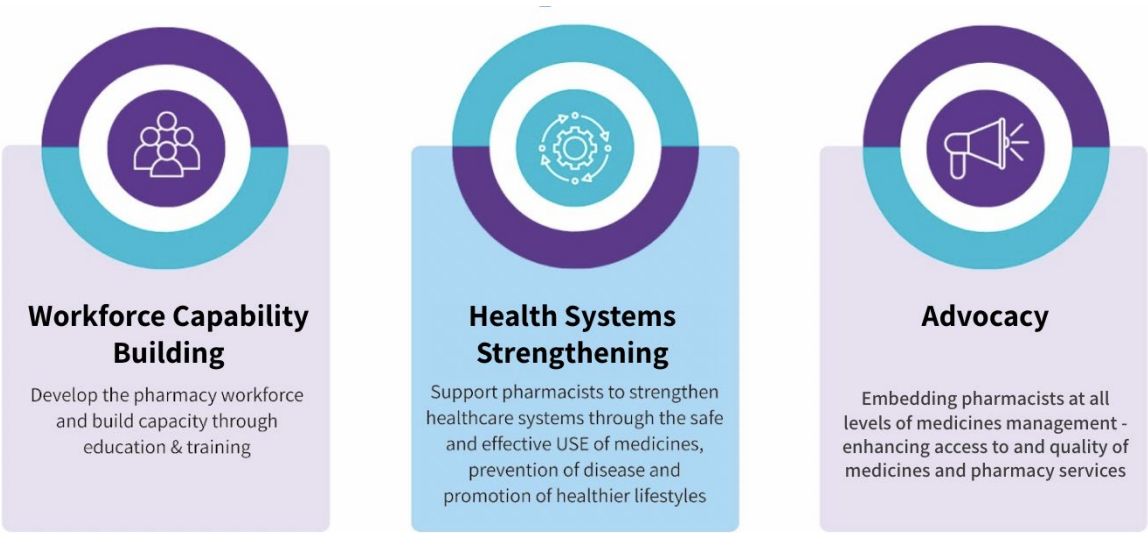


Figure 1: CPA’s Strategic Goals

| Workforce Capability Building | Health Systems Strengthening | Advocacy |
|--|---|---|
| <ul style="list-style-type: none"> • Online learning platform • Chief Pharmaceutical Officer's Global health Fellows (CPhOGHF) • AMS Leadership Fellowship for Africa (ALF-A) • Fundamentals of Critical Care course | <ul style="list-style-type: none"> • Commonwealth Partnerships for Antimicrobial Stewardship (CwPAMS) • Surveillance and Prescribing Support for Antimicrobial Stewardship Resource Capacity Building (SPARC) <ul style="list-style-type: none"> ◦ Prescribing companion app ◦ Clinical quality improvement training • PharmAid • Voluntary information and price sharing database (VIPSD) | <ul style="list-style-type: none"> • Civil Society Policy Forum • Commonwealth Health Ministers Meeting (CHMM) • People's Forum • Commonwealth Heads of Government Meeting (CHOGM) • Dialogue with the Secretary General • Commonwealth Year of the Youth • Social media campaigns • Publications • Conference presentations • Webinars • Key stakeholder meetings |

Figure 2: Overview of the CPA core programmes, classified according to the primary strategic goal

The strategy, underpinned by robust research, monitoring and evaluation, delivers the core benefits offered to our members, to the profession as a whole and the communities they serve, across the Commonwealth.

2.3 KEY ACHIEVEMENTS IN 2023 AND OPPORTUNITIES FOR COLLABORATIVE WORKING IN 2024

It has been another very productive year for the charity, with global stakeholder engagement, strategic projects and operational activity continuing to increase exponentially. The complete update on the CPA's activities over the last year will be published on the Charities Commission website imminently as per mandated annual reporting requirements. The remainder of this report highlights key areas of existing RPS and CPA collaboration, and further opportunities for closer working.

2.3.1 Health Education England's Global Strategy 2022 – 25

In 2017, the CPA established and led the *Pharmacy and Medicines Task Force* for the Health Education England's (HEE) global strategy. The CPA was instrumental in ensuring that RPS was a key stakeholder from the outset of this work, and contributed to the development of HEE's updated global strategy, published in 2019.

As we emerge from the pandemic and HEE refocuses on implementation of their global strategy, there are numerous opportunities for collaborative working through the establishment of opportunities for global electives for UK based pharmacists and training options for pharmacists from overseas. Initial market research has shown these groundbreaking new opportunities would be highly valued by the pharmacy workforce. To further facilitate global working opportunities, through this Taskforce, CPA and RPS have led key strategic conversations with the GPhC and international regulators regarding the re-establishment of reciprocal working arrangements for pharmacists from certain Commonwealth countries. In the context of workforce shortages resulting from Britain's EU exit, this would result in significant benefits for both individual pharmacists and global workforce systems.

CPA continues to facilitate RPS involvement in these critical discussions.

2.3.2 Commonwealth Partnerships for Antimicrobial Stewardship, and the RPS Annual Conference

The award winning Commonwealth Partnerships for Antimicrobial Stewardship (CwPAMS) programme to support pharmacists lead multidisciplinary efforts to tackle the global health threat of AMR, established in 2018, is funded by the UK Department of Health and Social Care's (DHSC) Fleming Fund and run by CPA in partnership with the Tropical Health Education Trust (THET). The success of this programme was recognised through additional funding and programme extension in 2021, 2022, and 26 new partnerships between UK health institutions and those in 8 African countries funded in 2023. The CPA leads the technical aspects of this programme. The RPS AMR EAG and Hospital EAG were active in promoting this significant funded opportunity to RPS members, supporting the call for UK partners.

This programme has demonstrated a significant impact on:

- Progression towards Global AMR Action plans
- Development of leadership capacity and capability in both UK and African pharmacists
- Benefits to health systems in Africa and the NHS

To disseminate learning and inspire RPS members and colleagues working in low and middle income countries (LMIC) across the Commonwealth, the CPA are delighted to have been invited to curate content for the 'working with international partners' stream of the RPS Annual Conference.

Working with the previous RPS Associate Director of Education, the CPA invited the NHSE Director of Global Engagement, NHS and African pharmacy-led partnership teams, and an NHS Chief Pharmacist (employer) to share experiences and global perspectives with RPS members.

The CPA welcomed the offer to invite pharmacists from LMICs as virtual delegates to attend the conference, to support the learning and development of colleagues from these countries, and build RPS' brand awareness and reputation in these countries.

Examples of thanks shared by national pharmacy associations across these LMIC include:

"We are so happy and excited to participate in the event. Thank you so much for sharing this opportunity from RPS with us. We really appreciate it!"

"Thank you for this tremendous offer. Our members will appreciate taking advantage of this opportunity."

CPA are keen to continue this collaboration in 2024 to further strengthen RPS' international presence, and support the development of the pharmacy profession globally through the provision of learning and networking opportunities for colleagues in LMIC.

2.3.3 Global Leadership Fellowship Programmes

In 2019, the CPA, in partnership with NHSE, established the Chief Pharmaceutical Officer's Global Health Fellows (ChPOGHF) Programme, to support the development of leadership skills in UK pharmacists who were part of the CwPAMS partnerships. The second cohort of the Fellowship graduated in December 2022, and funding is currently being secured to launch the third cohort in January 2024.

Building on this success, in October 2023, following a competitive recruitment process, 30 pharmacists commenced our groundbreaking new AMS African Leadership Fellowship Programme based on the UK programme, to provide the same opportunity for leadership development to pharmacists based in 8 CwPAMS countries in Africa: Ghana, Kenya, Malawi, Nigeria, Sierra Leone, Tanzania, Uganda and Zambia.

The long-term vision for pharmacists trained through this programme is to establish a cohort of leaders who implement their leadership skills to drive the continuous improvement of health systems in their countries, building a more sustainable, local workforce.

This flexible advanced practice training programme is aligned to both FIP and WHO global competency standards, and has been designed such that simple modification will result in new leadership training programmes in other key clinical areas.

In November 2023, a further bid for funding was submitted for the delivery of an Advanced African Leadership Programme specialising in Education and Training.

There is significant potential for the RPS to provide certain aspects of these programmes. In October 2023, we tested a collaboration with RPS to deliver a mentoring training session to the cohort of African Leadership Programme pharmacists, repurposing existing RPS materials. Early feedback has demonstrated success, therefore the CPA will look to seek funding to incorporate RPS mentoring training into future programmes.

This approach is mutually beneficial, and supports building RPS' international brand, reputation, and generating income, with existing resources being utilised. CPA welcomes opportunities to broaden this collaboration.

2.3.4 Education and Professional Development Opportunities

2.3.4.1 CPA CPD Platform

The CPA continues to support and drive the education of pharmacists around the Commonwealth (and globally) through its Continuing Professional Development (CPD) online e-learning platform.

CPA provides its LMIC member organisations, and other countries where funded externally, with free access to this platform, as a member benefit of their in-country National Pharmacy Association.

To date, over 10,000 pharmacists from 22 countries have been onboarded and provided with access to 7 CPD courses in communicable and non-communicable disease areas, including antimicrobial stewardship and malaria. Upon completion of courses, learners are awarded certificates which are co-badged as CPA and the relevant National Pharmacy Association, to demonstrate the value of membership with their own National Pharmaceutical Society.

Following discussions with National Pharmacy Associations at FIP Congress in September 2023, the CPA has commenced work to obtain in-country CPD accreditation of content, where appropriate, to drive further engagement with resources, and ensure alignment with in-country CPD/Revalidation requirements.

CPA has secured funding to expand its library of content and further develop platform functionality.

CPA's approach to CPD development and delivery provides extensive collaborative opportunities with the RPS. During the pandemic, the CPA and RPS tested a model whereby existing RPS content was repurposed into certified CPD resources for pharmacists across the Commonwealth. A total of 458 of the pharmacists from across the Commonwealth who registered on the RPS website *successfully* completed these modules, receiving a co-badged CPD Certificate as a result of this very simple low-cost initiative.

CPA would welcome further collaborations with RPS to facilitate expansion of its international presence.

2.3.4.2 Increasing LMIC access to UK training programmes

With increasing demand for education, training and support across the nations, the CPA continues its collaboration with University College London Hospitals NHS Foundation Trust (UCLH), offering 60 free places to Commonwealth Pharmacists, on the 'UCLH Fundamentals of Critical Care' course. This highly popular programme has received over 700 applications this year, illustrating the demand that exists for upskilling and specialising in aspects of clinical care.

In 2024, the CPA plans to apply for funding to support a larger cohort, again illustrating the potential of collaborative working should the RPS have similar training programmes that could be expanded to a LMIC audience.

2.3.4 Regional Engagement Plan

The CPA has established a Commonwealth pharmacists network through their connections to the National Pharmacy Associations, who are our members. This community was strengthened during the COVID-19 pandemic, with the increased use of digital platforms facilitating engagement in new ways.

Building on this, the CPA are now developing a 2-year face-to-face regional engagement plan, working with member organisations to provide support for national conferences and events, either virtually or in person, offering content curation, delivery and delegate recruitment opportunities.

This approach has been pioneered with RPS' 2023 Annual Conference.

We are now working with the Indian Pharmaceutical Association to develop a training workshop for delivery at their National Congress in March 2024, an offering which we are planning to extend to other national conferences

Wherever possible, CPA will prioritise and approach RPS and other member organisations as educational partners for these sessions.

2.3.5 Accessible Medicines Information

2.3.5.1 PharmAID

PharmAID has established and enhanced RPS' reputation in many Commonwealth countries. Set up in the 1970s, PharmAid annually redistributes recent copies of pharmaceutical books from the UK to National Pharmacy Associations (NPAs) across the Commonwealth. The NPAs distribute these books to pharmacists working in medicines information, community pharmacies, clinical practice and training environments. The most frequently cited use of the books is to check paediatric doses and safety of drugs in pregnancy and lactation. By accessing credible and reliable resources of medicines information, pharmacists are able to optimise medicines management, ensuring better care for patients and in turn improving professional practice in resource-poor settings.

Over 5000 books were donated during 2022-2023 and – many of these were kindly provided by the Pharmaceutical Press and NICE. The CPA continues to reassess how best to deliver this offering in a digital age, especially with the current challenges of rising shipping costs and other environmental pressures. Some of the most resource-poor Commonwealth countries can already access the BNF

digitally via the WHO's HINARE arrangement, however there are still issues with connectivity in many areas.

CPA would welcome further discussions with RPS on evolving the PharmaID programme in the context of a digital age.

2.3.5.2 Antimicrobial App

In October 2022, the CPA launched the Prescribing Companion App as part of the Surveillance and Prescribing Support for Antimicrobial Stewardship Resource Capacity Building (SPARC) programme. With capability to be used offline, in remote locations, the App promotes the use of and facilitates access to national standard treatment guidelines giving digital bedside access to national antimicrobial prescribing guidelines. Over 2023, the App has been deployed across 22 countries in Africa and Asia, with the support of in-country consultants and App champions.

There is significant potential for RPS and CPA to collaborate in providing similar accessible medicines information via digital resources in the future.

3. RECOMMENDATIONS FOR 2023 ONWARDS

RPS and CPA's Partnering Charter documents the close and special relationship between the two organisations. Leveraging the shared expertise, data and insights provides a significant opportunity to deliver education, training and development support that is beneficial to patients, the public, and the pharmacy profession in the UK and globally.

It is important to note that the CPA's impressive progress this year, until recently, has been made with a team of two part-time employees, a supporting team of project-based consultants and some willing volunteers. The RPS has supported 50% of one of these employment posts with an annual grant, and in return the CPA have waived RPS' CPA membership fee. CPA are grateful for this support, which has enabled the charity to grow and develop significantly, from £40k to £1m turnover in the last 7 years. This demonstrates the appetite for workforce development support, and the significant funding opportunities currently available.

This paper highlights key areas for RPS and CPA collaboration, to facilitate the development and growth of RPS' membership, reputation and reach both in the UK and globally. Further, CPA would welcome closer engagement with RPS Fellows, Retired Pharmacists Group, and wider RPS groups and networks, to enhance RPS' member benefits through CPA's global opportunities.

Therefore, the CPA recommends RPS consider investing resource, either internally or via the CPA, to scope the breadth of opportunity available, with a view to establishing an international strategy aligned to its strategic priorities and Royal Charter objectives. This would help to secure the viability of both organisations for the future.

Assembly Meeting 22nd November 2023

23/11/ASB/02I Open

| | |
|---|--|
| Title | Health and Safety Annual Report |
| Open, confidential or restricted | Open |
| Author (include email/phone) Position | Victoria Jennings, Incentive Facilities Management Workplace Account Manager |
| Purpose of item | Update for noting |
| Item Summary | H&S annual update for Assembly |
| Related Risk Register item (where applicable) | |
| Related RPS Strategy item (where applicable) | |
| Actions/decisions required of the Assembly | None |

Health & Safety Update Report 2023

Purpose

To inform the Assembly of the status of the Health and Safety activities in 2023.

Action required

The Assembly is asked to note this update.

Background

The operational responsibility for Health and Safety (H&S) sits with Workplace Account Manager led by Victoria Jennings after outsourcing to a specialist Incentive Facilities Management on 1st July 2021.

Key activities since the last update have been as follows;

- London office
 - Connected Intelligence project is in operation with a live dashboard (in process of casting to screens in and around the office)
 - LED lighting upgrade was completed in Q1
 - Urinals on the ground floor were put back in action
 - Various electrical works throughout the year to support with the ever changing technological and physical needs of the business
 - Vital heating vessel replacements and remedials completed
 - Library and atrium décor touch-ups on lower levels completed
 - Signage upgrade completed
 - Basement clear-out & organisation continues
 - Refuge alarm panel repairs conducted
 - Lift repairs completed
 - Intercom and electrical door faults replaced/rectified
 - We had several contractor changeovers, all of whom have now settled in and are performing well
 - BMS software was upgraded to enable supporting the Connected Intelligence project to monitor, measure and improve the performance of the office at 66ES and provide a carbon footprint of the London office for the RPS.
 - CCTV & Access Control software & some hardware was upgraded in March/April with revised access control cards issued to staff enabling improved security
 - L8 Legionella remedials have taken place including replacement of TMVs and removal of dead legs and are being monitored. Next sampling due in January 2024
 - Solar film installed on ground floor reception area to a total of 8 window panels which has reduced significantly the amount of heat and glare produced from the sun
 - Fire Risk Assessment (FRA) remedials scheduled to commence in November and due for completion in Q1 2024; this includes implementing fire stopping measures of 52 locations, fire doors of which 20 require remedy and several fire dampers
- Cardiff office
 - Replacement of faulty condenser units on the A/C. Entire units failed completely which resulted in the inability to maintain/control heating within the office which

was high risk given that the server is in the open office and requires control/monitoring.

- Removal of unused cleaning substances. All other substances kept in lockable cupboard
- L8 RA revision – Tolerable Rating. All dead legs removed and remedials actioned
- Water Heater replacement in toilet
- Investigations on electrical faults on G/F and F/F water heaters. G/F water isolated because of a leak – remedials completed.
- Faulty emergency light fixtures/fittings replaced
- Replacement and upgrading of security equipment completed
- Installation of additional emergency lighting equipment to meet compliance requirements completed
- **Edinburgh Office**
 - Fire Panel replacement owing to faulty and obsolete existing panel
 - Garage refurbished and has been let generating additional income
 - Fire escape route tidied from overgrown plants causing trip hazards and emergency signage added.
 - Rear fire escape final door lock to be replaced with push bar/thumb lock
 - Emergency light remedials completed
 - Mains water supply protected with lagging/insulated materials
 - Water tank has been removed due to high risk of legionnaires, additional pipework has been installed as a result.

Health and Safety Update Report

Summary:

| | |
|---|---|
| Safety, health, environment and quality (SHEQ) audit | <p><i>London</i> Completed – April 2022 Score – 87.54% Outstanding Actions – 0</p> <p><i>Edinburgh -</i> Completed – October 2022 Score – 91.3% Outstanding Actions – 0</p> <p><i>Cardiff -</i> Completed – July 2022 Score – 80.29% Outstanding Actions – 0</p> |
| Accidents in the work place | <p><i>London</i> There was an incident of an event attendee getting hand sanitiser in their eye. First Aid was given with washing out the eye and issuing eye wash. There was also an incident where an individual on work experience fainted, emergency services were contacted and advice from them followed.</p> |

| | |
|------------------------------|---|
| | <i>Edinburgh & Cardiff</i> None reported |
| Near Misses | <p><i>London</i> - Several near misses with the automatic doors in reception – manifestation dots have been added to these doors.</p> <p>Similar issue with the newly installed swing door on 3rd floor – manifestation dots also placed on the door.</p> <p>Few trips on the floor mats placed on the entrance ramp.</p> <p><i>Edinburgh</i> – near miss trip hazard with the carpet at the top of the stairwell</p> <p><i>Cardiff</i> None reported</p> |
| First Aid | <p><i>London</i> All first aid top-up training is required</p> <p><i>Edinburgh</i> First aid top-up training is required</p> <p><i>Cardiff</i> First aid top-up training is required</p> |
| Fire Evacuations | <p><i>London</i> 22nd September 2023 next drill due in March 2024</p> <p><i>Edinburgh</i> 21st June 2023 next drill due in December 2023</p> <p><i>Cardiff</i> Next drill – Imminent – Unable to conduct drill when there are too few staff onsite. Fire alarm is tested weekly. A suitable date/time when there will be more than 5 people present in the office so we are able to plan an evacuation drill.</p> |
| Annual Fire Risk Assessments | <p><i>London</i> Fire risk assessment review carried out 21st September 2022 and rated tolerable. Review of this due in 2024</p> <p><i>Edinburgh</i> Risk assessment review carried out 31st August 2022. Review of this was carried out on 19th October 2023 with 4 actions to be taken which have been requested with our contractor for immediate attention.</p> <p><i>Cardiff</i> Risk assessment carried out 25th July 2022 and rated tolerable.</p> |
| Fire wardens | <p><i>London</i> Tenants responsible for 1st & 2nd floor. IFM responsible for Basement & Ground floor. RPS responsible for 3rd floor. 4th Floor – as no permanent desks in situ any meeting taking place formal/informal will be the hosts</p> |

| | |
|-------------------|---|
| | <p>responsibility to act as fire warden and the online e-learning will be sufficient for this.</p> <p><i>Annual Fire Warden refresher training required for all through online training as bare minimum.</i></p> |
| L8 (legionnaires) | <p><i>London</i> Conducted 5th September 2023 with 5 actions to be taken which have either been remedied or are in progress.</p> <p><i>Edinburgh</i> Review conducted 19th October 2023 with no actions to be taken.</p> <p><i>Cardiff</i> Completed on 26th July 2022 and further review on 2nd March 2023 with a tolerable rating. Remedials include removal of dead legs and tank.</p> |

1 Return to 66ES

- 66ES has been open for 5-days per week since the beginning of September 2021. With occupancy numbers steadily increasing.
- Staff are continuing to make good use of the various meeting rooms on L3/4 & ground with them regularly in use on an ad hoc basis as well as being booked up.
- Most popular days in the office is Tuesdays and Thursdays. Generally, people are coming in for a day or two but not staying after 18:00. Mondays and Fridays remain the quietest days and barely reach double figures. Tuesday and Thursday are relatively consistent and the busiest days with averages of 46-65 people in attendance.

2 Office reconfiguration

- Meeting rooms, pods, boardroom and spaces within the office being utilised on some days to full capacity.
- Hospitality requests to support meetings and events is on the rise. A proposal for hospitality provisions has been submitted with a phased approach to support demand as it grows.
- With more people returning to office working and RPS enforcing an amount of working days in the office per month, we are now seeing a need to increase workstations and a plan for this has been submitted. Changes to the office will be made in phases to support demand.

3 Level 1 and 2 Office Letting Update

- Ingeus are our tenants and have been in situ since January 2022
- Feedback remains very positive
- Ingeus visitor numbers are consistent and manageable. Language barriers remain a challenge for Ingeus visitors who often struggle with English.

4 Office Clear Out

- Good progress made on clearing out the office and continues.
- Some furniture has been placed on sale and some items have been sold with others being donated to charity.
- Other office items no longer required by RPS will be donated to local charities and any local start-up business that may benefit.

5 Completed projects

- Please refer to activity list on Pg 1 of this document.

6 NEW Risk Implications

- London – Maintenance and Defects – Remedial works taking place post audits/PPMs. Age of plant and equipment. Further leaks from roof.
- Scotland – Maintenance and Defects – Cracked glass roof which leaks & chimney.
- Wales – Maintenance and Defects – Remedial works taking place post audits/PPMs. Age of plant and equipment.

7 Facilities Contract Update

- Incentive Facilities Management team have been working hard to ensure all three buildings are fully compliant and all necessary remedials are being attended to. IFM are now well established in all offices and we remain compliant on all three sites working towards industry best practice standards.
- Incentive has undergone two mergers and are in final transition stages to become OCS Group which opens IFM up to a wider range of contractors and preferential rates.
- We are in the 3rd year of our contractual agreement and consideration should be made for a continuation of services provided going forward.



2024 Effective Dates

National Boards

The 2024 effective date for each Board will be 00.01 on the day of the respective Board's summer induction/planning meeting. Retiring Board members will leave office at the same time.

| | |
|-------------------------|----------------|
| English Pharmacy Board | 18th June 2024 |
| Welsh Pharmacy Board | 18th June 2024 |
| Scottish Pharmacy Board | 18th June 2024 |

Assembly

The 2024 effective date for Assembly will be 00.01 on the day of the summer Assembly meeting. Retiring Assembly members will leave office at the same time (unless they have already failed to remain elected to their respective National Board)

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|------------------------|----------------------------|
| Assembly Induction Day | 16 th July 2024 |
|------------------------|----------------------------|

Alison Douglas
Governance Manager

Assembly Meeting 22nd November 2023

23/11/ASB/02o - Open

| | |
|--|---|
| Title | Inclusion and Diversity update |
| Open, confidential or restricted | Open |
| Author (include email/phone) | Amandeep Doll amandeep.doll@rpharms.com 0207 572 2353 |
| Position | Head of Professional Belonging |
| Purpose of item | Inclusion and Diversity update to Assembly to ensure accountability of delivery. |
| Item Summary | This paper provides an update on the Inclusion and Diversity Strategy and programme delivery workstream to date and upcoming activity for 2023 |
| Related Risk Register item (where applicable) | <ul style="list-style-type: none"> • RPS to continue delivering their commitment to the 5-year RPS Inclusion and Diversity strategy • Engagement with key stakeholders and pharmacy organisations to create change and long-term commitment to pledge • Staff absence and sickness All risks have been mitigated against |
| Related RPS Strategy item (where applicable) | All |
| Actions/decisions required of the Assembly | None |

Inclusion and Diversity Update

Background

[RPS Improving Inclusion and Diversity across our profession: our strategy for pharmacy 2020 – 2025](#) was launched in June 2020, with a commitment to improving inclusion, diversity and creating a sense of belonging for the whole profession.

We are committed to continue to deliver against our strategy and ensure there is an improved sense of belonging across the profession. We must have a fair profession where everyone feels they belong for us to best deliver on all our professional responsibilities.

Summary of activity /achievements to date

1. Address Black students' awarding and attainment gap at both undergraduate and post graduate level.

RPS are leading on new working group with partners from across the profession to address the differential attainment and awarding gap experienced by Black pharmacy students and foundation trainees.

Partners in the group are BPSA, GPhC, NHS England, Pharmacy Schools Council and representatives from Schools of Pharmacy. Following the first meeting, we will be approaching student representative organisations to join the group, which will meet every six months.

RPS is producing a report for publication in November which will set out recommendations from the group and actions they will take forward to improve the differential attainment and awarding gap in a meaningful and sustainable way. They will focus on fostering a more inclusive and supportive learning environment to help bridge the attainment and awarding gap.

The recommendations will be based on the following themes:

- Inspiration, aspiration and role models
- Cultural competence training for tutors
- Debiasing processes and supporting the transition into the workplace
- Data collection

2. Health Inequalities

- a. **Great North Pharmacy Research Conference** – attendance at the conference to deliver a presentation on the importance of considering the principles of inclusion, diversity and equity when addressing health inequalities, whilst engaging with members in the Northeast.
- b. **Advisory Group on Contraception** – attended quarterly meeting supporting women's health.
- c. **Attendance at Faculty of Sexual and Reproductive Health (FRSH)** – as part of the FRSH Hatfield vision there is a commitment to campaign for nationally commissioned access to Emergency Hormonal Contraceptive (EHC) from community pharmacy.

3. Inclusion and Diversity Programme Review

We are conducting a review of the RPS Inclusion and Diversity programme to determine its impact on the pharmacy workforce and to evaluate how effective the programme has been in meeting its original aims and objectives.

The programme review is being undertaken in 2 workstreams:

- **Workstream 1** A literature review is also being conducted, with an aim to share initial result at the RPS conference in November. The profession wide inclusion and diversity survey was open for 3 weeks with 632 responses, the Science & Research team have conducted focus groups to explore in depth individual responses focused on the following themes:
 - What does a sense of belonging mean to you?
 - Us v's Them – barriers to engaging with I&D topics
 - Cultural Competence
- **Workstream 2** through completion of the [Diversity and Inclusion Progression Framework 2.0](#) created by the Royal Academy of Engineering and the British Science Council we will assess how well I&D has been embedded internally across our products and internal governance structures to identify what we are doing well and how we can improve.

4. Mapping inclusion and diversity across the GPhC Initial Education Training Standards (IETS)

Each protected characteristics will be mapped to the GPhC IETs to help Schools of Pharmacy embed inclusion and diversity into the curriculum. Working together with academics across GB, we are developing a reference mapping LGBT+ issues across each learning outcome, identifying different ways to embed this into the undergraduate programme and identify resources available. We expect this to be completed by Q1 2024

5. Professional Collaboration

Inclusive Pharmacy Practice - Health Inequalities

RPS, NHSE/I & APTUK [Joint National Plan for Inclusive Pharmacy Professional Practice](#). Working collaboratively we have delivered the following activity with NHSE/I and APTUK:

- Attendance at Improving Pharmacy Practice and Engagement Group (IPEG) and the IPP Board Meetings
- Contributing to the quarterly IPP newsletter, our early career Scottish and English board members have written a blog on how joining the RPS Early Careers Group has enabled them to stand for RPS national boards.

Joint ABCD Meeting with APTUK and NAWP

The September ABCD meeting was jointly hosted with APTUK and NAWP focusing on women's health and how we can better support women in the profession. Both Claire Steele and Ayah Abass shared their lived experiences which initiated an open and honest discussion amongst the group.

GPhC Roundtable Events

Attendance at both the Language Barriers and Health Inequalities Roundtable and Racism in Pharmacy focusing on Fitness to Practice.

South West Chief Pharmacist Conference

6. Oliver McGowan Consultation

A response to the Oliver McGowan consultation Code of Practice has been submitted, calling for training on learning disabilities and autism to be mandatory for all pharmacists.

7. Drumbeat Events and Celebrations

South Asian Heritage Month (18th July to 17th August)

For South Asian Heritage Month members of profession nominated team members from South Asian heritage to showcase their contributions to pharmacy. These profiles have been shared across our social media channels throughout the month.

Working in collaboration with Pharmacy Technicians of Colour (PToC), APTUK, Guild of Healthcare Pharmacists (GHP), Female Pharmacy Leaders Network and BPSA we co-hosted a successful South Asian Heritage celebration event at the RPS London office. We had two keynote speakers and a panel discussing the experiences of individuals working within pharmacy and how their heritage has shaped them both personally and professionally.

Black History Month

Throughout October, we celebrated Black History Month (BHM) by hosting an event at our London office, celebrating BHM star nominations via social media which can be found [here](#), running a quiz and sharing blogs of black pharmacists' lived experiences.

Working in collaboration with Pharmacy Technicians of Colour (PToC), APTUK, Guild of Healthcare Pharmacists (GHP), Female Pharmacy Leaders Network, British Pharmaceutical Society Association (BPSA) and UK Black Pharmacist Association (UKBPA) we co-hosted a successful BHM Saluting our Sisters celebration event at the RPS London office. We had a keynote speaker and a panel discussing to celebrate the success of Black women and the importance of allyship.

We have received a lot of positive feedback, there was a really positive atmosphere creating a space where black pharmacy professionals felt a sense of belonging.

Marvin Munzu, co-founder and managing director of Preregshortcuts Ltd has authored a blog on how accent bias can affect your career.

World Menopause Day (18th October)

A joint authored blog by myself, Claire Steele President of APTUK and Ayah Abbas President of NAWP highlighted the importance of breaking the silence on women's health in the workplace.

8. Upcoming activity

- Drumbeat events – Transgender awareness week, Islamophobia Month, Disability History Month, International Men's Day
- Annual Conference – Inclusion and Diversity workshop and supporting Pharmacist Support wellbeing session
- December ABCD meeting – joint meeting with Aabilities focusing on an adult diagnosis of neurodiversity

| | |
|--|--|
| Title | RPS Diversity and Inclusion Strategy and Action Plan 2023-25 |
| Open, confidential or restricted | Open |
| Author (include email/phone) Position Director responsible | Emer Bellis Emer.bellis@rpharms.com 020 7572 2252 People Business Partner Rick Russell, Chief Operating Officer |
| Purpose of item (for noting/discussion/ decision/approval) | For noting |
| Item Summary | A review of RPS strategic goals for equality, diversity, and inclusion, linking these to RPS overall strategic goals and our external member-facing EDI programme. The paper sets out examples of what good looks like for RPS under each statement of purpose and gives an overview of our current action programme for 2023-25. |
| Related Risk Register item (where applicable) | n/a |
| Related RPS Strategy item (where applicable) | n/a |
| Actions/decisions required of the Assembly | For noting |



**ROYAL
PHARMACEUTICAL
SOCIETY**

RPS Equality, Diversity and Inclusion Strategy and Action Plan

2023-2025

Strategic focus for Equality, Diversity, and Inclusion at RPS

Our mission is to put pharmacy at the forefront of healthcare
Our vision is to become the world leader in the safe and effective use of medicines

To be a high-performing organisation, we need a talented, engaged and diverse workforce and a culture that enables people of all backgrounds to give their best and to progress.
Our culture and lived values underpin our professional leadership and help build our success in all of the work we do.

The underpinning strategic themes for 2023-2025 are:

- We challenge our thinking, giving scope to varying viewpoints that reflect our audience and our diverse workforce
- We reflect the good workplace practices that we advocate for the profession

LEADERSHIP



- We commit to having a workforce that is diverse at all levels
- We have clear actions in place to address inequality
- We measure the effectiveness of our action programmes

IMPACT



- We use data effectively, so we know what we need to work on
- We ask for feedback from our employees and stakeholders and act on the results

RELEVANCE



- We understand where we are now in our inclusion journey and how we wish to improve
- We have the right processes in place to achieve and sustain improvements

FUTURE
LOOKING



- Equity and inclusion are intrinsic to our organisation and how we operate

THRIVING



Strategy pillar statements

The pillars below link our internal EDI strategy and action programme to our external strategy and commitments to our members. We will use these 10 statements as a framework to support our action planning and measure progress.

| <p>Inclusive and authentic leadership</p> <p><i>Overarching strategy pillars: Leadership, Relevance and Future Looking</i></p> | <p>Challenge barriers to inclusion and diversity</p> <p><i>Overarching strategy pillars: Relevance, Impact and Future Looking</i></p> | <p>Create a culture of belonging</p> <p><i>Overarching strategy pillars: Thriving and Impact</i></p> |
|--|--|---|
| <ol style="list-style-type: none"> 1. We challenge our thinking, giving scope to varying viewpoints that reflect our audience and our diverse workforce. 2. We ask for feedback from our employees and stakeholders and act on the results. 3. We reflect the good workplace practices that we advocate for the profession. 4. We understand where we are now in our inclusion journey and how we wish to improve. | <ol style="list-style-type: none"> 5. We use data effectively, so we know what we need to work on. 6. We have clear actions in place to address inequality. 7. We measure the effectiveness of our action programmes. 8. We have the right processes in place to achieve and sustain improvements. | <ol style="list-style-type: none"> 9. Equity and inclusion are intrinsic to our organisation and how we operate. 10. We commit to having a workforce that is diverse at all levels. |



| Strategy pillar statement | What does good look like for us? | Current Action Programme |
|---|---|--|
| 1. We challenge our thinking, giving scope to varying viewpoints that reflect our audience and our diverse workforce. | <p>Our Exec team, managers and employees are educated on diversity and inclusion issues, and we keep on learning and adjusting as needed.</p> <p>This is not a 'one size fits all' level playing field. It is an inclusive environment that is culturally adept and creates the space where different viewpoints and approaches are equally valued.</p> | <p>Racial awareness including linguistic racism training for employees and managers – by Q1 2024</p> <p>Continue to include EDI as a regular agenda item on Exec meetings</p> <p>Consider the necessity of an EQUIA in all policy development and when embarking on new programmes of work.</p> |
| 2. We ask for feedback from our employees and stakeholders and act on the results. | <p>We engage our employees and management team to shape our understanding of what good looks like, understand where we need to improve and develop our EDI priorities.</p> <p>We act on employee survey results related to fairness and inclusion and engage our employees in what we're doing.</p> | <p>Follow up 2023 Spring survey comments on accessibility at East Smithfield – October 2023, People and Facilities teams.</p> <p>Discuss draft strategy and action plan, and ongoing role/structure of internal EDI group – November 2023.</p> <p>Employee safe space discussion – November 23 EDI group</p> |



| Strategy pillar statement | What does good look like for us? | Current Action Programme |
|---|--|---|
| | | 23-25 EDI Strategy and Action Plan presented and discussed at November 23 Assembly EDI topic/activity for end of year all employee day December 2023. |
| 3. We reflect the good workplace practices that we advocate for the profession. | <p>We engage with our employees on what good looks like for them through our Employee Forum, EDI group, and employee surveys.</p> <p>We offer flexible working opportunities at all job levels.</p> <p>We have family-friendly working practices.</p> <p>We monitor employee wellbeing and address any areas of concern.</p> <p>Our employees can allocate some working time to professional updating and agreed learning goals.</p> | <p>Ongoing</p> <p>In place – add as a report item for annual report.</p> <p>In place – action for 2024 to group these into one policy for employee awareness and ease of reference. Q2 2024.</p> <p>Autumn employee survey – November 2023, and follow up.</p> <p>Continue to promote and monitor this through our employee surveys, team planning discussions and individual performance appraisals.</p> |



| Strategy pillar statement | What does good look like for us? | Current Action Programme |
|--|--|--|
| We reflect the good workplace practices that we advocate for the profession. | <p>We are Disability Confident:</p> <ul style="list-style-type: none">• Our infrastructure and equipment are accessible.• Employees with a disability can access the support they need.• Our managers are confident in facilitating adjustments where needed.• Our employees are disability aware.• We understand and build our awareness of hidden disability. We follow up on employee feedback from onboarding to exit to ensure that we can act where needed to improve employee experience, retention and organisational effectiveness. | <p>Spring Workbuzz comments on East Smithfield accessibility > Ops Heads action plan.</p> <p>Ops Directorate to lead on 2024 action towards a more accessible/ ergonomically flexible office environment.</p> <p>Inclusion by design is incorporated in the Tech planning strategy for PLB applications and will be similarly built in for Publishing and internal systems developments.</p> <p>Refresher disability awareness training in 2024.</p> <p>We added onboarding and exit surveys to our Workbuzz employee survey package from September 2023. We can review how this is working and add to our Exec reporting suite as agreed from 2024</p> |



| Strategy pillar statement | What does good look like for us? | Current Action Programme |
|--|---|--|
| 4. We understand where we are now in our inclusion journey and how we wish to improve. | <p>Our Exec team and managers have a clear and shared view of our EDI position and priorities.</p> <p>We share our goals, ambitions, and progress with our employees, through regular team briefings, our Employee Forum and internal EDI group.</p> | <p>Exec sign-off of strategy document – October 2023</p> <p>Share strategy and action plan with directorate team managers – November 2023 (action for Exec, with People Team support)</p> |
| 5. We use data effectively, so we know what we need to work on. | <p>Our EDI data set includes workforce measurements, employee feedback, recruitment and career progression tracking and external benchmarking.</p> <p>We have key EDI dashboard measures based on our agreed goals, review these regularly at Exec level and report on them publicly at least annually.</p> | <p>Monthly gender pay-gap tracking from September 2023 onwards.</p> <p>Annual pay gaps report for 2023 – Q3 2024 – Rem Comm. Publish externally Q1 2024.</p> <p>Annual recruitment tracking report for 2023 – Q1 2024</p> <p>Protected characteristics mapping and EDI annual report – Q2 2024</p> |



| Strategy pillar statement | What does good look like for us? | Current Action Programme |
|--|---|--|
| 6. We have clear actions in place to address inequality. | <p>We will use data mapping and qualitative feedback to identify areas where we are not meeting our ambitions and work on these each year.</p> <p>We will set out action steps required, resources, timescales, action ownership and how we will measure success.</p> | <p>Our current and planned actions include:</p> <p>Racial equality and inclusion awareness training for employees, managers, Exec. Q4 2023/Q1 2024</p> <p>Upper quartile diversity (ethnicity and gender) – ongoing recruitment focus</p> <p>Creating safe spaces for our employees to raise and discuss EDI issues –EDI group discussion – November 2023.</p> |
| 7. We have the right processes in place to achieve and sustain improvements. | <p>When we set goals, we'll consider what processes we need to have in place to support achievement. We'll also consider what stakeholders need to be involved to ensure we approach this sensibly and thoroughly.</p> | <p>We'll report on this as part of our action programmes evaluation.</p> |
| 8. We measure the effectiveness of our action programmes. | <p>All action plans will include success measures and a timepoint for review.</p> <p>Reviews will include an analysis of success factors, what didn't go well or have the expected</p> | <p>We'll report on this as part of our action programmes evaluation.</p> |



| Strategy pillar statement | What does good look like for us? | Current Action Programme |
|--|---|--|
| | outcome, outcome reporting and next steps planning. | |
| 9. Equity and inclusion are intrinsic to our organisation and how we operate | <p>When we set up a new or policy or work programme, we will consider whether an EQUIA assessment and carry this out where required.</p> <p>We will track our position and progress using validated diversity self-assessment tools. We may also use external expertise to assess our processes and EDI progress.</p> <p>We will also judge the fairness of our processes based on outcomes and our progress towards EDI goals.</p> | <p>To be added as an item to business case documents for new work programmes and tracked as part of employee policies update process.</p> <p>Review Institute of Engineering and Technology EDI self-assessment with Exec, Q3 2024.</p> <p>We'll report on this as part of our action programmes evaluation.</p> |
| 10. We commit to a workforce that is diverse at all levels. | <p>We encourage job applications from people of all protected characteristics and backgrounds and target our recruitment campaigns accordingly. We aim for an employee mix that reflects the diversity of the UK population. We will actively track this and report our progress annually.</p> | <p>In 2023-24 we will continue to focus on improving POC and female representation in our upper pay quartile. This will include targeting our recruitment campaigns to achieve diverse shortlists and reporting on recruitment outcomes for posts at Head of Department level and above.</p> |



| Strategy pillar statement | What does good look like for us? | Current Action Programme |
|---------------------------|--|--|
| | <p>Having a workforce that is diverse at all levels and for multiple characteristics is a moving goal and affected by normal turnover. We are a relatively small organisation and understand that small shifts in our workforce can have a disproportionate effect on our statistics, regardless of any actions we may take to improve.</p> <p>Our focus on organisational diversity will be proportionate to our workforce of approximately 200 employees, where some employee populations may be quite small.</p> <p>A good indicator of success is when we can track a more even distribution of multiple characteristics across all pay quartiles over time.</p> | <p>We will also continue to place all advertised roles on Find a Job (disability) website.</p> |



Inclusive Leadership specific actions for 2023-24

- **Racial awareness/linguistic racism/accent discrimination ‘safe space’ discussion and training for employees** *Why? Because we know we need to improve racial equality – understanding the territory is a starting point. Employees have asked for this both in our Spring 2023 Workbuzz employee survey and the small follow-up focus group for women of colour. This was in the context of a range of comments and asks for ways in which we can improve inclusion and diversity at RPS. We previously responded to a similar request for neurodiversity training – needs led training has been shown to work well – virtuous spiral.* We are looking for an external provider to run our first ‘safe space’ discussion, so that employees are confident to talk openly about their experience. We will then build on the report and recommendations from this session.
- **Anti-racism/allyship training for Exec and Heads of Department, and managers of larger teams.** This will cover issues like white privilege, using the right language to talk about diversity and inclusion and how people can act as allies and leaders to reduce disadvantage and increase ethnic diversity at leadership level. *Why? Because as a predominantly white leadership team, to lead well in this area of EDI we need to challenge our perspectives, build understanding of the changes that are needed and be able to talk openly and confidently about where we are currently in that journey. It’s important to stress that we won’t regard this as ‘job done’ on racial awareness or equality action. This is about nudging actions in areas we know we can improve and need to understand better. If there is a gap in diversity of thought at higher levels in the organisation, we need to look at how we bridge that gap in a sustainable way and be creative about how we do this. Over time we can continue to build on this understanding for other areas of EDI focus.*
- **Review Institute of Engineering and Technology inclusion and diversity self-assessment at Exec** Follow-on could be a group workshop with People Team, ID group, Exec champion? *Why? Take part in shared benchmarking to assess our current position and any gaps in our thinking. Gives us an objective tool to track our progress over time. We are using this tool to evaluate our EDI work for members, so good for consistency. This also gives a reality check – do we think we’re doing better than we are? Are there some areas where we can demonstrate real progress?*



Removing Barriers to Inclusion specific actions for 2023-24

- **Continue focus on diverse shortlists** (gender and ethnicity) for all senior recruitment at head of department level (grade 6) and above and reporting on this from Q1 2024. *Why? To be an equitable organisation we need to improve representation levels at senior level, particularly for ethnic minorities. Our upper quartile proportions are not in line with the rest of our workforce, and this also drives our high pay gaps.*
- **Inclusive recruitment training for managers** Q1 2024 onwards. We are commissioning a specialist equality training provider to deliver this training in 2024 and we will also look at more informal approaches alongside this – asking our managers what they need and opening more conversations about inclusivity and how to build this. *Why – builds on unconscious bias training and helps to ensure that we follow fair and inclusive processes, applied consistently across RPS.*
- **Disability confident – act on employee feedback** – doors, desks, accessibility; *Why – because we are a disability confident employer. Acting to be inclusive by design is part of this commitment.*
- **Gender neutral toilets.** *Why? – one or more employees has asked for this through the EDI group or the Workbuzz survey. This is something we can put in place by dual signage on our disabled toilets (which are already gender neutral) and demonstrates our commitment to inclusivity to employees and visitors.*

Removing Barriers to Inclusion specific actions for 2024-25

- **Publishing Product Apprenticeship, encouraging applicants from ethnic minority backgrounds.** In budget for 2024 *Why? This initiative has arisen from the recruitment of the current Director of Product in 2021. The executive search agency was asked to focus on providing an ethnically diverse shortlist, to help address the low levels of ethnic minority employees at senior level in the directorate but were unable to do so without adjusting the skills and experience requirements. Creating a training programme where we encourage applications from currently underrepresented groups will help build future talent in this area.*



- **Review our Disability Confident Level 2 self-assessment** *Why: renewal due in October 2025 and it is good practice to self-assess at least annually, tracking progress and building in new actions where gaps are identified.*
- **Share our pay review processes with employees as part of our policy library** *Why? When we began publishing our pay gaps a few years ago, employees asked for more transparency on our pay ranges and how to ask for a pay review if they felt their pay wasn't pitched at the right level. We now update and share our pay ranges annually, and employees have used this information as evidence when asking for a pay review. Publishing our pay processes will increase transparency so that employees are aware of our decision-making processes and constraints and will help us to have more open conversations about pay.*

Create a Culture of Belonging specific actions for 2023-24

- **EDI reporting will be part of our all-employee team briefings (August 2023 onwards).** *Why? We have always been transparent in how we report our EDI action and progress. However, more detailed reporting has been on an opt-in basis: lunch and learn style sessions for employees with an interest in this area. By including our targets and action plan in our routine employee briefings we spread the message more widely, and employees can keep informed, ask questions, and get involved more easily. This approach also makes us more accountable for our progress.*
- **Continue to Engage our Internal EDI group, and the wider employee group, in exploring our current culture:** In what ways do we see ourselves as a diverse and inclusive organisation? What are our strengths? In what ways are we not there yet? How can we create a safe space for employees to discuss these issues and prompt action? Share EDI strategy and current action programme with EDI group and involve the group in ongoing action planning. *Why: because a good understanding of our employees' lived experience, and engaging employees in the planning process, are essential to an effective EDI programme.* Note: Further work is needed to gain active employee engagement – for example, our current EDI group are volunteers who fit this commitment around working time, so that meetings to discuss important items may sometimes need to be rearranged or cancelled. Our next action in this area is to build on our whole company reporting of EDI issues, as described above, so that we create the space for a stronger employee voice.

Assembly Meeting 22nd November 2023 23/11/ASB/07 – Open

| | |
|--|--|
| Title | 2024 Election Scheme |
| Open, confidential or restricted | Open |
| Author (include email/phone) Position Director responsible | Alison Douglas Paul Bennett alison.douglas@rpharms.com paul.bennett@rpharms.com |
| Purpose of item (for noting/discussion/ decision/approval) | For noting and adopting |
| Item Summary | Assembly members are asked to consider the current phasing of places for election to the three National Boards and whether it might want to seek to re-balance across the rolling three year cycle. . |
| Related Risk Register item (where applicable) | n/a |
| Related RPS Strategy item (where applicable) | n/a |
| Actions/decisions required of the Committee | To discuss |

2024 ELECTION SCHEME & BOARD ELECTIONS PLACES

Background

The postponement of elections to the National Pharmacy Boards in 2020 due to the pandemic created an imbalance in the number of places up for election to all three Boards across the rolling three year election cycle as shown below

| | 2024 (& 2027) places | 2025 places | 2026 places |
|-----|-------------------------|----------------|----------------|
| EPB | 8 | 5 | 1 |
| SPB | 8 | 3 | 0 |
| WPB | 7 | 3 | 1 |

Options for Consideration

a) Re-set the cycle

It has been suggested that the Society could potentially look to redress this imbalance at the 2024 elections to ensure a more even split across the three years and ensure that there are vacancies on the SPB every year.

To facilitate this in the 2024 elections, the first five candidates in England and the first four candidates in Scotland would receive the usual three year term of office with the next three candidates in England and next four candidates in Scotland receiving a shorter two year term of office.

The Welsh Board still operates sectoral places so the split would be slightly more complicated: the second place candidates for the two Hospital, Community and Any Sector positions would serve for two year.

This would result in a future split between the three years reverting to:

| | 2025 places | 2026 places | 2027 places |
|-----|----------------|----------------|----------------|
| EPB | 5 | 4 | 5 |
| SPB | 3 | 4 | 4 |
| WPB | 3 | 4 | 4 |

[NB – this would require Assembly approval in November to amend the Election Scheme and a change to the Regulations that would need to be gazetted for 60 days].

It is noted that Scotland and Wales sometimes struggle to receive sufficient nominations to hold an election even in years with lower numbers of vacancies.

b) Take no action at present

The Society is currently in the middle of a comprehensive Constitution & Governance review which

will include looking in detail at the current National Boards structure and composition. The Review will report back to Assembly with recommendations for consideration and it may potentially be that as a result of this process changes are made that affect the Board structure and therefore the elections process from next year anyway.

With the exception of SPB every third year, the current cycle gives a reasonable/good level of guaranteed retention (as there is never a year where all Board places are up for election) but also of potential turn over and opportunity for new members to be elected.

It should be noted that none of the Boards have failed to function or complete their business under the current arrangements.

Recommendation

Making any changes to the election cycle before the findings of the current Constitution & Governance review would be premature and would mean changing the Regulations that the review has been based upon out-with the context of any other changes that might be forthcoming. It would also involve changing the Regulations a number of times within a very short period of time.

If the outcome of the review and subsequent decisions of Assembly were to leave the current Board structure and composition in tact, an opportunity to address the imbalance completely free of any further amends would arise again in 2026 when considering the election scheme for 2027 Board places.

The item was discussed at the last National Board Chairs' Forum where there was a consensus opinion it would be sensible not to make any changes at this point.

Alison Douglas
Governance Manager
August 2023

Paul Bennett
Chief Executive

Election scheme for Members of the National Pharmacy Boards in ~~2023~~2024

1. Elections
2. Interpretation
3. Returning Officer
4. Effective date
5. Places for Members on the English Pharmacy Board
6. Election of Members to places on the English Pharmacy Board
7. Places for Members on the Scottish Pharmacy Board
8. Places for Members on the Welsh Pharmacy Board
9. Election of Members to places on the Welsh Pharmacy Board
10. Periods of office
11. Eligibility for election
12. Eligibility to vote
13. Notice of election
14. Nominations
15. Election statements
16. Holding of ballot
17. Voting
18. The Scrutineer and outcome of elections
19. Casual vacancies
20. Challenges and the effect of non-compliance with this scheme

1. Elections

This scheme is made by the Assembly and makes provision in respect of the election of Members to the Boards in accordance with Regulation 7.7.2 and replaces any previous scheme.

2. Interpretation

In this scheme the following definitions will apply:

‘Boards’ means the three National Pharmacy Boards referred to in these Regulations referred to respectively as "the English Pharmacy Board" or "EPB", "the Scottish Pharmacy Board" or "SPB", and the "Welsh Pharmacy Board" or "WPB"

‘Assembly’ means the Assembly of the Society

‘day’ means calendar day, and any period of days shall be counted without the omission of any public holidays or other days;

‘the effective date’ shall be construed in accordance with paragraph 4;

‘the Journal’ means The Pharmaceutical Journal;

‘Member’ means a person in the category of Member or in the category of Fellow

‘Membership Roll’ means the list of those Members of the Society

‘resident’, in relation to eligibility for membership of the Boards, means, subject to any further interpretation agreed from time to time by the Returning Officers acting jointly, resident or working in the country in question;

‘Scrutineer’ shall be construed in accordance with paragraph 18;

‘Secretary’ means the Secretary of the relevant Board and includes any deputy or acting Secretary or other person fulfilling the office of Secretary and any employee of the Society authorised by the Secretary;

‘Society’ means the Royal Pharmaceutical Society of Great Britain

‘substantive practice’ means the substantive practice as declared by the candidate;

‘in writing’ includes any means of reproducing words in visible form

‘voting form’ refers to ballot papers sent by post or the electronic communication sent by email containing unique voting codes transmitted securely to members.

3. Returning Officer

- (1) The Director for each country shall act as Returning Officer for elections to that Board under this scheme and shall be responsible for the conduct of them.
- (2) The Returning Officer shall, in consultation with the other Returning Officers and/or Scrutineer as appropriate, :
 - (a) publish guidance for candidates on the length, form and content of election statements and CVs;
 - (b) publish guidance for candidates on the use of social media and other forums and the levels of professional conduct expected from them during the election period
 - (c) specify the method, place, date and latest time for return of nominations and votes;
 - (d) determine any question as to the eligibility of any candidate to stand for election;
 - (e) determine any question as to the eligibility of any person to vote in an election;
 - (f) in the event of challenge, determine the outcome of any election;
 - (g) in the event of challenge, determine the interpretation of this scheme;
 - (h) notify the relevant Board of any Members whose term of office is due to expire and any casual vacancies that may arise;
 - (i) publish the Notice of Election;
 - (j) oversee the running of elections;
 - (k) take all reasonable steps to ensure the secrecy of the ballot and to guard against electoral malpractice;
 - (l) take all reasonable steps to ensure that the behaviour of the candidates during the election complies with the conduct requirements of the Society and ensure that the notification of any potential breaches are dealt with according to this Election Scheme or the Society's Conduct Scheme for Members as appropriate
 - (m) inform the Board and all candidates of the outcome of any election; and
 - (n) publish the result of any elections held.
- (3) The Returning Officer may request the Society to appoint bodies or persons (not being Members of a Board or the Assembly) to provide them with such administrative assistance as they considers necessary, to enable them to carry out their functions under this scheme.

The Returning Officer may consult the other Returning Officers for elections to other Boards, the Scrutineer, or other such persons as are deemed appropriate for any purpose connected with the proper exercise of their powers under this scheme including for the purpose of ensuring consistency of approach on any matter of interpretation.

- (4) In the event of a severe civil contingency, interruption of postal services, or delays caused by telecommunications and the internet used to transmit information regarding the election, the Returning Officer may vary such:
 - (a) time limits; and
 - (b) method of delivery of documents,specified in this scheme as they consider necessary in the interests of fairness.

- (5) All decisions taken by the Returning Officer in the exercise of their functions shall be final.

4. Effective date

- (1) On the advice of the Returning Officers the Assembly shall, in each year, fix a date on which Board Members elected in that year shall take office ('the effective date').
- (2) The Returning Officer shall publish the effective date on the Society's website and in the Journal, as soon as practicable after it has been confirmed by the Assembly.

5. Places for Members on the English Pharmacy Board

- (1) ~~One place~~ Eight places on the English Pharmacy Board for Members who work or live wholly or mainly in England, the Channel Islands or the Isle of Man.

6. Election of Members to places on the English Pharmacy Board

- (1) Members shall be elected to the English Pharmacy Board on a simple majority basis by ballot of Members who are resident in England, Channel Islands and Isle of Man or overseas, provided that a member resident overseas may opt to be an elector for another Board.:-

7. Places for Members on the Scottish Pharmacy Board

- (1) Eight places on the Scottish Pharmacy Board for Members who work or live wholly or mainly in Scotland.
~~There are no places on the Scottish Pharmacy Board for election in 2023.~~

8. Election of Members to places on the Scottish Pharmacy Board

- (1) Members shall be elected to the Scottish Pharmacy Board on a simple majority basis by ballot of Members who are resident in Scotland.

89. Places for Members on the Welsh Pharmacy Board

- (1) Seven places on the Welsh Pharmacy Board are for Members who work or live wholly or mainly in Wales.

~~(1) One place on the Welsh Pharmacy Board for any eligible Member whose substantive practice is in the Locum (any sector) Practice~~

- (2) The seven places shall be allocated as follows:

(a) One place for any eligible Member whose substantive practice is in the Primary Care sector;

(b) Two places for any eligible Member whose substantive practice is in the Hospital sector;

(c) Two places for any eligible Member whose substantive practice is in the Community sector;

(d) Two places shall be filled by any eligible member

9.10. Election of Members to places on the Welsh Pharmacy Board

(1) Members shall be elected to the Welsh Pharmacy Board on a simple majority basis by ballot of Members who are resident in Wales.

(2) All candidates shall stand for election for the places in 9(2)(d) above. In addition, eligible candidates may be nominated for election to the sectors listed in 9(2) (a-c) above.

(3) No candidate may be nominated for election to more than one place allocated for a Member practising in a particular sector of practice in the same election.

(4) From amongst those candidates standing for election to the places specified in 9(2) (a-c) above, the candidate receiving the highest numbers of votes shall be elected to each place

(5) From amongst those candidates not elected as specified in 10(4) above, the candidates who receives the highest number of votes shall be elected to the places specified in 9(2)(d).

11. Periods of office

(1) In relation to the elections to the English Pharmacy Board:

(a) the period of office of the newly elected Members shall expire at 23:59 on the day before the effective date in ~~2026~~2027:

(2) In relation to the elections to the Scottish Pharmacy Board:

(a) the period of office of the newly elected Members shall expire at 23:59 on the day before the effective date in 2027:

(3) In relation to the elections to the Welsh Pharmacy Board:

(a) the period of office of the newly elected Members shall expire at 23:59 on the day before the effective date in ~~2026~~2027.

(4) If any Member of a Board ceases to be a Member of the Society they shall cease to be a Member of that Board.

11. Eligibility for election

(1) A Member shall be eligible for election only if they are a Member or Fellow of the Society.

(2) A retired Member of the Society shall be eligible for election.

(3) A Member may only stand for election to one Board.

(4) A Member shall be eligible for election to the English Pharmacy Board only if they work or live wholly or mainly in England, Channel Islands or Isle of Man.

~~(4)–(5) A Member shall be eligible for election to the Scottish Pharmacy Board only if they work or live wholly or mainly in Scotland.~~

(6) A Member shall be eligible for election to the Welsh Pharmacy Board only if they work or live wholly or mainly in Wales.

(7) Any elected Member of a Board who changes their substantive practice following their election shall be eligible to serve the full term for which they were elected.

~~(8)–~~ No Member shall be eligible for election if they have failed to pay by the date and time fixed for the return of nomination forms any subscription or other debt due and payable by them to the Society.

~~(89)~~ No Member shall be eligible for election if they are currently charged with a criminal offence (except where that charge is covered by the Rehabilitation of Offenders Act 1974) or have been notified by the Society or any professional, regulatory or public body that they are currently subject to investigation in relation to their conduct or competence, and the matter is unresolved.

~~(109) ———~~ No Member shall be eligible for election if they are employed by the Society.

12. Eligibility to vote

(1) Subject to paragraph (4) below:

- (a) a Member who is resident in England, Channel Islands or Isle of Man at the time the electoral roll is closed, shall be entitled to vote in the election of Members of the English Pharmacy Board;
- (b) a Member who is resident in Scotland at the time the electoral roll is closed, shall be entitled to vote in the election of Members of the Scottish Pharmacy Board;
- (c) a Member who is resident in Wales at the time the electoral roll is closed, shall be entitled to vote in the election of Members of the Welsh Pharmacy Board; and
- (d) a Member who is resident overseas at the time the electoral roll is closed, shall be entitled to vote in the election of Members of the English Pharmacy Board unless they have opted to be an elector of one of the other Boards.

(2) Prior to the holding of the election, the Returning Officers shall jointly fix a date on which the electoral roll shall be considered closed.

(3) The date fixed by the Returning Officers for the close of the electoral roll shall be before the date on which voting instructions are expected to be distributed to voters.

(4) A person who becomes a Member of the Society after the date on which the electoral roll is closed shall not be entitled to receive a vote in that election.

13. Notice of election

- (1) The Returning Officer shall publish a Notice of Election.
- (2) The Notice of Election shall be published no later than 21 days before the date specified in paragraph (3)(b) below.
- (3) Before issuing the Notice of Election, the Returning Officer shall:
 - a) notify the relevant Board of the names of those Members of the Board whose term of office has expired or is due to expire; and
 - b) fix the place, date and latest time by which all nomination forms shall be returned to them
- (4) The Notice of Election shall specify:
 - (a) the numbers and description of Board places to which persons are to be elected in the election;
 - (b) the method, place, date and latest time by which nominations shall be received by the Returning Officer;
 - (c) the date and latest time by which nominations may be withdrawn;
 - (d) the date on which the electoral roll will be closed;
 - (e) the date on which voting instructions are expected to be distributed; and
 - (f) the method, place, date and latest time by which completed votes shall be received by the Scrutineer.

14. Nominations

- (1) All nominations shall be made via the platform provided by the Returning Officer, and shall comply with the requirements of paragraph (3) below.
- (2) Only one candidate may be nominated on any nomination form.
- (3) Nominations must be submitted digitally:
 - (b) All nominations will be subject to validation of the seconders intent and so will require their email address.
- (4) A nomination form shall:
 - (a) specify the candidate's known name address and membership number;
 - (b) specify whether a candidate is a current Pharmacy Board member and if so, specify the number of continuous years they have been in office
 - (c) specify the sector of practice in which the candidate currently works;
 - ~~(d)~~ in the case of a candidate for election to a place on the English Pharmacy Board, be signed by, or accompanied by copies of the nomination form bearing accompanied by the details of ten Members (seconders) subject to verification as per 14 (3)
 - (e) in the case of a candidate for election to the Scottish Pharmacy Board, be accompanied by the details of three Members (seconders) subject to verification as per 14 (3); and
 - ~~(e)~~—

~~(e)~~(f) in the case of a candidate for election to the Welsh Pharmacy Board, be ~~signed~~
~~by~~accompanied by the details of one Member (a seconder) subject to verification as per
14 (3); and
~~(f)~~(g) specify the known name and Membership number of the seconders specified in
paragraphs (~~ed~~) to (~~gf~~) above.

- (5) Any candidate wishing to be nominated shall provide to the Returning Officer by the specified time:
- (a) a completed nomination form, signed by the candidate and including or accompanied by the required number of verified details of the seconders on the digital form provided
 - (b) a declaration signed by the candidate which confirms that:
 - (i) the information provided on the nomination form is correct,
 - (ii) the candidate consents to being nominated; and
 - (iii) if elected, the candidate intends to serve for a full term of office;
 - (iv) they will abide by the conduct requirements of the Society and any other general requirements of the Returning Officer throughout the election period
 - (c) a declaration, signed by the candidate:
 - (i) attesting that they are not currently charged with a criminal offence or have been notified by the Society or any professional, regulatory or public body that they are currently subject to investigation in relation to their conduct or competence; and
 - (ii) attesting that they have not received a criminal conviction or police caution nor been the subject of any finding (unless considered as spent under the Rehabilitation of Offenders Act 1974 or where there are applicable time bars under other relevant laws), penalty or censure issued by the Assembly of the Society or any professional, regulatory or public body, or any other decision by any person or body that the candidate considers relevant, or
 - (iii) setting out details and particulars of any criminal convictions (unless considered as spent under the Rehabilitation of Offenders Act 1974 or where there are applicable time bars under other relevant laws), police cautions and finding, penalty or censure issued by the Assembly of the Society or any professional, regulatory or public body received by them, and any other decision by any person or body that the candidate considers relevant;
 - (iv) that any of the events listed in section 72(1) of the Charities Act 1993 do not apply to them;
 - (d) a declaration of the candidate's relevant interests to cover the last 5 years, or a statement signed by them, confirming that they have no relevant interests to declare.
- (6) A candidate may provide to the Returning Officer:
- (a) their election statement(s) (written and/or video) complying with paragraph 16; and
 - (b) a photograph of them self, ideally taken within the previous six months~~(e)~~
 - (c) particulars of the extent and type of work undertaken by the candidate within and for the profession of pharmacy via a ~~2-page (maximum)~~ cv in the form of the template provided by the Returning Officer

provided that, if the candidate chooses to supply any of (a)- (c) above, they must be in the form specified in guidance issued for this purpose and must be received by the Returning Officer by the same date and latest time, and in the same place, as that specified for receipt of nominations.

- (7) Nomination forms (together with accompanying material) must be submitted before the latest time specified for the submission of nomination forms and to the place and in the manner specified by the Returning Officer. Returning Officers will not accept documents that are emailed or submitted after the latest specified time.
- (8) The Returning Officer can declare invalid any purported nomination which has not been properly completed, is not accompanied by the items mentioned at paragraph (4) and (5) above, is received after the specified latest time for receipt, or which in any other respect does not comply with this scheme.
- (9) The Returning Officer may declare invalid any purported nomination if any of the declarations are found subsequently to be false.
- (10) A nomination may be withdrawn by notice in writing or via email signed by the prospective candidate and submitted to the Returning Officer no later than the date which will be specified in accordance with 13.4(c) above.
- (11) If a prospective candidate dies or ceases to be eligible for election before the date which will be specified in accordance with 13.4(c) above, the nomination shall be deemed to have been withdrawn.
- (12) Upon the expiry of the latest time for receipt of nominations, the Returning Officer shall:
 - (a) determine the validity or otherwise of nominations received;
 - (b) inform prospective candidates as to whether or not they have been validly nominated, and where they have decided that a purported nomination is invalid, provide reasons for that decision; and
 - (c) publish a list of validly nominated candidates

15. Election statements and CVs

- (1) Any person standing for election may request the Returning Officer to publish an election statement (written and/or video) provided by them.
- (2) Election statements shall:
 - (a) be submitted to the Returning Officer or nominated recipient by the latest time specified for receipt of nominations; and
 - (b) not contain any falsehoods or misrepresentations, abusive or defamatory material, or material likely to incite hatred or public unrest; and
 - (c) be no longer than the specified word count for written statements or two minute duration for video statements; and
 - (d) comply with any format requirements set by the Returning Officer.

- (3) The Returning Officer shall not publish any election statement (written or video) which in their opinion:
 - (a) would amount to the commission of a criminal offence; or
 - (b) would render the Society potentially liable to civil proceedings; or
 - (c) doesn't comply with any format requirements set by the Returning Officer
- (4) The Returning Officer shall not be required to publish an election statement, which exceeds specified word count for written statements or two minutes duration for video statements.
- (5) The Returning Officer may, in consultation with the candidate, issue a statement of clarification if in his opinion any part of an election statement refers to matters outside the current functions, powers and duties of the Board.
- (6) CVs shall:

be provided to the Returning Officer by the latest time specified for receipt of nominations; and not contain any falsehoods or misrepresentations, abusive or defamatory material, or material likely to incite hatred or public unrest; and be no longer than the specified word count; and comply with any format requirements set by the Returning Officer.

16. Holding of ballot

- (1) Where, after the expiry of the latest time for receipt of nominations, the number of candidates standing for election does not exceed the number of Board places for which they are nominated, the Returning Officer shall:
 - (a) dispense with the need to hold a ballot; and
 - (b) forthwith declare those candidates elected.
- (2) Where, after the expiry of the latest time for receipt of nominations in any election, the number of candidates standing for election is greater than the number of Board or sector places for which they are nominated, the Returning Officer shall cause a ballot to be held.
- (3) Any places for elected Members on a Board which remain unfilled after a declaration of election shall be treated as casual vacancies for the purposes of the Board's powers of co-option.

17. Voting

- (1) The Returning Officer shall specify the method, place, date and latest time by which voting must be completed .
- (2) No later than 11 days before the specified date for completion of voting, the Returning Officer shall send, by email, the voting instruction, or by post if requested, to each Member entitled to vote in that election.
- (3) The voting instruction shall include ,either directly or by directing voters to a specified website where the information can be accessed:
 - (a) a list of the candidates in alphabetical order giving in respect of each candidate:
 - (i) their known name;

- (ii) their category of membership of the Society;
 - (iii) their town or city;
 - (b) the sector of practice in which each candidate has been nominated for election (if applicable);
 - (c) the method, place, date and latest time by which votes shall be returned to the Scrutineer;
 - (d) instructions on the voting procedure.
- (4) The voting instruction shall contain details as to where the information provided by candidates under sub-paragraphs 14(3)(c) and (d) and 14(4)(c)(d) and (e) can be accessed. This information shall include a statement confirming that neither the Society nor the Returning Officer has or accepts any responsibility for the accuracy of any information, declaration or election statement provided by candidate.
- (5) The period for voting shall commence on the date on which the first unique voting codes/voting instructions in an election are dispatched by the Scrutineer.
- (6) If, after the period for voting commences, a candidate dies or is found by the Returning Officer to be ineligible to be elected or becomes ineligible to be elected, the votes cast for that candidate shall be void.
- (7) Votes shall be cast either electronically or via another mechanism provided by the Scrutineer.
- (8) Only one vote for each vacancy may be cast by each voter. The Scrutineer may replace a voting instruction on receipt of a request confirming that the original instruction has not been received or has been lost, destroyed or spoiled, and shall take such steps as are appropriate to ensure that no person may be able to vote twice in the same election.
- (9) The voter shall submit their vote in accordance with the instructions thereon. Each voter shall have as many votes as there are vacancies for which they are eligible to vote.

18. The Scrutineer and outcome of election

- (1) The Society may appoint a person or persons to act as Scrutineer and, if necessary, Deputy Scrutineer.
- (2) Where no person is currently appointed under paragraph (1) above, the functions of the Scrutineer shall be performed by the Returning Officer.
- (3) The function of the Scrutineer shall be to:
 - (a) preserve the integrity of the election process and take such measures as they consider necessary to guard against, and identify, electoral malpractice;
 - (b) dispatch the voting instructions;
 - (c) examine and validate votes;
 - (d) count and record votes received; and
 - (e) notify the Returning Officer of the result of the election.

- (4) Where the Scrutineer is unable, for any reason, to carry out their functions, such functions may be performed by the Deputy Scrutineer, or by the Returning Officer.
- (5) At the conclusion of the count, the Scrutineer shall prepare a report specifying:
 - (a) the total number of votes received;
 - (b) the number of votes rejected as invalid;
 - (c) the number of votes cast for each candidate;
 - (d) the names of those elected; and
 - (e) if an election has been decided under paragraph (6) below, a note to that effect.
- (6) In the event of a tie, the election shall be decided between the tied candidates by the drawing of lots conducted by the Scrutineer.

19 Casual vacancies

- (1) Where an elected Board Member dies, resigns or ceases to be eligible to continue to hold office, the Secretary shall inform the Board that a casual vacancy has occurred.
- (2) A person filling a casual vacancy shall serve for the remaining period of office of the person whose departure gave rise to the vacancy. Where the remaining term of office is for more than one year the vacancy will be filled at the next election.
- (3) Where the period referred to in (2) above is less than a year the vacancy shall not, usually, be filled. Where there is a need for expertise on a particular subject at a Board meeting, a person with such expertise can be invited ad hoc to that meeting.
- (4) Where the period referred to in (2) above is greater than a year the casual vacancy will be included in the next National Board election. As described in 19 (6) below, the candidate for a casual vacancy will also stand for an 'any sector' vacancy. For an election to a sector where there is both a substantive place and a casual vacancy, the substantive places will be filled by those candidates with the most votes and the person with the next highest number of votes will fill the casual vacancy. The casual vacancy will be for the remaining term of the original, retiring Member.
- (5) For an election where there is an 'any sector' position/s to fill and where there is an additional place to be filled due to a casual vacancy, the 'any sector' substantive place/s will be filled by those candidates with the most votes and the person with the next highest number of votes, in the relevant sector, will fill the casual vacancy and will be a Member of the Board for the remaining term of the original, retiring Member. This will take precedence over the process in 19(4).
- (6) For casual vacancies in sectors which have only one elected person, the person with the highest number of votes will be elected to fill the vacancy.
- (7) An additional Board Member can be elected, under the above process, in the event of a casual vacancy occurring between the time that the election scheme for any year is approved by the Assembly and the start of the election process.

- (8) If a casual vacancy occurs once the election process has started, in order to avoid a vacancy of more than a year, at the next election the defeated candidate (in the appropriate sector if relevant) with the highest number of votes shall be elected for the remainder of the term of the original Board Member.
- (9) In the case of a casual vacancy occurring due to a specific sector place failing to be filled by an election (e.g. two sector places are vacant and only one candidate presents), (country) Board Members will elect a Member at their next Board meeting as per the voting procedure below.

If the (country) Board considers it is necessary to fill a casual vacancy, as per the above, Board Members will be requested by the Secretary to the Board (Country Directors) to bring their nomination(s), which has/have been agreed with the nominee(s), to the next formal meeting of the (country) Board, the following voting procedure will then take place.

(10) Voting procedure

- i. Nominations for the casual vacancy will close before the first vote is taken.
- ii. A blank ballot paper will be distributed to each Board Member present.
- iii. The Board's secretary will read the names of the candidates for the casual vacancy and invite each Board Member present to write the name of their preferred candidate on the ballot paper. The papers will then be collected.
- iv. If one candidate had received the majority of the total votes cast, that person will be deemed to have been elected to the position concerned.
- v. 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 ii-iv above will be repeated. This procedure will be repeated until one candidate receives the majority of all votes cast.
- vi. If, in any ballot in which one candidate does not receive the 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 ii-iv above to decide which of these candidates is to be eliminated.
- vii. If, when there are only two candidates for a post, there is a tie in the ballot, a further ballot will be held under the procedure set out in ii-iv above. 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. This procedure set out in ii-iv above, as appropriate, will then be followed.

20. Challenges and the effect of non-compliance with this scheme

- (1) Where the Returning Officer(s) receives any challenge to the results of an election, or any complaint or information which alleges that, or becomes of the opinion that:
- (a) a candidate was, or has become, ineligible for election;
 - (b) a candidate submitted inaccurate or misleading declarations or statements;
 - (c) a candidate submitted a false or misleading election statement;
 - (d) a candidate committed electoral malpractice; or

- (e) there has been a failure to comply with this scheme in a significant and material respect, they may, subject to paragraph (2) below, consider the matter.
- (2) (a) The Returning Officer(s) shall not consider any challenge, or any complaint or information relating to the election that is received by them after the expiry of 28 days from the date on which the election results are published.
(b) The Returning Officer(s) shall not consider any challenge that is vexatious or trivial, is purely a matter of personal disagreement or has been brought with the sole aim of deliberately preventing an individual from standing for office or taking up their office if elected
- (3) Before taking any action in relation to a challenge, complaint or information relating to an election, the Returning Officer(s) shall:
 - (a) provide details of the challenge, complaint or information to the candidate(s) concerned; and
 - (b) afford the candidate(s) concerned the opportunity to make representations on the allegations and on any subsequent action to be taken by the Returning Officer(s).
- (4) Upon considering any representations received from the candidate(s) concerned, the Returning Officer(s) may take such action as they consider necessary in the interests of fairness and all the circumstances of the case, which may include:
 - (a) declaring the results of any candidate, or of the whole election, a nullity;
 - (b) disqualifying a candidate or candidates;
 - (c) rerunning any ballot or election.
- (5) Before taking any action in accordance with the above paragraphs, the Returning Officer(s) may take further steps to investigate the matter, and may seek legal advice.
- (6) The election held under this scheme shall not be invalidated by reason solely of any non-compliance with, or the non-delivery or loss of any document required under, this scheme, if it appears to the Returning Officer that the election was conducted substantially in accordance with this scheme, and that the result of such non-compliance, non-delivery or loss did not affect the return of any candidate at the election.
- (7) The decision of the Returning Officer in relation to any challenge to, or complaint or information concerning, the election, shall be final.

| | |
|--|---|
| Title | Proposal to close RPS Faculty service |
| Open, confidential or restricted | Open |
| Authors (include email/phone) Position | Joseph Oakley joseph.oakley@rpharms.com 0207 572 2334 Associate Director: Assessment & Credentialing |
| Purpose of item | To approve the Education & Standards Committee's recommendation to close the RPS Faculty service |
| Item Summary | Strategic options appraisal and ESC recommendation for the future of the RPS Faculty service. |
| Actions/decisions required of Assembly | For decision |

1. Background

- The previous Director of Education & Professional Development commissioned a review of the RPS Faculty in 2019 chaired by an independent chair.
- The Faculty Review Task & Finish Group, the Faculty Review Wider Reference Group, RPS national boards and other stakeholders developed a number of recommendations.
- A summary of the recommendations from the 2019 review is below:
 - The current Faculty service should be retained as a member benefit but simplified in 2021.
 - A new prospective assessment service to credential advanced pharmacy practice in patient-facing roles should be introduced for patient-facing roles during 2020. This service will recognise individuals as having the knowledge, skills, behaviours and experience to be credentialed as “advanced pharmacist-ready”. Alongside this we will be developing a credentialing service for consultant pharmacists.
 - All existing Faculty Members and Fellows post-nominals should remain valid for as long as individuals are members of RPS. Maintenance fees should no longer apply for membership renewals and Faculty Members and Fellows should not have to resubmit a portfolio of evidence to maintain their post-nominals.
 - All recommendations were agreed by the RPS Assembly in November 2019.
- Consultant credentialing was launched in January 2020 in line with these recommendations.
- Normal business activities were postponed from March 2020 owing to the covid pandemic.
- The RPS post-registration foundation curriculum was then prioritised for development through the latter half of 2020 following the announcement of the IET reforms.
- The RPS Core Advanced curriculum was sequentially developed, in line with the RPS Faculty review recommendations, through mid 2021 – 2022. Development of the supporting assessment and credentialing process and infrastructure was delayed following the RPS executive restructure and subsequently developed through the first half of 2023. The first cohorts of RPS core advanced credentialing assessments were delivered in August 2023, realising the main recommendation of the Faculty review.
- The review and simplification of the Faculty service has been consistently deprioritised over the past three years in light of competing priorities and finite resources. This has meant the legacy Faculty processes have continued. To date, **464** individuals have completed a Faculty assessment; a more detailed breakdown is provided in **Appendix 1**.

2. Motivations for change

- Implementing the Faculty review recommendation to retain but simplify the RPS Faculty is now significantly overdue.

- A small number of members who have undertaken Faculty and/or who have live Faculty portfolios under development continue to seek clarity about the future of Faculty.
- Numbers of members undertaking Faculty are extremely low (< 5 candidates per year) and are now drawn almost exclusively from industry and academic colleagues with more patient-focussed colleagues migrating to credentialing.
- Anecdotally, candidates based in patient-focussed roles are submitting for Faculty to gain the automatic APCL exemptions for credentialing; this is an inefficient and costly workaround which has been perceived by others as a loophole.
- The technology platforms on which the Faculty e-portfolio is built is based on aging code with which no existing staff at the RPS is familiar. There have been issues with maintain the service following migration to the new organisational CRM (Salesforce). To maintain the service, it will need investment in the short term to be redeveloped.
- The assessment processes and supportive Faculty materials are now outdated and not aligned to the newer RPS assessment principles and quality framework. They require updating and renewal to align them to current best practice.
- Delivering assessments is becoming more challenging with a dwindling pool of assessors and no active recruitment or assessor retraining.
- Maintaining the Faculty process in its current form has both a financial and opportunity cost.
 - Technology costs for maintaining, hosting and supporting the RPS Faculty portfolio solution (developed in 2017) = **c54k a year**
 - Staffing resource dedicated to delivering Faculty, responding to queries and managing technology issues = **24 x £250 per day = 6k**
 - **Total = c60k+ per year**

3. Options appraisals considered by the ESC

| | Benefits | Risks |
|---|---|--|
| Option 1 – Do nothing | <ul style="list-style-type: none"> • No impact on current or legacy Faculty members • Limited internal resource required • Inclusive and allows continued recognition of members working outside of patient-focussed roles | <ul style="list-style-type: none"> • Continued uncertainty for members on future of Faculty • Continued maintenance cost of £60k+ a year for limited ROI • Significant risk of reputational damage from outdated assessment process and potential operational failure |
| Option 2 – Retain full legacy Faculty, invest to update | <ul style="list-style-type: none"> • No impact on current or legacy Faculty members • Clarity for members. • Inclusive and allows continued recognition of members working outside of patient-focussed roles | <ul style="list-style-type: none"> • Would require <u>significant</u> investment (£100k+) at a time with competing, higher priority, areas for strategic investment. This would not be possible until at least 2025 as it is not budgeted for 2024. • Limited internal resource to deliver project. • Unlikely to achieve ROI as candidate numbers unlikely to reach levels required to recoup any development costs. |
| Option 3 – Simplify Faculty as per review recommendations (with potential alignment to RPS Fellowship), invest to update | <ul style="list-style-type: none"> • Maintains an inclusive, but more proportionate, approach for recognising members across the spectrum of pharmacy practice. | <ul style="list-style-type: none"> • Would still require significant investment against other competing strategic priorities. |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> Provides opportunity to create synergies with RPS Fellowship, potentially through a portfolio route to Fellowship (common in other similar organisations). | <ul style="list-style-type: none"> Integration with RPS Fellowship may not be accepted by the RPS Panel of Fellows and the existing fellowship. May require changes to RPS regulations. |
| Option 4 – Close Faculty in 2025, with 12-month lead in | <ul style="list-style-type: none"> Increases staffing capacity and decreases costs. Provides a transitional period, giving members time to complete Faculty or migrate to the credentialing pathways. | <ul style="list-style-type: none"> May alienate current Faculty fellows, some of whom may be long-standing supporters of the Society. Removes recognition route for members not practising in patient-focussed roles (and therefore are not able to meet the clinical outcomes of the credentialing criteria) Requires continued investment of £60k+ for 2024 as the process is mothballed. |
| Option 5 – Close Faculty immediately | <ul style="list-style-type: none"> Increases staffing capacity and decreases costs. | <ul style="list-style-type: none"> May alienate current Faculty fellows, some of whom may be long-standing supporters of the Society. May upset current Faculty portfolio owners who will have little notice of the deletion of their data. Removes recognition route for members not practising in patient-focussed roles (and therefore are not able to meet the clinical outcomes of the credentialing criteria) |

4. Discussion held at ESC meeting on 18th September and decision reached by Committee

What do ESC members believe the strategic future of the RPS Faculty should be?

ESC members commented:

- It is clear from the paper that Faculty is not sustainable from a business or financial perspective so it would be right to close the programme, especially if we are only putting through single figure candidate numbers each year.
- Faculty is not a pharmacist's first choice for assurance in industry and academic roles; alternatives exist with greater professional currency.
- Faculty provided a route for community pharmacists to be recognised and there will be a risk once it is closed once this pathway is closed as advanced and consultant credentialing will be challenging for community pharmacists to engage with. This could ultimately have further implications on membership numbers from the community sector. However, the number of community pharmacists engaging with Faculty over the past three years has been extremely low. In addition, post-registration foundation and advanced credentialing provides an opportunity to create value for community pharmacists, especially as community pharmacy services continue to develop and following 2026 when pharmacists qualify as prescribers.

- There needs to be a better model than Faculty for engaging and recognising the whole profession, as continuing to spend £60,000 a year of members' money on this isn't a viable option.
- Members noted the importance of a clear communication strategy to support this decision. Members were very keen to mitigate potential controversy and upset within the profession especially those who practise in a non-patient focussed or technical role. It is important those members still feel valued.
- Members with a live Faculty portfolio must be prioritised in terms of communication so they understand the timelines for final submission prior to closure.

RPS confirmed that:

- Any individual who has completed Faculty will retain their Faculty status and post-nominals ad infinitum.
 - Candidates will be able to get a digital copy of their portfolio to be able to use for other credentialing activities by downloading evidence and reuploading to their credentialing portfolio
- When the decision has been finalised there will be a clear communication plan sent out to those pending regarding closure times so that they can plan to submit in H1 2024. The plan would be to close Faculty permanently from June 2024 in line with recommendation 5

Committee Recommendation to Assembly

After the Committee agreed to option 5 (close Faculty immediately), this recommendation will be taken to the November Assembly. If approved by Assembly, the RPS A&C team will take the necessary next steps to implement this recommendation and close Faculty by June 2024.

Assembly Action

Assembly members are asked to approve the recommendation of the Committee that Faculty be closed and to allow the team to commence implementation of this decision.

Appendix 1

Faculty membership by Faculty stages

| | Total | % |
|--------------------------|--------------|----------|
| Advanced Stage I | 58 | 12.5% |
| Advanced Stage II | 209 | 45.2% |
| Mastery | 195 | 42.2% |

Faculty membership by gender

| | Total | % |
|----------|--------------|----------|
| F | 337 | 72.5% |
| M | 127 | 27.4% |

Faculty membership by gender and Faculty stages

| | Advanced Stage I | % of total | % of gender | Advanced Stage II | % of total | % of gender | Mastery | % of total | % of gender |
|----------|-------------------------|-------------------|--------------------|--------------------------|-------------------|--------------------|----------------|-------------------|--------------------|
| F | 37 | 8% | 11% | 170 | 36.8% | 50.7% | 128 | 27.7% | 38.2% |
| M | 21 | 4.5% | 16.5% | 39 | 8.4% | 30.7 % | 67 | 14.5% | 52.7% |

Faculty membership by sector

| | Total | % |
|---------------------------|--------------|----------|
| Academia/Education | 66 | 14.3% |
| Community | 53 | 11.5% |
| Government | 12 | 2.6% |
| GP Surgery | 19 | 4.1% |
| Hospital | 200 | 43.4% |
| Industry | 18 | 3.8% |
| Media/Publishing | 3 | 0.7% |
| Primary Care | 46 | 10.0% |
| Other | 45 | 9.8% |

Faculty membership by country

| | Total | % |
|-----------------|--------------|----------|
| England | 331 | 71.2% |
| Scotland | 55 | 11.9% |
| Wales | 49 | 10.6% |
| Overseas | 29 | 6.3% |

Assembly Meeting 22nd November 2023 – Open

Confidential Business (for information only)

- 10. Minutes of the Confidential Business of the Assembly meeting 11th/12th July 2023**
- 11. Matters arising from the Confidential Business minutes not specifically included in the agenda**
- 12. Chairs' and Officers' Group**
- 13. CEO Update**
- 14. Finance and Corporate Services**
 - a) Business Information Pack**
 - b) Finance & Investment Committee**
 - c) Audit and Risk Committee**
 - d) Risk Register**
 - e) RPSGB Pensions Scheme**
- 15. 2024 Budget**
- 16. Current Activity**
 - a) PhP**
 - b) Member Experience**
- 17. Any Other Business – Confidential items**